

# MEMORANDUM

## HUMAN RESOURCES

County Administrative Office  
County of Monterey

March 11, 2009

County of Monterey  
Unions/Associations  
VIA EMAIL AS A PDF DOCUMENT


RE: Units A, B, C, D, E, F, G, H, J, K, L, M, N, O, P, Q, R, V, X, Y, Z.

The purpose of this letter is to inform you that, beginning with the pay period beginning on March 28, 2009, the County will calculate overtime in strict conformity with the MOU's that have been signed with the various bargaining units in the County.

Where applicable, MOU's require the County to pay overtime after a non-exempt employee reaches a specified number of compensable hours (the "overtime threshold") in a pay period. In most instances, the hours accumulated toward the overtime threshold must be hours actually worked. However, some MOU's allow some non-working hours to be included in the computation. In the past, because of formulas that were embedded in the computer software that runs the County's payroll program, overtime was paid to some employees after counting non-working hours toward the overtime threshold, even when their MOU did not allow for such non-working hours to be so included.

The County's management personnel, specifically including the County's bargaining representatives, were unaware of this practice until very recently. The practice came to light during the development of the County's new payroll program ("the ERP") that has not yet been implemented. The County will now revise its existing program and beginning on March 28, 2009, the County will include non-working hours in the overtime threshold computation only to the extent allowed by the applicable MOU.

If there are questions, please feel free to call me at 831-755-5339.

Regards,  
  
Patricia Covert  
Labor Relations Manager  
County of Monterey

Cc: Keith Honda, Asst. CAO  
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