



Oregon

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To Deanna Bathke, SOCP Director
Terri Millsap, SOCP HR Manager

From: Laura Traeger, Program Administrator

Subject: Order in which to Office Overtime

1. Offer Overtime opportunity to on-duty staff
2. Offer Overtime to off-duty (voluntary Overtime list)
3. Offer expander Overtime list
4. Offer to staff that are on a 30-day hold
5. If a temp is on duty mandatory them following this criteria
6. Mandatory on-duty perm staff on a rotating basis per the mandatory overtime list:
 - a. This criteria applies to numbers 5 & 6 above)
 - i. An employee cannot be mandatoried more than 16-hours per day
 - ii. An employee cannot be mandatoried more than 2-days in a row
 - iii. An employee must have 2-days without being mandatoried (i.e., Monday, Tuesday, 2-days without then could be mandatoried again on Friday).

c: Glenn Nealy, Program Manager
Anne Augsburger, Program Manager
Peggy Prather, Program Manager
Faye Anderson, Program Manager