

COUNTY OF



ALLEGHENY

Name Of Policy: AP 110 - Overtime Policy	Date Issued: February 20, 2026
Date(s) Revised:	Issued By Direction Of:  John Fournier County Manager, Allegheny County

Scope:

This policy applies to the following individuals:

	Applies (X)		Applies (X)
Non-Union Full-Time Employees	X	Contract Employees	
Non-Union Part-Time Employees	X	Temporary Employees	X
Union Full-Time Employees	X	Third Parties	
Union Part-Time Employees	X	Any Person Who Works as an Agent for the County in Any Other Capacity	

1. Introduction

1. Background

Overtime can significantly impact county finances and departmental budgets if not carefully managed. This policy is designed to control overtime costs by establishing clear approval processes and accountability measures, ensuring that overtime is used only when operationally necessary and more cost-effective alternatives have been considered. By enforcing disciplined oversight, the county can reduce unnecessary spending and maintain financial stability while meeting critical service needs.

2. Purpose

The purpose of this policy is to establish a uniform policy governing the use, approval, and oversight of overtime across all departments under the jurisdiction of the County Manager. This policy ensures that overtime is used efficiently, pre-authorized appropriately, and monitored regularly to promote fiscal responsibility, transparency, and operational effectiveness.

3. Scope

This policy applies to all County departments under the jurisdiction of the County Manager. Authorities and row offices may participate at their discretion.

4. Policy Review and Update

This document will be reviewed and updated as needed by County Leadership to ensure the practices and procedures outlined herein are appropriate for County needs. The County reserves the right to change this policy at any time.

2. Pronouncements

- Overtime compensation is set by application of guidelines derived from the Fair Labor Standards Act, as amended (FLSA) and collective bargaining agreements (CBAs). All County employees, except those who are considered exempt (such as certain management and professional employees) are eligible for overtime pay.
- It is the policy of Allegheny County to limit overtime scheduling to mission essential activities that cannot be performed at any other later date or during the normal workday.
- Department Directors, Managers and Supervisors are expected to aggressively manage overtime to ensure such expenses are incurred only for true emergencies and critical needs beyond the manager's or supervisor's control. Examples of this include OT required to meet minimum staffing requirements for select county operations; work to mitigate immediate public safety hazards that impact county-owned infrastructure and assets; and critical situations such as a caseworker responding to a client who is in immediate need or danger.
- All overtime must be pre-authorized by a designated manager or supervisor. Employees may work overtime without prior approval if a situation presents itself where their continuing to work is necessary to protect the health or safety of a client or individual in their care. All such situations of emergency overtime must be approved within one business day of occurrence by a supervisor.

- Employees who work unapproved overtime are subject to progressive discipline.
- Departments must maintain documentation of all overtime approvals.
- The Department of Management & Budget (DMB) will provide departments with dashboards and reports to monitor overtime usage and expenses, and a review of overtime expenses and trends will be part of the monthly budget vs. forecast meetings that the DMB analysts will hold with each department.
- The Department of Human Resources (DHR) and the DMB will collaborate to monitor overtime trends and recommend corrective actions as needed.

3. Procedures

3.1 Overtime Management Plan

Each department must submit a plan for mitigating overtime usage aligned with the intent of this policy to their respective DMB budget analyst by March 31, 2026.

3.2 Pre-Authorization of Overtime

All overtime must be approved in advance by a department director, manager, or designated supervisor with appropriate business justification.

Emergency overtime (e.g., public safety or critical infrastructure response) must be documented and justified within 24 hours of occurrence.

3.3 Overtime Reporting

DMB will provide departments with dashboards and reports that will include the total cost of overtime by department, year-to-date trends, overtime hours and cost by employee, comparison to budgeted overtime, and explanation of major variances and trends. Reports will be generated monthly, and dashboards will be updated bi-weekly. Instructions regarding how to access and use the reports have been attached to this policy.

3.4 Review and Oversight

The County Manager's Office and DMB will review overtime reports to identify trends, anomalies, or excessive usage.

Departments with consistent or excessive overtime may be required to submit a corrective action plan.

DMB will assess the fiscal impact of overtime and provide monthly summaries to the County Manager.

3.5 Annual Review

An annual review of overtime practices will be conducted by DHR and DMB.

Recommendations for policy updates, staffing adjustments, or operational changes such as greater use of time and attendance system capabilities will be submitted to the County Manager.

If a direction relative to overtime cannot be specifically located in this policy, please contact the Office of the County Manager for assistance.