

Memorandum

Date: July 13, 2018
To: All Personnel
From: Undersheriff Melekian
Subject: Use of Accrued Overtime (OTA)
Sheriff's Bulletin: 18-8



In the recent contract negotiations between the County and the Deputy Sheriff's Association the capability to accrue overtime was modified in the Memorandum of Understanding to allow some accrual of overtime. The following addresses the change to the overtime policy.

Pursuant to Sheriff's Bulletin 16-15B, which suspended the ability to accrue overtime (OTA) for the Law Enforcement Operations Branch, the following changes are effective July 2, 2018.

1. The ability to accrue overtime (OTA) is no longer suspended
2. Personnel will be able to accrue up to 120 hours of OTA (80 hours of actual worked overtime).
3. The ability to accrue for hours 121 – 240 of OTA (81-160 hours of actual worked overtime) is at the discretion of the Sheriff and requires approval.
4. Deputies desiring to use their OTA bank (OTT) must safeguard that no backfill overtime is used to cover their absence.
5. It is the supervisor's responsibility to assist his/her deputy in understanding the authorized use of the overtime bank. The supervisor is also responsible to manage the schedule, ensuring no backfill is used or accrued due to the use of the overtime banks.

BERNARD MELEKIAN
Undersheriff