

State Operated Community Program

OVERTIME PROCESS

1. Overtime is needed for the next shift, only offer the hours that are needed.
2. Check the waivers for staff members, who would have been on regular duty (*but are on vacation*), for the shift needing the overtime. If okay to call while on vacation:
 - a. Call and ask them if they would like to work their regular scheduled shift.
 - b. This is not considered overtime and this person does not rotate for any reason.
3. **Go to "Voluntary Overtime" list.** Staff making the calls, fills in the top portion of the list with their name, shift needing the OT, date, and hours offered.
 - a. Staff must be able to arrive within 1 hour of scheduled start-of-shift for OT accepted.
 - b. DO NOT offer overtime to staff on SAIF/Administrative leave (*code w/ "LV"*) or staff on Modified/Job Accommodated (*code w/ "U"*).
4. Begin by asking permanent on-duty/eligible staff in the order they appear on the list and CODE according to their response.
 - a. At this point, DO NOT offer overtime to staff with a "Hold" date next to their name, or a temporary staff at this time.
 - b. Ask for entire shift first and note if employee may be willing to work a partial shift. Example: "We are in need of an 8 hour overtime from 2 - 10, can you work it?" "If not the full 8 hours, could you work a portion of it?" If available for a partial shift note it and respond, "We will call you back if we need you."
5. Call (up to 2 numbers) for staff that would have been on duty, on the shift prior to the overtime, but were off on authorized leave. (i.e. Vacation or Sick Leave. . .)
 - a. Check their waivers.
6. Start at the top of the list and call the "Off -Duty In-House Staff" in the order they appear on the list. (**check their waivers**) a waiver is a refusal if they do not want to be called for that overtime.
7. If someone volunteers for the overtime, stop calling and rotate the list. Overtime under 2 hours does not rotate list. (**See how to rotate the list below.**)
8. **If no takers**, from the "Voluntary Overtime" list, go to the "Expanded Overtime" list.
9. Start at the top of the list checking the "overtime designations" as you go down the list and code accordingly (*unavailable staff are not a refusal.*) Stop calling once the overtime is accepted and rotate the list. (**See how to rotate the list below.**)
10. **If no takers**, go back to the "Voluntary Overtime" list and call staff with a "Hold" date next to their names. Call these staff in the same order as you called the voluntary staff. *Ex. The staff that would have been on the shift prior, off on leave, etc. (Follow order above.)*

11. **If no takers**, go to the “Expanded Overtime” list and call staff with a “Hold” date next to their name. Check their “overtime designation” to insure they are available. *(Follow the above procedure.)*
12. **If still no takers**, go back to the “Voluntary Overtime” list and ask anyone who said they would work a partial shift, to see if the OT can be covered by more than 1 person.
13. **Next**, ask the temps in the home and then go to the “Expanded Overtime” list and ask any temps.
14. When the “Voluntary” and “Expanded” lists have been completed, and no one has accepted the overtime, go back to the “Voluntary” list and call those people that have a code of “C” or “AM.” Do the same to the “Expanded” list. *If still no takers...*
15. Go to the “Mandatory Overtime” list. A temp is the first to be mandated. If no temp, the employee on duty, who has the oldest mandatory date next to their name, will be mandated.
 - a. If this person refuses, go to the next person.
 - b. Report ALL refusals to the Site Manager **IMMEDIATELY** or on their next working day.

How to rotate “Voluntary” list

16. All codes, except R#1, R#2, R#3, etc. and WW, are re-written in the order they were written on the used lists.
17. R#'s are listed in the order in which refusal was received with WW entered last. Under 2 hours of overtime does not rotate the list.
18. If there is a staff, with a “Hold” date next to their name, they will go below the WW until the date is removed from their name. *(ex. bottom of the list for 30-days.)* The Site Manager or their designee will place the date next to the staffs’ name if it is necessary. They will begin to rotate again, once the date next to their name has passed.
NOTE: If you refuse a voluntary and then get mandatoried, you will be rotated on both lists.
19. In the event the overtime was accepted and the employee does not show, note “NS” in the code column and notify the manager the next working day. Return to the “Voluntary/Expanded Overtime” process where it left off, with the employee that is a no show.
20. It is the responsibility of the staff being offered the overtime, to indicate, if they are not eligible for that overtime.