

COUNTY OF RIVERSIDE  
PARK DISTRICT POLICY

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Purpose:

To establish a guide for employees of the Park District who may be required to work overtime.

Policy:

It is the policy of the Board of Supervisors, as well as this department, that overtime work is discouraged, and that it be limited to emergencies and the performance of urgent necessary work. The normal work period is 9 work days of 8 hours and one work day of 8 hours within the two-week period.

Overtime work is defined as:

- a. Authorized work in excess of the established work day in one day, or
- b. Authorized work in excess of the maximum hours of the established work day in other than a normal work period, or
- c. Authorized work performed when the employee is called back to meet an emergency on a holiday, or
- d. Authorized work in excess of 80 hours in a work period, or
- e. Authorized work performed when the employee is in a standby or call duty status.

It does not include regularly scheduled work on a paid holiday for which the employee is entitled to equal compensatory time off.

It has been indicated by the Personnel Department, that, under an interpretation of Fair Labor Standards Act (FLSA) regulations, work performed at the discretion of the employee outside the regular work schedule, even though on a volunteer basis, might be considered overtime, and therefore reimbursable by either comp time, or cash payment, on the basis of one and one-half times the number of hours worked.

With this in mind, staff members are directed not to work in excess of their regularly scheduled work day, and 40-hour week, without first clearing the need through the Park District General Manager or the Assistant General Manager.