

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

391



FROM: Executive Office

SUBMITTAL DATE:
September 21, 2009

SUBJECT: SCRAPE Update regarding the Management of County Overtime

RECOMMENDED MOTION: That the Board of Supervisors receive and file the attached report.

BACKGROUND: In April 2009, the Board approved a number of cost savings suggestions included in the Safeguard County of Riverside Against Preventable Expenses (SCRAPE) program. The Board also directed that the Executive Office provide periodic updates on the progress of the SCRAPE program's implementation and identify any cost savings realized.

On September 15, 2009 (item 3.6) the Board approved the SCRAPE program update and directed that the Executive Office report back on the methods used to manage overtime within county departments. The attached report gives an overview of these standards as reported by county departments. Human Resources will provide a comprehensive report on year-to-date county overtime use during the first quarter budget update.

Karen L. Johnson, Management Analyst

Departmental Concurrence

FINANCIAL DATA

Current F.Y. Total Cost:	\$ N/A	In Current Year Budget:	N/A
Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	N/A
Annual Net County Cost:	\$ N/A	For Fiscal Year:	N/A

SOURCE OF FUNDS: N/A

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY:
Gary M. Christmas

County Executive Office Signature

- Policy
- Policy
- Consent
- Consent

Dep't Recomm.:
Per Exec. Ofc.:

**Countywide Standards
for
Managing Overtime**

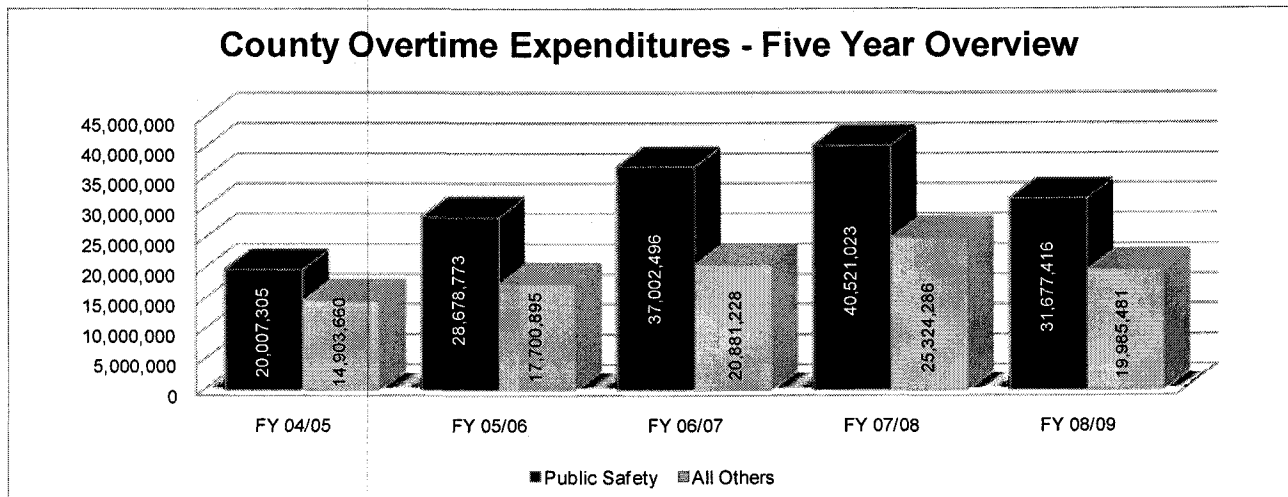


*County of Riverside
Executive Office*

September 2009

Background

Adequate management of overtime compensation is important to exercising fiscal discipline and meeting budgetary goals established at the beginning of the fiscal year. Over the past five years, Riverside County has expended approximately \$260 million for overtime compensation:



On September 15, 2009 (item 3.6) the Board approved the Safeguard County of Riverside Against Preventable Expenses (SCRAPE) program update and directed that the Executive Office report back on the methods used to manage overtime within county departments. This report provides an overview of these standards as conveyed by county departments.

Results

We surveyed 38 departments, including representatives of general government, internal service funds, and special districts. All appeared to understand that overtime work is discouraged and is limited to emergencies and the performance of urgent, necessary functions. More than 25 percent of the departments indicated that under no circumstance is overtime approved.

Most departments mandated that overtime be pre-authorized by a department head, high level manager, or supervisor. There are five departments that indicated there may be limited instances in which an emergency may arise and pre-authorization is not possible. In these situations, compensation for the overtime hours worked is not allowed without management review and approval. Most departments also indicate that its overtime policies have been revised to reflect, or will soon reflect, the Fair Labor Standards Act (FLSA) reporting standards.

Registrar of Voters is the only department that reports the use of mandatory overtime for its personnel during elections. Each manager is responsible for approving and monitoring all overtime and is directed to modify start and end times to avoid overtime when possible.

Human Resources is closely monitoring overtime use. The Executive Office intends to work closely with Human Resources and county departments to help ensure that overtime use is reasonable and remains within budget constraints. Attachment A of this report provides an overview of the standards in use by county departments.

Countywide Overtime Policy Overview

ATTACHMENT A

		No Overtime Authorized	Mandatory Overtime	Limited for emergencies/urgent functions	Pre-authorized by Upper Management	Pre-authorized by Management or Supervisor	Not pre-authorized but approved by Upper Management	Not pre-authorized but approved by Management or Supervisor
1	Agricultural Commissioner	✓						
2	Assessor-Clerk-Recorder			✓		✓		
3	Auditor Controller	✓						
4	CHA - Animal Services			✓		✓		
5	CHA - Environment Health			✓		✓		
6	CHA - Public Health			✓		✓		
7	CHA - Administration			✓		✓		
8	Child Support Services			✓	✓			
9	Clerk of the Board	✓						
10	Community Action Partnership	✓						
11	Cooperative Extension	✓						
12	County Counsel			✓	✓			
13	Department of Public Social Services			✓		✓		
14	District Attorney			✓		✓		
15	EDA/Facilities Management			✓	✓		✓	
16	Executive Office	✓						
17	Fire			✓	✓		✓	
18	Flood Control			✓	✓			
19	Human Resources			✓	✓			

		No Overtime Authorized	Mandatory Overtime	Limited for emergencies/urgent functions	Pre-authorized by Upper Management	Pre-authorized by Management or Supervisor	Not pre-authorized but approved by Upper Management	Not pre-authorized but approved by Management or Supervisor
20	Information Technology			✓	✓			✓
21	Mental Health			✓		✓		
22	Office on Aging			✓	✓			
23	Parks			✓		✓		
24	Probation			✓	✓		✓	
25	Public Defender					✓		
26	Purchasing /Fleet Services				✓			
27	Registrar of Voters		✓		✓			
28	RCRM			✓		✓		
29	Sheriff-Coroner-Public Administrator			✓		✓		✓
30	TLMA - Administration			✓		✓		
31	TLMA - Building and Safety			✓		✓		
32	TLMA - Code Enforcement			✓		✓		
33	TLMA - Environmental Programs	✓						
34	TLMA - Planning	✓						
35	TLMA - Transportation			✓		✓		
36	Treasurer-Tax Collector	✓						
37	Veterans' Services	✓						
38	Waste Management			✓		✓		