

DIVISION OF PARKS AND RECREATION

March 14, 1986

STAFF DIRECTIVE 86-2

TO: Directorate

FROM: William W. Davis, Director

SUBJECT: Overtime and Compensatory Time

Effective immediately, no overtime or compensatory time is to be worked by any employee without the advance approval of his or her supervisor. Supervisors shall be responsible for establishing procedures with their employees to document the approval of all overtime or compensatory time authorized as well as how to handle emergency situations which could arise under a variety of conditions. Managers and supervisors will be accountable for the amount of compensatory/overtime hours accrued by their respective sections and shall be evaluated on their ability to stay within targeted ranges.

As part of this directive, all exempt personnel (those people who are classified as administrative, executive, or professional employees and thus ineligible for overtime pay) shall not accumulate more than 40 hours of compensatory time before such time must be taken in the month in which it is earned. In essence, a forty hour cap or ceiling is being established. Again, supervisors are responsible for insuring that employees under their charge comply with this component.

The purpose of this directive is twofold. First, it allows us to more accurately manage the level of effort required to perform the work undertaken in the Division as part of the workplan. Second, it should help each of us to be better planners and time managers.

This directive becomes effective immediately and shall remain in effect until superseded.