



FOR YOUR INFORMATION

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Issue 15-04 (REV)

Date: 10/17/25

Various Personnel Payroll Issues

It is critical that all County departments and employees comply with federal Fair Labor Standards Act (FLSA) and County Code requirements with regard to properly recording overtime worked and overtime compensation paid.

To comply with the County FLSA/overtime policies and guidance documents, please ensure that you adhere to the following:

EMPLOYEE'S RESPONSIBILITY

- Complete your timecard accurately. You must report all time you actually worked (including time at off-site visits or worked from home), and all time you were scheduled, but did not work (vacation, sick, etc.)
- Prior to established time collection deadlines, complete the semi-monthly timecard using the online eCaps Time Collection System or manual timecard, and ensure that it is properly submitted to your supervisor/manager.
- **All overtime worked must be approved in advance.** Once approved, you should not take possession of the original Request for Time Off or Overtime (DCFS 158) form.
- All options and resources are to be explored for completing the task within allocated work hours without incurring overtime.
- In emergent situations when prior written or verbal authorization is not possible for overtime, you must make all reasonable efforts to obtain appropriate supervisory and management approval no later than the following work day, using the DCFS 158 form.
- Your signature on the time documents, whether on line or manual, denotes that the information is true and correct.
- Falsifying or altering an employee time document is grounds for discipline up to and including discharge.
- **Employees who work overtime without prior authorization, or in emergent situations, and fail to obtain supervisory or management approval by the following work day, will be subject to disciplinary action.**

SUPERVISOR'S/MANAGER'S RESPONSIBILITY

- Ensure employee time reporting is accurate.
- Evaluate the need for overtime based on the employee's current workload performance, priorities, and explore all options for completing the task within allocated work hours without incurring overtime.
- All time worked must be recorded even if an employee did not follow Department policy and obtain the proper approval prior to working overtime. (This includes accumulated and paid overtime).



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- Supervisor/Manager will be subject to discipline if he/she knows or should have known that an employee is performing work that is not accurately recorded on the employee's timecard.
- Supervisor/Manager is responsible for taking corrective action when employees do not follow overtime policy.

SIGNATURES REQUIRED ON THE DCFS 158-1

Employee – Staff who actually worked the overtime.

Supervisor – The designated first level of authority who approves or denies overtime.

Office/Section Head Approval – At, above or equal to the level of Assistant Regional Administrator, Children's Services Administrator III, Human Services Administrator III, Administrative Services Manager II.

Overtime should be reported on the timesheet for the pay period in which it was worked. While full approval on Form 158 is required for the permanent record, the absence of the Office/Section Head's signature should not prevent an employee from reporting overtime on the appropriate timesheet submission in e-HR. To submit the overtime on the time sheet, only the pre-approval and first level approval are required. All other signatures are required as part of the final archive of the 158 in the system.

REMOVAL OF BONUSES

All out-of-class and bilingual bonuses for employees who are transferred to a different Unit/Division/Bureau or promoted will be removed unless the 68 indicates that the bonus is not to be interrupted. This will alleviate employees being overpaid bonus earnings after receiving a promotion or is transferred to a new assignment where the bonus is not appropriate.

EVENING AND NIGHT SHIFT DIFFERENTIAL

The purpose of this release is to reiterate and clarify the interpretation of the evening and night shift bonus policy.

The Los Angeles County Code Section 6.10.020 states the following:

An "evening shift" is a regularly established work shift at least five-eighths of which falls between the hours of 4:00 p.m. and 11:00 p.m.

A "night shift" is a regularly established work shift at least five-eighths of which falls between the hours of 9:00 p.m. and 8:00 a.m.



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The Chief Executive Office assisted the Department in interpreting the above as follows.

1. The bonus is paid only to employees whose regularly assigned shift meets one of the above criterion. NOTE: This does not include an employee working overtime at a 24-hour facility who is regularly assigned to a day shift assignment.
2. Typical positions eligible for the bonus within the Department are those found in a 24-hour facility, Child Protection Hot Line and the Emergency Response Command Post.
3. The bonus may be paid to any employee holding status in an eligible class.

LIST OF FLSA COVERED JOB CLASSIFICATIONS

ACCOUNT CLERK II
ACCOUNTANT II
ACCOUNTANT III
ACCOUNTING OFFICER I
ACCOUNTING OFFICER II
ACCOUNTING TECHNICIAN I
ACCOUNTING TECHNICIAN II
ADMINISTRATIVE ASSISTANT I
ADMINISTRATIVE ASSISTANT II
ADMINISTRATIVE ASSISTANT III
ADOPTIONS ASSISTANT
APPEALS HEARING SPECIALIST
APPLICATION DEVELOPER II
ASSISTANT SUPERVISING PAYROLL CLERK
CHF RES ANALYST,BEHAVIORAL SCIENCES
CHILDREN'S SOCIAL WORKER TRAINEE
CHILDREN'S SOCIAL WORKER I
CHILDREN'S SOCIAL WORKER II
CHILDREN'S SOCIAL WORKER III
CLERICAL ADMINISTRATOR, CHILDREN'S
SERVICES
COMMUNITY WORKER
DEPARTMENTAL PERSONNEL ASSISTANT
DEPARTMENTAL PERSONNEL TECHNICIAN
DEPENDENCY INVESTIGATION ASSISTANT
DISASTER SERVS PLANNING ASSISTANT
ELIGIBILITY SUPERVISOR
ELIGIBILITY WORKER II



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EXECUTIVE SECRETARY III
GROUP SUPERVISOR II
HUMAN SERVICES AIDE
INFORMATION SYSTEMS ANALYST I
INFORMATION SYSTEMS ANALYST II
INFORMATION SYSTEMS SUPPORT ANALYST II
INT SUPERVISING TYPIST-CLERK
INTERMEDIATE CLERK
INTERMEDIATE TYPIST-CLERK
IT TECHNICAL SUPPORT ANALYST I
IT TECHNICAL SUPPORT ANALYST II
LIGHT VEHICLE DRIVER
MANAGEMENT SECRETARY IV
NETWORK SYSTEMS ADMINISTRATOR II
PAYROLL CLERK I
PAYROLL CLERK II
PHOTOGRAPHER II
PRINCIPAL APPLICATION DEVELOPER
PROCUREMENT AID
PROCUREMENT ASSISTANT I
PUBLIC HEALTH NURSE
PUBLIC HEALTH NURSING SUPERVISOR
PUBLIC INFORMATION ASSISTANT
RES ANALYST III, BEHAVIORAL SCIENCES
SECRETARY III
SENIOR APPLICATION DEVELOPER
SENIOR CLERK
SENIOR DEPARTMENTAL PERSONNEL ASST
SENIOR DEPARTMENTAL PERSONNEL TECH
SENIOR INFORMATION SYSTEMS ANALYST
SENIOR MANAGEMENT SECRETARY III
SENIOR SECRETARY II
SENIOR SECRETARY III
SENIOR STATISTICAL CLERK
SENIOR TYPIST-CLERK
SIGN LANGUAGE SPECIALIST
SR DISASTER SERVICES ANALYST
STAFF ASSISTANT I
STAFF ASSISTANT II
STAFF DEVELOPMENT SPEC, WELFARE
SUPERVISING CLERK
SUPERVISING PAYROLL CLERK IV



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SUPERVISING TYPIST-CLERK
SUPV CHILDREN'S SOCIAL WORKER
SUPVG SIGN LANGUAGE SPECIALIST
SUPVG TRANSPORTATION WORKER, DCS
TRANSCRIBER TYPIST
TRANSPORTATION WORKER
WAREHOUSE WORKER I

REFERENCES:

Los Angeles County Board of Supervisors Policy Manual – [Policy 9.070 Overtime Policy](#)
Los Angeles County Code of Ordinances - [Chapter 6.15](#)
Los Angeles County Fiscal Manual - [Section 3.1.9, Overtime Controls](#)
Los Angeles County Personnel Administration Handbook – [Title 6 – FLSA/Overtime Pay](#)
Los Angeles County DHR Interpretive Manual – [Chapter VI – Overtime](#)
Los Angeles County Employee Handbook – [Overtime](#)

If you have time coding questions, please contact payroll@dcfs.lacounty.gov.
For all other HR questions, please contact HRHELP@dcfs.lacounty.gov.