

The Philadelphia Department of Human Services Policy and Procedure Guide

Date Issued: January 9, 2009

TO: All DHS Staff

FROM: Anne Marie Ambrose, Commissioner 

RE: Use of Overtime

EFFECTIVE DATE: January 26, 2009

Purpose

The purpose of this guide is to advise all staff of the Revised City-Wide Policy for the Use of Overtime. This guide reflects the Managing Director's Directive (02-08) on Overtime issued 10-21-08.

Background

This policy covers all employees in DHS and is subject to the terms of all applicable laws, regulations and collective bargaining agreements.

The definition of overtime is work performed after eight hours in a work day, or on an employee's regularly scheduled day(s) off.

The policy applies to overtime whether for pay or compensatory time off.

Policy

Administrators and managers will be responsible for managing overtime in their area(s) of responsibility.

Overtime shall be assigned and authorized only by management¹. It is within management's discretion to assign additional work for which employees may earn overtime. Employees may not unilaterally assign overtime to themselves.

Overtime work, for either pay or compensatory time off, must be approved in advance except in case of emergency or in the interests of public health and safety. The assignment of overtime shall be limited to extraordinary circumstances which cannot be anticipated, or where staffing requirements cannot be met through normal scheduling and assignment of available staff.

Employees should not be approved to work overtime on Sunday (or 2nd day off) unless there is a legitimate reason that the work cannot be performed on weekday evenings or on Saturdays (or 1st day off).

Supervisors/managers should review work practices to ensure that work is performed as efficiently as possible in order to avoid/limit the use of overtime. Supervisors/managers should track the overtime used by each subordinate.

¹ "Management" refers to any supervisors with the ability to authorize overtime.

Employee training and anticipated paid leaves (vacation, compensatory time off and floating holidays) should be scheduled to ensure that there is always sufficient coverage by regular staff to meet workload demands without requiring backfill on an overtime basis. Leaves and training should not be pre-approved if the absences they cause are expected to result in overtime.

There is no provision in Civil Service Regulations or Departmental policy to compensate employees for travel from home or return to home from work-related activities that are performed outside of the office within the Philadelphia area. For example, if an employee visits a client at the end of a work day, i.e., signs out "FNR" (field no return), works beyond regularly scheduled work hours, and goes directly home from the client visit (or other work-related location), overtime compensation will end when the employee leaves the client's home (or other work-related location).

Procedures

- *It is the responsibility of management to monitor overtime.*
- *Overtime slips must be submitted in the pay period in which the overtime was worked.*
- *It is the responsibility of each employee to comply with policies and procedures governing the use of overtime.*
- *Inappropriate use of overtime shall be reported to the Director of Human Resources.*
- *Overtime abuses and failures to comply with policies and procedures will be subject to discipline.*

Planned, discretionary overtime

- *Before overtime is worked employees must have written approval from immediate and 2nd level supervisors. Approval may be required at the Director level at the discretion of management. Employees who anticipate the need for overtime to complete work assignments must notify the supervisor and administrator/manager in advance and obtain approval PRIOR to working hours that extend beyond their normal schedule.*
- *Supervisors must obtain details on why the work could not be completed during regular work hours before approving overtime or compensatory time.*
- *Employees must use the form "Planned Overtime/Compensatory Time Request Form" (copy attached) to request the planned overtime and a copy must be attached to the timesheet.*

Upon completion of the overtime assignment, the form "Authorization for Overtime or Compensatory Time" form should be completed and signed by the 1st and 2nd level supervisors. The form should include specific details on the assignment performed. For casework related overtime, the case number and the type of work completed must be specified.

Employees working outside their normal work assignment or caseload must have their work assignment approved in writing by his or her chain of command before they can work overtime in the outside work. The supervisor and administrator/manager of the outside work must approve the overtime.

Questions regarding this policy guide may be referred to:

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| Patricia Ripoll, Policy and Planning Administrator | 3-4112 |
| Bari Rose-Epstein, Program Supervisor | 3-4116 |
| William Kreindler, Program Analyst | 3-4124 |

Questions regarding Human Resources may be referred to:

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| Patricia Stieber, HR Manager III | 3-6004 |
| Vongvilay Mounelasy, HR Manager III | 3-6067 |

PLANNED OVERTIME/COMPENSATORY TIME REQUEST FORM

DATE: _____

TO: _____
(SUPERVISOR) (ADMINISTRATOR/MANAGER)

FROM: _____
(TITLE) (PHONE #)

DIV. _____ **UNIT #:** _____

I AM REQUESTING APPROVAL FOR OVERTIME/COMPENSATORY TIME TO WORK ON THE FOLLOWING CASE(S)/ASSIGNMENT:

| CASE NAME OR PROJECT | CASE NUMBER | SPECIFY WORK TO BE PERFORMED |
|----------------------|-------------|------------------------------|
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REASON WORK CANNOT BE DONE DURING REGULAR WORK HOURS:

REQUESTED DATE OF OVERTIME/COMPENSATORY TIME: _____

ESTIMATED WORK HOURS: _____

MAXIMUM HOURS APPROVED BY SUPERVISOR: _____

SUPERVISOR: _____

ADMINISTRATOR/MANAGER: _____

OVERTIME/COMP-TIME CODE: _____