

## Overtime

### 219.1 PURPOSE:

This procedure establishes guidelines for assigning, approving, working and reporting overtime to ensure the department is in compliance with the Fair Labor Standards Act (FLSA). This procedure further ensures that overtime is only worked when necessitated by abnormal or unanticipated workload situations.

### 219.2 DEFINITIONS:

Overtime: All hours worked in excess of forty (40) hours per work period or eighty (80) hours in a pay period as defined by bargaining unit per applicable Memorandum of Understanding.

Overtime Compensation: Compensation for authorized overtime hours shall be provided as cash payment or compensating time off as defined by bargaining unit per applicable Memorandum of Understanding.

Work Period: The work period for purposes of overtime commences at 12:01 a.m. Saturday and ends at 12:00 a.m. (midnight) the following Friday of each week.

Pay Period: A pay period is comprised of fourteen (14) calendar days, begins at 12:01 a.m. on Saturday and ends at 12:00 a.m. (midnight) on the second Friday thereafter.

Workload: Expected work to be completed in a specific amount of time.

Payroll Adjustment: Payroll form and/or process used to request an amendment to an employee's paycheck data that will be reflected in a future paycheck.

Fair Labor Standards Act: The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments.

eTime: County electronic payroll system, used to track and compensate employees' time.

Overtime Request: Electronic form to track and approve overtime worked by an employee for a specific pay period.

Timesheet: Electronic form to account for employees' time each pay period in order for employee to be paid.

Time Reporting Code (TRC): Code used to designate type of compensation to be paid for employee time reported on timesheet.

### 219.3 GUIDELINES:

- A. The County and/or the Probation Department has the right to require overtime to be worked as necessitated by abnormal or unanticipated workload situations.
- B. For those covered under California Nurses' Association MOU, there shall be no mandatory overtime except in the following cases:

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1. During a state of emergency declared by federal, state or local authorities.
  2. During a catastrophe constituting a medical emergency and/or safety concerns.
  3. An event requiring immediate intervention and care that is due to unforeseen or unpredictable circumstances, which could not reasonably have been predicted.
  4. In manner consistent with existing practice (Sheriff and Probation only).
- C. Voluntary Overtime (ASB/CCB):
1. Supervisor shall notify staff of overtime available and whenever possible notification shall be made at least two (2) hours prior to start of the overtime period.
  2. Employee may request overtime in order to complete workload within set deadlines. The request must be made to a supervisor or designee as soon as the necessity for overtime is determined, and at least two (2) hours prior to the overtime being worked whenever possible.
  3. (CCB ONLY) In the event an employee is unable to contact a supervisor or designee to request prior approval due to work requirements/environment, employee shall contact supervisor as soon as reasonably possible to inform supervisor of overtime worked.
- D. Involuntary Overtime (ASB/CCB):
1. In the event overtime requests are not filled within two (2) hours of shift start time, supervisor will assign staff to the overtime function.
- E. Voluntary Overtime (DCB):
1. The Staffing Supervisor or designee shall notify staff of open shifts/overtime, by posting such shifts in designated areas daily. (Primarily in the Staffing Unit).
  2. If unable to notify staff at least one (1) day prior to the available overtime shift, the supervisor shall attempt to notify staff at least two (2) hours prior to overtime being worked, whenever possible.
  3. An employee shall notify his/her immediate supervisor or designee of request to work open shifts/overtime.
  4. An employee shall not contact outside institutions for shifts.
  5. All PCOs must work shifts they have volunteered for within the institution they are confirmed. The Watch Commander shall not override confirmations at other facilities.
  6. An employee cannot volunteer for more than six (6) additional shifts in a fourteen (14) day period.
  7. The Availability Log may be reviewed upon request with the approval of a Watch Commander.
  8. The staff with the least amount of overtime in the pay period will be given priority for the available shift. If there is more than one employee with the same amount of overtime, then the first employee to request the overtime will be given the shift.

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#### F. Involuntary Overtime (DCB):

1. In the event available shifts are not filled within two (2) hours of shift start time, Watch Commander or designee shall authorize the Order-Over process.
2. Staffing Clerks shall notify and provide Watch Commander list of employees eligible to order over. Employees reaching the 128-hour limit within the same pay period will be exempt from being ordered over.
3. Eligible employees currently working their pre-assigned shifts shall be first to be contacted. Employees already working a voluntary overtime shift on their day off should be considered last.
4. If open shifts remain after contacting all onsite eligible employees, Staffing Clerks shall contact remaining eligible employees by phone.
5. This process shall allow for a fair and equitable method for authorization of order over.

### 219.4 RESPONSIBILITIES:

#### I. Employee Responsibilities:

- A. Ensure he/she does not work overtime without prior approval from an immediate supervisor.
- B. Shall comply with all Inter-Bureau Procedures and Temporary Department Orders relating to overtime.
- C. Ensure he/she does not work more than 16 consecutive hours; after working 16 consecutive hours, take an eight (8) hour break before working any additional time.
- D. Record and submit for approval any overtime electronically, on both the Timesheet and Overtime Request by the prescribed deadline. (Amendments to overtime submitted after prescribed deadline will be processed as a payroll adjustment).
- E. Audit leave and earnings statement to verify overtime worked was reported and paid accurately. Notify supervisor immediately of any discrepancy.
- F. Volunteer for overtime/open shifts as defined per Guidelines section of this procedure.
- G. Perform mandatory overtime as directed by the Chief Probation Officer or designee.
- H. Monitor overtime and ensure he/she does not exceed maximum hours as prescribed by the department for any given pay period.
- I. Contact Staffing for overtime shift requests as follows:
  1. No earlier than two (2) weeks prior to the requested shift.
  2. No later than noon the day before the requested shift.

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3. Staff may request all JDACs they are willing to work at but their own facility will take precedence.

#### II. Division Director:

- A. Arrange for accomplishment of workload under jurisdiction within a reasonable period of time.
- B. Shall make all reasonable efforts to maintain required staffing levels prior to instituting overtime (mandatory or voluntary).
- C. Shall remain knowledgeable, inform employees, and ensure compliance with all Inter-Bureau Procedures and Temporary Department Orders relating to overtime.
- D. Shall ensure employees are not scheduled to work more than 16 consecutive hours; after working 16 consecutive hours, ensure employees are scheduled for a minimum eight (8) hour break before working any additional time.
- E. May, with the agreement of affected employee, arrange for the employee to take time off as is necessary to ensure employee's actual time worked does not require overtime as defined per bargaining unit.
- F. Notify employees of overtime required and/or anticipated overtime per guidelines section of this procedure and applicable Memorandums of Understanding.
- G. Order employees to work overtime when necessitated, providing a minimum of two (2) hours notice whenever possible.
- H. Ensure recurrent staff meet availability standard per contract.
- I. Serve as manager and alternate manager for electronic payroll system as assigned.
- J. Provide Division Director II or designee a report of voluntary and mandatory overtime hours each pay period.
- K. Monitor overtime and ensure employees do not exceed maximum hours as prescribed by department for any given pay period.
- L. Track and approve overtime/time worked on timesheet and overtime requests for assigned employees' by prescribed deadline. (If not approved within pay period deadline, overtime shall be processed as a payroll adjustment).
- M. Track, verify, and approve Overtime Requests and Timesheets for assigned employees by payroll deadlines.
- N. Contact payroll services immediately of overtime reported after payroll deadlines, missing, or paid out incorrectly. Submit an approved amended Timesheet and Overtime Request within one (1) pay period to payroll services for processing.

#### III. Payroll Responsibilities:

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- A. Maintain EMACS reports and department records of overtime worked, compensatory time earned, compensatory time taken, and compensatory time cashed out.
  - B. Reconcile electronic Timesheet and Overtime Requests for proper payment to employee.
  - C. Process payroll adjustments for corrections to overtime as informed and approved by employee's supervisor.
- IV. Staffing Unit Responsibilities (DCB):
- A. Track overtime worked by staff assigned to the institutions.
  - B. Monitor overtime and ensure staff who have worked the maximum hours prescribed during a pay period are not assigned additional open shifts/overtime during the same pay period.
  - C. During involuntary overtime/ordering over, contact staff per guidelines section #F to fill open shifts.
  - D. Provide Watch Commander log tracking for all staff contacted, assigned and reasons unable to report for open shifts.
  - E. The staffing department will document staff requesting overtime on the availability sheets daily in the order in which they are called.
  - F. Maintain record of employees as follows:
    - 1. Name
    - 2. Date & shift request
    - 3. Telephone contact information
    - 4. Date and shift confirmation
    - 5. JDAC regions willing to work
  - G. The Staffing Units shall work together when possible to fill shifts bureau wide.
  - H. Shall confirm staff for overtime shifts by noon one (1) day prior to requested overtime shift and send confirmation by email once confirmed.
  - I. The staffing department will maintain the Voluntary Overtime Tracking sheet (located on the Centralized Staffing Website, visible to all staffing departments and administration).
- V. Watch Commander (WC):
- A. Shall review the daily schedule and give final approval for any overtime.
  - B. In the event that available shifts are not filled within two (2) hours of shift start time, Watch Commander may select overtime volunteer from available staff on grounds.

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#### **219.5 ATTACHMENTS:**

[See attachment: Overtime Attachment A \(Lexipol 10-3-16\).pdf](#)

[See attachment: Overtime Attachment B \(Lexipol 10-3-16\).pdf](#)

## **Attachments**

## **Overtime Attachment A (Lexipol 10-3-16).pdf**



AVAILABILITY SHEET

		DAY		DATE			
RECURRENT PCO's							
	NAME	AVAILABLE FOR SHIFTS	HOURS WORKED	CALL ORDER	CALL TIME	CALL RESULTS	
1		1   2   3					
2		1   2   3					
3		1   2   3					
4		1   2   3					
5		1   2   3					
6		1   2   3					
7		1   2   3					
8		1   2   3					
9		1   2   3					
10		1   2   3					
RECURRENT NCO's							
1		3					

1st SHIFT					
	NAME	OVERTIME	CALL ORDER	CALL TIME	CALL RESULTS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

2nd SHIFT					
	NAME	OVERTIME	CALL ORDER	CALL TIME	CALL RESULTS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

3rd SHIFT					
	NAME	OVERTIME	CALL ORDER	CALL TIME	CALL RESULTS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

## **Overtime Attachment B (Lexipol 10-3-16).pdf**

# Central Valley Juvenile Detention and Assessment Center

## - OVERTIME USAGE REPORT -

DATE

1st SHIFT					
#	LOCATION	HOURS	REASON	STAFF ON OVERTIME	AUTH
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
SUB TOTAL		0			

2nd SHIFT					
#	LOCATION	HOURS	REASON	STAFF ON OVERTIME	AUTH
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
SUB TOTAL		0			

3rd SHIFT					
#	LOCATION	HOURS	REASON	STAFF ON OVERTIME	AUTH
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
SUB TOTAL		0			

TOTAL OVERTIME	0
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