



# Overtime Procedure

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**Purpose** This procedure outlines the requirement(s), including responsibility and action(s), for Department Behavioral Health (DBH) employees to request and receive overtime (OT) payment as outlined in the respective County Memorandum of Understanding (MOU). This procedure addresses pre-approval overtime requests and emergency overtime requests, including in cases of emergent client/member matters, staffing shortages and/or disaster responses.

**OT Request, Documentation and Approval Requirements** The following table outlines the overtime requirements, including phase and responsibility:

Phase	Responsibility and Action
Pre-Approval	<ul style="list-style-type: none"> <li>• Employees are required to submit an email with the overtime request to their direct supervisor or designated authority <i>in advance</i> if they anticipate the need for additional hours beyond their regularly scheduled hours, when possible.</li> <li>• The request should be submitted as soon as the employee is aware that overtime will be needed.</li> <li>• The request must include details such as the date, reason for overtime and expected duration.</li> </ul>
Emergency Requests	<ul style="list-style-type: none"> <li>• In situations where immediate action is necessary to address an emergent client matter, employees may work overtime without prior direct supervisor or designated authority approval.</li> <li>• Employees must inform their direct supervisor or designated authority via email immediately following the emergency situation that required the overtime work. Absent extenuating circumstances, emails must be sent no later than the end of the following County business day and must include the date, reason for overtime and duration.</li> </ul>

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## Overtime Procedure, Continued

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**OT Request, Documentation and Approval Requirements, continued**

Documentation and Reporting	<ul style="list-style-type: none"><li>• Employees and Supervisors must ensure all overtime hours are accurately recorded in the payroll system.</li><li>• Employees must document the overtime request via email to their direct supervisor or designated authority. The email must include the reason(s) for overtime, duration, and impact on client care.</li></ul>
Approval and Payment	<ul style="list-style-type: none"><li>• Supervisors are responsible for reviewing and responding to all overtime requests in adherence with the terms of the MOU.</li><li>• Overtime hours will be compensated as per the established procedures and rates outlined in the MOU, as applicable.</li></ul>

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**OT Compliance** It is required for all employees and supervisors to ensure adherence of these overtime requirements.

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