


Catholic Charities Disabilities Services
Agency Standard and Procedure

Standard Category	Human Resources
Standard Title	Overtime Management and Approval for Staff Assigned to the Residential Department
Regulations	
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Standard: Employees, when applicable, may work overtime in the residential department in order to effectively meet the needs of the individuals supported at each residence. Overtime can be used as an effective tool in providing coverage under these applicable situations:

- Staff call-outs
- Individual vacations
- Individual hospitalizations
- Vacant staff positions
- Staff vacation coverage
- Individual crisis situations
- Individual/Family Visits
- Individual special events

However, overtime is a costly way to meet the needs of these applicable situations. Not only is it fiscally constrictive, it also takes a toll on the employees who do the overtime and may cause fatigue, mental stress, and physical stress. Catholic Charities Disabilities Services will strive to reduce the amount of overtime their residential employees work in an effort to become more fiscally sound, protect those we serve, and ensure employees are properly rested to be able to ensure they can carry out their duties and responsibilities.

Procedure:

1. The Director of Residential Services will offer written guidelines and training to residential managers and supervisors to reduce overtime.
2. Schedules will be posted for a two-week payroll period, starting on a Friday and concluding on a Thursday. In order to identify and correct potential staffing problems with the schedule, the scheduling manager for each residence will post a preliminary schedule six weeks before the start of the schedule period, a revised schedule four weeks before the start of the schedule period, and a final schedule two weeks prior to the start of the payroll period.
3. It is a goal of the agency to limit the overtime a staff member may work to 15 hours per work week. The maximum overtime allowed for a staff member to work is 20 hours per week. The home department supervisor has the responsibility to monitor the number of hours an employee works and to indicate if an employee is approaching the overtime limit.
4. Staff must be provided at least 24 consecutive hours of rest in a pay week.
5. Staff cannot work more than 18 hours per day in a non-sleep position.
6. The Director of Residential Services, Associate Director of Residential Services or administrator on-call can override the 20 hours maximum and other procedure items in an emergency situation.
7. At times staff outside of the residential department will be offered overtime. Permission to work overtime in a program outside of the home program must be granted by the home program supervisor.
8. When open hours occur at a residence that must be filled to meet staffing minimums and the collective needs of the residence, the person who does the scheduling will:
  - Try to fill the open shift with those in the relief staffing pool
  - Try to fill the open shift with those staff who work part-time
  - Try to have people adjust their schedules to cover the shift without incurring overtime
  - If overtime must be used to cover the open shift, the person doing the scheduling will review the schedule and timesheets and offer the overtime to those employees who have not worked over 15 hours of overtime for the week or are not scheduled to work hours that will exceed 15 hours of overtime for the week.