

SULLIVAN COUNTY PUBLIC HEALTH SERVICES

<p><u>POLICY:</u> OVERTIME</p> <p><u>PURPOSE:</u> To clarify the responsibility of management and line staff in documenting overtime</p> <p><u>RESPONSIBLE PARTY:</u> All staff</p>	<p>Original Approval: 12/05</p> <p>Revised: 1/09 Revised: Revised:</p>
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EQUIPMENT:

- Request for Payroll Adjustment form

PROCEDURE:

1. The staff member is to contact his or her supervisor, or if not available, a covering supervisor, as soon as he or she realizes there may be a need for overtime. The staff member will explain the nature of the work that needs to be completed and the amount of time predicted to complete it.
2. The supervisor will make an attempt to assist the staff member, possibly eliminating the need for working overtime in the process, by such actions as lightening the workload, reassigning the work to another staff member or another day, giving permission to forgo a portion of the work, etc.. If there is no realistic solution, the supervisor will approve a specific amount of authorized overtime, according to the situation.
3. After working overtime, the staff member will not wait until the end of the pay period to seek the supervisor's signature, but will bring the Request for Payroll Adjustment form to his/her supervisor, or to the covering supervisor, within 24 hours so that the supervisor will initial the approved time and there is no hold up in the payroll process. If the staff member will be out, the supervisor will be expected to create a blue sheet for the approved overtime and initial it. This can be added to any existing blue sheet later, if need be.