

Employee Overtime Guide

Seniors and People with Disabilities
State Operated Community Program
AFSCME Local 1246-3

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Introduction

Recommended call-in timelines

In support of a positive work environment, employees need to report their absence from work as early as possible, prior to the start of shift.

Upon opening a new home, within forty-five (45) days and according to each individualized home/department policy, employee(s) will meet to establish recommendations for absence reporting timelines. Each home will take into consideration the needs of the individual(s) living in the home, commuting needs of the staff and minimizing the need for “Mandatory” overtime.

Establishing overtime lists

Employees working in a home have an opportunity to be placed on the “Unscheduled Voluntary” and the “Pre-determined” overtime lists. All direct staff will be placed on the “Mandatory” overtime list as-well-as BVS 1 and 2’s, if they are on the “Voluntary” list.

Establishing the “Voluntary Overtime” list

The initial list shall be set up with the “permanent staff” listed by seniority date(s) of the opening home (from most to least).

Temporary staff will have a separated list at the end of the permanent staffs’ list and will be listed by seniority date(s) the same as above.

Employees on this list must be able to arrive at the home needing the overtime within one (1) hour of the scheduled start-of-shift where the overtime was accepted.

Maintaining the “Voluntary Overtime” list

The Site Manager or Designee is responsible to add transfer employee(s) to the bottom of the list with eligibility date(s). The transfer employee(s) are eligible to work overtime the day they are officially assigned to the home and have been trained for the home. (The employee has completed the **“Transfer Core Comp.”**)

The Site Manager or Designee is responsible for adding any permanent “new-hire” employee to the bottom of the list. The employee is eligible to work overtime the day they are officially assigned to the home and have been trained (completed **“Before Working Unassisted”** portion of the Core Comp) for the home.

DHS: Services and People with Disabilities
State Operated Community Program
"Volunteer and Expanded"
Overtime Rotation List

Volunteer Expanded
Check the box to indicate the list designation

Date	Time	Date	Time
	Shift Needing OT:		Shift Needing OT:
	Number of hours offered:		Number of hours offered:
Who Called:	Code	Who Called:	Code
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
13		13	
14		14	
15		15	
16		16	
17		17	
18		18	
19		19	
20		20	
21		21	
22		22	
23		23	
24		24	
25		25	
26		26	

CODES: AM = Answering Machine C = called (inc. message) W = working
LV = SAIF/Ad LV U = unavailable, mod/fed, job accom. WW = will work
RT = refused - inc. waver NS = no show

"Volunteer and Expanded" Overtime Rotation List DHS XXXXX (1/09)

The Site Manager or Designee is responsible for adding any new temporary employee(s) to the “Temporary Section” of the overtime list. When the “List” has been utilized, rotate the list per the “**Voluntary Overtime Process Sheet**” to maintain the accuracy of the list.

“**Overtime Designation Slips**” (waivers) are to be turned in by employees in regards to being called when off duty. Waiver designations will be available to staff in the home for utilization when calling for “Voluntary” overtime.

The Site Manager or Designee is responsible for insuring that all employees on SAIF/Administrative Leave are listed on the overtime list with the code of “LV” and staff on Modified/Job Accommodated with a “U.”

The Site Manager or Designee is responsible for insuring all employees on a 30-day restriction are listed on the bottom of the overtime list, with the date they will be permitted back into the rotation. (See “*Failure to Show*” etc.) For exceptions, contact Human Resources (HR).

All employees are responsible for assuring the accuracy of their overtime contact numbers (with a maximum of 2 numbers).

The Site Manager or Designee is responsible for monitoring the utilization and accuracy of lists each time they are used.

Special note: Rotation of “Voluntary Overtime” list

Overtime is offered based on known need, the hours projected are not a guarantee of hours.

Basic voluntary rotation rule

If the overtime is less than two (2) hours the list will not be rotated. If the overtime exceeds two (2) hours the list will be rotated.

If list is “rotated” (Because the person is not feeling well, is a no show NS . . .):

- Keep a copy of the “list” with notations and coding, if the person arrives.
- Rewrite the list, sign the list and note the reason.
Example: Person showed within 30 minutes.
- Keep the “lists” for the current month and 2 previous months on file.

Employee call-in

If an employee calls in, indicating they will be late and based on the homes' staffing ratio policy, the overtime will be offered as having the potential of being less than two (2) hours or possibly more, up to and including a full shift.

Undetermined hours of overtime available

When the amount of overtime is unknown (*ex. no call/no show of an employee*), the offer of overtime will be for a full shift, with no guarantee of hours.

Less than 2 hours of overtime available

When it is generally known, the offer of overtime will be less than two (2) hours (*e.g. medical appointment, meeting attendance/coverage, etc*), the list will not be rotated. If, for unforeseen reasons, the overtime exceeds the two (2) hours, the list will be rotated.

“Failure to Show” (NS) for “Voluntary Overtime”

If an employee volunteers to work a “Voluntary Overtime” and fails to show or later indicates they cannot work the overtime, they are placed on the bottom of all voluntary lists. They will be placed on the bottom of the In-house “Voluntary” and “Expanded” lists for a period of 30 calendar days after review by the management for extenuating circumstances.

- Management can determine if there are extenuating circumstances.
- Staff will note “NS” code for a no show.
- “NS” will not carry over to new rotated list.

30-Day “On-Hold” process

- The Site Manager of the employees' home assignment is notified of the failure to show.
- In the code column of the “Voluntary Overtime” list, the Site Manager or Designee will record the date the employee will be allowed back into the rotation.
- The Site Manager will notify the Human Resources Office to forward communications to the employees' “Expanded Overtime” homes.

On-Hold impacts on the “Voluntary Overtime” list rotation

- The staff's name will remain at the bottom of the list for 30-days.
- When re-setting the list after the list is used, the employee transcribing the overtime list will carry forward the noted end-date of the 30-day hold.
- Prior to going to the “Mandatory Overtime” list, the employee(s) who are on hold for 30-days will be offered the overtime, but their name remains on the bottom of the list regardless of their response.

Failure to show (NS) for “Voluntary Overtime” due to extenuating circumstances

The Site Manager will review the circumstances on the next working day.

- If it is determined that the employee should be placed on a 30-day hold, the Site Manager will put the employees name on the bottom of the rotation list. Next to the employees’ name, the end-date will be listed that coincides with the failure to show date.

Establishing the “Expanded Overtime” list

The “Expanded Overtime” list contains employee names from other homes who would like to work volunteer overtimes at different homes.

Employees on this list must be able to arrive at the home needing the overtime within one (1) hour of the scheduled start-of-shift where the overtime was accepted.

The “Expanded Overtime” list: Timelines for sign-up

- Employee(s) are responsible to submit requests to other home(s) if they are interested in working the overtime in those home(s).
- The sign-up periods for “Expanded Overtime” are June and December of each year.
 - Exceptions to sign-up periods: A special request may be made by a home to add or develop an “Expanded Overtime” list with prior approval from the Program Administrator.
 - In the event of a special request, a notice will be sent SOCP wide for submission of “Expanded Overtime” requests from interested employees.
- “Expanded Overtime” lists are set up in seniority order.

DHS Senior and People with Disabilities
State Operated Community Program
"Expanded Volunteer"
Overtime Designation

Staff Name: _____ Date: _____
Agency Seniority Date: _____ Current Worksite: _____
Worksite phone #: _____ Contact phone #: _____
Only 2 phone numbers will be accepted for calling to offer overtime opportunities.
Current Shift: _____ Days Off: _____

I Do Not want to work the following shifts and days:
I understand it is my responsibility to update this form if any situation changes. It will be kept for reference purposes. I also understand that I need to complete and fax this form per contract to each home I wish to work overtime, other than my primary work assignment.

Please check the appropriate boxes:

<input type="checkbox"/> DAY	<input type="checkbox"/> Sun	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat
<input type="checkbox"/> SWING	<input type="checkbox"/> Sun	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat
<input type="checkbox"/> NIGHTS	<input type="checkbox"/> Sun	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat

Employee Signature _____ Date _____ Receiving Site Manager Signature _____ Date _____
I have trained this employee and verified the accuracy of this form. They are ready to work the "Expanded Overtime."

Behavior Specialist Signature _____ Date _____

Clients Trained On

Client's name _____	Client's name _____
Client's name _____	Client's name _____
Client's name _____	Client's name _____

Updates trained Name: _____ Updates trained Name: _____

Employee Signature _____ Date _____ BVS Signature _____ Date _____
Changes to this form will require a NEW form to be submitted.
"Expanded Volunteer" Overtime Designation DHS 4686 (1/09)

Training of the staff on the “Expanded Overtime” list

Prior to working in a home, other than the employee’s primary assignment, staff must attend training before working overtime in the alternate home. The primary Site Manager will provide (*if possible*), on-duty time for the employee to attend the training. If this is not possible, it will be up to the employee to make arrangements for training, which can be done on non-paid time. Overtime will not be paid for “Expanded Overtime” training.

In the event of significant changes in the ISP/BSP

- When there are significant changes in the ISP/BSP, that would greatly impact the safety of the employee or individual, it is the responsibility of the Behavior Specialist to notify staff on the “Expanded Overtime” list. *The options for completing training in these situations are:*
 - Phone notification or Faxed/mailed “documentation of changes” to the employee(s).
 - Employee(s) must return the “documentation of changes” with their signature (acknowledging the changes) for the homes’ files.
 - Scheduling an additional training with employee(s) on the “Expanded Overtime” list.

Verification of original “Expanded Overtime” training

In all cases, the employee’s original receipt of training for “Expanded Overtime” will be documented with the employee sign-off for training received.

- The signed verification will indicate the specific individual(s) the employee is currently trained on.
- In the event of significant changes, documentation of training may be done via Fax.
- Employee(s) must return the “documentation of changes” with their signature (acknowledging the changes) for the homes’ files.
- In the event the employee has received training within the past 6 months and there have been no substantial changes to the ISP/BSP, the original training sign-off sheet will be maintained until it is replaced.

Establishing the “Predetermined Overtime” list

The original list is established by seniority in the home:

1. “In-home” staff
2. “Expanded Overtime” staff

Posting of “Prearranged Overtime”

- When Management is notified of an absence . . .
 - A “Fax” notification of the “Expanded” list will be sent.
 - The overtime need will be “Posted” in the homes of “Expanded Overtime” employee(s) for 7 days.
 - The first 4 days of overtime are covered as per the OT process.
- Posting contains the following information:
 - Date(s) of overtime(s) needed;

DHS: Services and People with Disabilities
State Operated Community Program
"Prearranged"
Overtime Posting

Date of posting: _____ Time: _____	Date of posting: _____ Time: _____
Date Needed: _____ Time _____	Date Needed: _____ Time _____
Shift: _____	Shift: _____
_____	_____
_____	_____
Granted to: _____	Granted to: _____
Date Needed: _____ Time _____	Date Needed: _____ Time _____
Shift: _____	Shift: _____
_____	_____
_____	_____
Granted to: _____	Granted to: _____

Approved: _____ Date: _____
*Prearranged Overtime Posting (TOOL) DHS XXXX (12/08)

- Shift(s) of overtime(s) needed;
 - Closing date and time of posting;
 - Disclaimer – Staff must be on the “Expanded Overtime” list and trained;
 - Fax number of the home needing the overtime(s)
- The staff Fax request(s) back to homes’ Site Manager.
 - Site Manager notifies the staff, they got the overtime or if there are any changes in the need for overtime.
 - In-house employees are given first selection of overtime opportunities then out-of-house staff.

Maintaining “Prearranged Overtime” list

Once assigned to a given shift that employee moves to the bottom of the list.

- Should the assigned overtime become unavailable, the employees name is restored to where the name would have been, had the overtime not been offered, without undoing other assigned overtimes.
- With the addition of a new employee - their name is placed at the bottom of list with their transfer and/or new hire date.

Establishing the “Mandatory Overtime” list

The initial list shall be set up with the “permanent staff” listed from least to most seniority dates at the opening of the home.

Temporary staff will have a separate list at the end of the permanent staffs’ list and will be listed by hire date(s) the same as above.

Maintaining the “Mandatory Overtime” list

The Site Manager or Designee is responsible for adding the transfer employees to the top of the list with their eligibility date(s). The transfer employee is eligible for “Mandatory Overtime” the day they are officially assigned to the home and have been trained (*completed the “Transfer Core Comp”*) for the home.

The Site Manager or Designee is responsible for adding any permanent new-hire employee to the top of the list. The employee is eligible for “Mandatory Overtime” the day they are officially assigned to the home and have been trained (*with a completed “Before Working Unassisted” portion of the “Core Comp”*) for the home.

The Site Manager or Designee is responsible for adding any new temporary employee(s) to the top of the “Temporary Section” of the overtime list.

State Operated Community Program
“Mandatory”
Overtime Rotation List

Name:	Date(s):								
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
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25									

Management will make a good faith effort to avoid requiring an employee to work a "Mandatory Overtime" on a consecutive day after working and overtime the previous day.

"Mandatory Overtime" Rotation List (1208)

Special notes: “Mandatory Overtime” list

Home guidelines for minimum coverage

The Site Manager will insure guidelines are clearly written as to when a “minimum staffing level(s)” can be utilized.

Availability

Staff is not to be considered for a “Mandatory Overtime” if they are currently working a “Voluntary Overtime.”

If two staff members have the same mandatory date, the employee with the oldest date worked, would work the “Mandatory.”

Relief of “Mandatory”

After being assigned the “Mandatory Overtime” the staff working the mandatory overtime has the following options:

- Finish the “mandatory” hours as assigned or,
- Make arrangements for a voluntary staff to come in.
(Using the “Voluntary Overtime” process).

If two mandatory staff are on-duty and one is able to leave due to alternate coverage (*volunteer or minimum coverage*), the employee with the oldest mandatory date goes home first.

Rotation

Any amount of time worked, rotates an employee to the bottom of the “Mandatory Overtime” list.

When the clocks are adjusted at the end of Daylight Savings Time (*fall*), all staff working on night shift will be rotated on the “Mandatory Overtime” list.

Employee(s) failure to meet “Mandatory Overtime” obligation

The employee(s)’ name remains at the top of the “Mandatory Overtime” list the first time he/she does not meet the “mandatory overtime” obligation. Upon not meeting the “mandatory overtime” the second time, the discipline process may begin.

State Operated Community Program “Mandatory” Overtime Rotation List	
Name:	Date(s):
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
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24	
25	

Management will make a good faith effort to avoid requiring an employee to work a “Mandatory Overtime” on a consecutive day after working and overtime the previous day.

Mandatory Overtime” Rotation List (12/08)

Utilizing the “Overtime” lists

Follow the “**Overtime Process Sheet**” in the “**Overtime Rotation Book.**”

“Voluntary Overtime” is called only for the shift immediately following the current shift.

Offer all known “Overtime” needs at the same time if known before calling for “Voluntary Overtime” begins. List is rotated as one for all known overtime needs.

If another need for overtime comes in, after calling has been started, call the remainder of the list with the first known overtime(s), once completed begin the “Volunteer Overtime” process again, beginning with on-duty staff, for the next known overtime. This requires a list for each time the list is utilized and rotated based on number of separate offerings.

Do not wait for return calls from answering machines, pagers, or for the employee to make arrangements and call back - continue moving through the list. If the employee should call back and the overtime has not been taken, it is a first come first serve basis. The list is rotated regardless of what order the overtime was taken.

Codes for “Voluntary” and “Expanded Overtime” lists

- AM** = Answering machine, voice mail, pager
- C** = Called/ No answer (includes busy signal)
- LV** = SAIF / Administrative leave
- W** = Working (scheduled to work the shift of the overtime need)
- R#** = Refused opportunity (includes waivers). # indicated the number in which the staff refused.
- WW** = Will work
- U** = Modified/Job Accommodated
- U/8** = Unavailable due to not having 8 hours between shifts or working overtime in another home or on an outing without a cell phone.
- U/16** = Unavailable on 16 hour shift (2/16, trade shift, 8 hour overtime)
- NS** = No Show or Failure to Show
- M/D/Y** = Date of availability for Overtime (30-day hold)

Rotation of the “Voluntary” and “Expanded” lists based on codes

AM, C, W, LV, U, U/8 and U/16 names are written in the order they appear on the list first, from top to bottom.

R#’s are listed next, in the order in which refusals were received, starting with R1.

Last is the WW in the order in which the overtime was accepted, with the final overtime accepted last on the list.

Training of Overtime Procedures

Employees will receive training on the overtime procedure by the Site Manager on the following occasions:

1. As part of the initial training upon arriving at the home.
2. As part of the annual training done at the time the employee receives their Performance Appraisal.

Training Documentation

The manager will maintain a sign-off sheet indicating the date of training and the employees understanding and adherence to following the overtime process.

See “Archive Sheet” for records and retention schedules.



www.dhs.state.or.us

Department of Human Services
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