SUBJECT/TITLE: DISTRIBUTION OF PLANNED OVERTIME FOR MERIT STAFF

PURPOSE: To implement a uniform tracking system of “planned overtime” that is equitable, documented in an understandable way and is in compliance with the AFSCME contract.

DEFINITION: None

PROCEDURE:

1. Planned overtime is defined as overtime that is scheduled in excess of 48 clock hours.

2. Monthly planned overtime summaries shall be maintained by the supervisors for each merit classification and will be available upon request for AFSCME review.

3. Planned overtime will be rotated by seniority within each classification.

4. If an employee wishes to waive or reject their opportunity to work planned overtime, it will be documented on the Planned Overtime form.

5. In order for hours to be counted as rejected, hours must actually be offered. If staff member cannot be reached or is unavailable for the hours offered due to vacation, sick or already working, overtime offer should not be counted and staff member should be considered first for the next offer rotation.