

OVERTIME

3555

(No. 1 June 1991)

Overtime funding is authorized to pay employees for compensable authorized time worked in excess of the regularly scheduled work week. At the discretion of CDF and in accordance with the personnel rules of the Department of Personnel Administration (DPA), overtime may be used in place of temporary help to meet peak workload requirements when feasible and economically advantageous, or when required by a collective bargaining agreement or state and/or federal law.

Overtime blankets are established to track expenditures for specific activities. However, it is preferable to keep the number of blankets to a minimum and use PCAs to collect expenditure information whenever possible. The departmental personnel office transmits authorized blanket serial numbers to the unit managers at the beginning of each fiscal year.

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