County of San Bernardino
Department of Behavioral Health

Overtime Policy

Effective Date 2/7/07
Approval Date 2/7/07

Allan Rawland, Director

Policy

It is the policy of the Department of Behavioral Health (DBH) that <u>except in emergencies</u>, any overtime worked must receive prior approval by a supervisor or manager. Overtime may be necessary in certain circumstances and DBH may require you to work overtime if needed.

Purpose

The purpose of this policy is to inform DBH staff of the requirements for overtime and compensation. Overtime may be requested but is not limited to the examples listed below and other departmental emergencies as determined by management.

- Staff Shortages
- Extended hours triage
- Emergency Response Team (ERT)
- Client emergencies in the field
- Disasters

Definitions

Overtime- Shall be defined as all hours actually worked in excess of forty (40) hours a work period (week) or, in the case of the PROFESSIONAL, SUPERVISORY AND SUPERVISORY NURSES Units, eighty (80) hours during a pay period. Paid leave time shall be considered as time actually worked; provided, however, that for employees in PROFESSIONAL, SUPERVISORY AND SUPERVISORY NURSES Units, time spent attending conference, seminars and training programs shall not be considered as time actually worked.

Premium rate- One and one-half (1 ½) times the employee's regular rate of time.

NOTE: Overtime rate and form of reimbursement payment differ among bargaining units. Please refer to the Consolidated Memorandum of Understanding (MOU) under the overtime article provision for information as it relates to each unit (Administrative Services, Clerical, Professional, etc.

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Overtime Procedures

Make every effort to avoid employee overtime by anticipating workload and assigning the appropriate shift/hours, however; if overtime is authorized use the following procedures:

<table>
<tr><td>1</td><td>Supervisor completes the Overtime Authorization from the Payroll Forms page:
<table>
<tr><td>Employee Name</td><td>Type of pay
(Cash or compensatory time)</td></tr>
<tr><td>Date overtime worked</td><td>Total hours worked</td></tr>
<tr><td>Cost Center</td><td>Start time and end time</td></tr>
<tr><td>Justification for overtime</td><td>Signatures</td></tr>
</table></td></tr>
<tr><td>2</td><td>Supervisor submits Overtime Slip to the Program Manager or designee in advance for approval.</td></tr>
<tr><td>3</td><td>If employee doing overtime does not report to requesting supervisor, requester gets approval from the employee's immediate supervisor based on the need and employee's workload.</td></tr>
<tr><td>4</td><td>Overtime slip must be submitted with employee's TLR in the pay period the overtime is worked.</td></tr>
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