

**HUMAN RESOURCE  
POLICIES AND PROCEDURES**



<b>Policy:</b> Overtime		
<b>Date:</b> September 14, 1992	<b>Revision Date:</b> July 24, 2016	<b>Approved by:</b> Human Resources

**I. AUTHORITY**

Memorandum of Understanding (MOU)

**II. POLICY STATEMENTS**

Pursuant to the MOU, as amended, it is the policy of Eastern Municipal Water District that overtime work is discouraged; that each department head arrange the work of his department so full time regular employees shall normally work not more than 40 hours per week; that overtime work be held to a minimum consistent with the efficient performance of necessary functions meeting emergencies and/or when temporarily using employees on an overtime basis can be shown to be more economical than employing additional personnel or contract assistance.

**III. DEFINITION**

A. Overtime is those hours worked in excess of each employee’s normally scheduled daily shift of eight, nine, or ten hours, or more than 40 hours in a seven-day work period.

**IV. PROCEDURE**

- A. All overtime must be authorized in advance by the supervisor, manager or department head of the work unit except in the event of an emergency in which case authorization will be obtained the next day. An emergency is defined as a call-out or a situation where not completing a job in the field will result in inconveniencing customers.
- B. Once approved or denied a copy of the form will be returned to the requesting employee and a copy will be kept by the department manager or supervisor.
- C. Employees working overtime that have not been approved in advance and were not an emergency call-out may be subject to disciplinary action pursuant to the MOU Section of Employee Discipline, as amended. If it is found that the request for overtime was denied and the employee worked anyway, the employee will be paid for those hours but will be subject to disciplinary action.
- D. Managers and supervisors are responsible to ensure employees do not work hours for which there are no authorization up to and including ordering an employee off-the-job.

**AUTHORIZED SIGNATURES ON FILE**