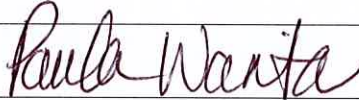


Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Residential
Standard Title	Overtime Management and Approval for Staff Assigned to the Residential Department
Regulations	
Original Issue Date	12/21/2011, 12/5/2012, 6/13/2013, 5/1/2025
Latest Revision Date	6/21/2016, 3/2025, 4/8/2025, 4/16/2025 4/21/2026
Number of Pages	3
Attachments	
Approved by: Paula Warika, Executive Director	

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:

1. Staff call-outs
2. Individual vacations
3. Individual ER visits and hospitalizations
4. Vacant staff positions
5. Staff vacation/ leave of absence coverage
6. Individual crisis situations
7. Individual/Family Visits
8. Individual special events

Overtime is a costly way to meet the needs of these applicable situations. Not only is it fiscally constrictive, it may also have a detrimental impact on the employees who work overtime. Working excessive amounts of overtime may cause fatigue, mental stress, and/or physical stress. It may also have a negative impact on the care and services the individual(s) receive.

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 the Residential Regional Program Managers, Program Managers, Site Supervisors and Shift Supervisors to reduce overtime.
2. Schedules will be posted for the month in every residential IRA program. No later than the 15th of each month, a copy of the schedule for the upcoming month must be sent to the Residential Administrative Assistant and Director of Residential Services.
3. The maximum overtime allowed for an employee to work is 20 hours per week.

Standard: *Overtime Management and Approval for Staff Assigned to the Residential Department, 2011.12.21.*

4. With the oversight of the Regional Program Manager and Director of Residential, the Residential Program Managers/Site Supervisors are responsible for monitoring the number of hours their employees work, and to indicate if an employee is approaching the overtime limit.
5. Residential Program Managers/Site Supervisors and Regional Program Managers must communicate with each other when filling shifts with staff assigned to a different IRA program. If the staff already has the allowed 30 hours of overtime in a week, or is close to the 30 hours, that staff should not be permitted to cover any additional shifts, regardless of the program location.
6. Staff must be provided with at least 24 consecutive hours of rest in a pay week and ideally, 8 hours in between shifts after completing a double shift.
7. Staff cannot work more than 18 hours per day in a non-sleep position.
8. The Director of Residential Services and the Administrator On-Call are the only staff permitted to override the overtime 30 hour maximum and other procedure items in an emergency situation. However, prior to any override direction being given to an employee, written approval from the Associate Executive Director, or Executive Director, must be obtained.
 - Emergency is defined as a serious, unexpected, and often dangerous situation requiring immediate action. The justification of the override will have to meet the definition of an emergency and be at the discretion of the Executive Director, only.
9. Employees outside of the Residential Department will be offered overtime, at times. Permission to work overtime in a program outside of the employees' home department must be granted by their home department supervisor.
10. DSP Floaters are the last resort to be mandated on a shift and/or used for coverage over 19 hours per week. If coverage causes a DSP Floater to exceed 19 hours to cover a shift or be mandated, approval must be received in writing by the Executive Director, and the Human Resources Agency Partner & Manager must be notified.
11. The Executive Director, Associate Executive Director, Director of Residential Services, or any other agency Administrator will not be permitted to pick up or cover shifts in any residential setting, for any reason. Assistance in following this Standard and Procedure can be offered to the Regional Program Manager, Residential Program Manager/Site Supervisor as needed.
12. 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:
 - a) Try to fill the open shift with those staff who work part-time.
 - b) Try to have people adjust their schedules to cover the shift without incurring overtime.
 - c) Reach out to their supervisor for assistance and suggestions.
 - d) 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 30 hours of overtime for the week or are not scheduled to work hours that will exceed 30 hours of overtime for the week.

13. The Director of Finance, or designee, will run overtime reports biweekly to send to Director of Residential. The Director of Residential Services, or designee, will address any concerns with adherence to this Standard and Procedures with the Residential Regional Program Manager and the Residential Program Manager/Site Supervisor. Additionally, the Director of Residential Services will be required to share weekly, the overtime reports and findings with the Executive Director or Associate Executive Director.