



Policy Type: Board

Category: Personnel **Sub-Category:** Hiring Practices

Policy Name: Use of Extra Help and Overtime - Board Policy 4.18

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4.18 USE OF EXTRA HELP AND OVERTIME (Adopted 2-10-04)

All departments shall stay within their respective budgetary allotment approved by the Board. Departments requiring the transfer of funds in an amount exceeding \$100,000 from one Object to another, or to augment either of these Objects using the Contingency Reserve, shall submit such requests to the full Board of Supervisors for approval.

All departments shall limit extra help usage in accordance with currently-effective agreement with SEIU Local 715, and the limits imposed by the County Executive for non-715 extra help. In addition, departments will comply with the requirements of the Merit System Rules and/or applicable labor agreements that limit the number of extra help hours worked per individual, and the allowance for extensions when necessary under limited circumstances and within the criteria outlined in the applicable ordinance or labor agreement.

Related Policies

None.

Related Forms and Information

None.



County of Santa Clara

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History

Date	Changes Made
1/31/2014	Policy Uploaded. (Kyle Larson)
2/10/2004	Policy Adopted. View legislative file.