



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Overtime Policy – Classified Employees

NUMBER: BUL-5996.0

ISSUER: Michelle King
Senior Superintendent, School Operations

ROUTING

All Schools and Offices
Administrators
Time Reporters
All Employees

V. Luis Buendia
Interim Controller, Accounting & Disbursements Division

DATE: March 11, 2013

POLICY: The policy of the District, in accordance with the federal Fair Labor Standards Act and California law, is to provide overtime pay to eligible employees at time and one-half for all work in excess of eight hours a day or forty hours a week for employees on a standard workweek (5 days, 8 hours per day). Variation from this policy is described under Section II and III of this bulletin.

Regular and probationary classified employees are eligible for overtime pay. Classified administrative and executive employees (as described in Personnel Commission Rule 596) are not eligible for overtime pay. Certificated employees are not eligible for overtime pay.

For information regarding the assignment of overtime, managers and supervisors should refer to the applicable collective bargaining agreement.

MAJOR CHANGES: This revision replaces Bulletin No. DB-31 (REV.) regarding the same subject, dated October 31, 2001. The bulletin has been revised to remove obsolete references and to remind time reporters and administrators of the importance of complying with overtime policies.

GUIDELINES: I. PURPOSE

This bulletin provides information to administrators, time reporting personnel, and affected employees regarding the District’s overtime pay policy and how time should be reported.

II. ADMINISTRATIVE PROCEDURES

A. Overtime must be approved in advance except in the case of extreme circumstances. The approval must always be confirmed in writing by the site administrator within the next three working days. Administrators must ensure that funds are available for authorized overtime, except when the health and safety of students and/or staff members is in severe and immediate danger. For audit purposes, written authorization for overtime must be retained at the work location for five years from the date that the

overtime is approved. Attached for your convenience is a sample overtime request form as Attachment A.

- B. Employees should not be assigned to work more than 44 hours of overtime per month or more than 528 hours of overtime per fiscal year. In emergencies, employees may work more than 44 hours of overtime per month with the administrator's prior written approval.
- C. If an employee does not work a standard workweek or the workday is greater than eight hours or less than eight hours, refer to the applicable collective bargaining agreement and/or Personnel Commission rules to determine the point at which employees should be reported for overtime pay.

For instructions on time report preparation, please refer to the Payroll Administration, Payroll Concepts Manual on Inside LAUSD. Overtime is to be reported to the nearest minute. A conversion chart is included as Attachment B to this document to assist in entering minutes as decimal portions of hours.

- D. It shall be the responsibility of the location and division administrator to review all overtime usage to determine if the overtime was authorized and worked. It shall also be the responsibility of the location and division administrator to ensure that the limitations stated in this bulletin have been followed. Each Local District or Division may develop and document criteria for overtime approval within the district or department.

III. EXCEPTIONS

- A. The only currently authorized exception to the provision of overtime pay for overtime hours worked is Bargaining Unit A (School Police Officers) and certain Unit A aligned employees who are authorized to receive a limited amount of compensatory time off in lieu of overtime pay.
- B. Financial Managers who have been pre-authorized by their administrator to work overtime as a result of evening, weekend, or holiday student body activities shall be paid overtime from Student Body funds.

RELATED RESOURCES: Attachment A – Overtime Request Form
Attachment B – Conversion Table: Minutes to Decimals

ATTACHMENT A
 Los Angeles Unified School District
Overtime Request form

Administrator: _____ Date: _____

Section/Unit: _____

Date(s) of Overtime: _____

Total Estimated O/T Hours: _____

Authorization to work overtime is being requested for the following reason(s); be specific:

Employee Number	Employee's Name	Estimated O/T Hours	OT Week-to-Date with this OT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Requested By: _____ Date Signed _____

Section Head Approval: _____ Date Signed _____

Administrator Approval: _____ Date Signed _____

Attachment B
Conversion Table for Time Reporting

MINUTES TO HOURS (IN DECIMAL FORMAT)					
01 = .02	11 = .18	21 = .35	31 = .52	41 = .68	51 = .85
02 = .03	12 = .20	22 = .37	32 = .53	42 = .70	52 = .87
03 = .05	13 = .22	23 = .38	33 = .55	43 = .72	53 = .88
04 = .07	14 = .23	24 = .40	34 = .57	44 = .73	54 = .90
05 = .08	15 = .25	25 = .42	35 = .58	45 = .75	55 = .92
06 = .10	16 = .27	26 = .43	36 = .60	46 = .77	56 = .93
07 = .12	17 = .28	27 = .45	37 = .62	47 = .78	57 = .95
08 = .13	18 = .30	28 = .47	38 = .63	48 = .80	58 = .97
09 = .15	19 = .32	29 = .48	39 = .65	49 = .82	59 = .98
10 = .17	20 = .33	30 = .50	40 = .67	50 = .83	60 = 1.00