



<b>Policy Title:</b>	Overtime Administration & Approval Policy				
<b>Policy Number:</b>	Admin. Policy 006	<b>Version:</b>	1	<b>Effective Date:</b>	11/1/18

**Approved By:** YFS Operations Team

**Date:** 11/01/2018

## Overview

**Description:** The Department of Social Services-Youth & Family Services Division (YFS) Overtime & Approval Policy seeks to provide instruction and guidance around the way in which overtime compensation is utilized and approved within the Division.

**Purpose/Rationale:** Federally, the Fair Labor Standards Act (FLSA) clearly outlines provisions for exempt and non-exempt employees. As the employee classification system within YFS has expanded to include non-exempt employees, it is imperative that the Division establish a uniform system that guides and informs the utilization and approval of overtime compensation across all service areas, while supporting and maintaining the economic well-being of the larger organization.

**Applicability:** Non-exempt staff, supervisors, and managers within YFS; Director & Deputy Directors.

### Definition(s):

**Fair Labor Standards Act:** federal law that distinguishes between those employees who must receive pay for overtime work and those who do not receive pay for overtime work. FLSA also establishes recordkeeping requirements for hours worked.


**Overtime:** work performed in excess of 40 hours per work week or hours in excess of the work period according to the 7(k) exemption <sup>i</sup>

**Exempt:** employees who, under FLSA provisions, are not eligible to receive additional wages for hours worked in excess of the scheduled hours

**Non-exempt:** employees who, under FLSA provisions, are eligible to be paid time-and-one-half for all hours worked in excess of 40 hours in a work week or hours in excess of the work period under 7(k) exemption

**myTIME:** Mecklenburg County’s time capture process which uses the following time entry mechanisms: wall clocks, web clocks, and Interactive Voice Response

### Failure to Comply:

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Failure to comply with this policy can adversely impact budgetary compliance within the Division and result in disciplinary action.

**Policy:**

All non-exempt staff within YFS must be compensated for time worked, in accordance with the standards set forth in the Fair Labor Standards Act. In alignment with Mecklenburg County Human Resources policy, all overtime must be approved by the supervisor/manager prior to the employee working overtime. Usage and approval of overtime must further occur as outlined below to meet the specific needs of the Division.

**Procedure(s) that apply:**

**Division-Wide Procedures**

Overtime Administration & Approval

In the event that a non-exempt employee needs or is asked to engage in work beyond their scheduled hours, the following process must occur:

- Employee must complete the YFS Overtime Request form, documenting the reason for the request, as well as the number of hours requested and date by which they will be completed.
- Employee must submit this form to their direct supervisor for approval at least two business days prior to the date that the overtime is to occur, whenever possible.
- Supervisor must review the request and obtain their manager’s input regarding the request within one business day of receipt. Should a decision be made to deny the overtime request, the rationale for such must be documented within the request form.
- All parties (employee, supervisor, and manager) must receive a final copy of the form, with all signatures and notations, for their records.

In emergency situations where the two business day notice cannot be adhered to, the employee must complete the overtime request form upon recognition or notification of the need for overtime and the remainder of the approval process must occur as outlined above.

Time Entry

Attention to detail in the entry and approval of time is critical to ensuring accurate and timely compensation for all time worked. To ensure proper payment, budgetary compliance, and compliance with the law, non-exempt staff and their supervisors/managers must successfully carry out the duties listed below.

Employees must:

- Complete the County’s myTIME for Employees training module to ensure understanding of time reporting procedures and expectations.



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- Punch in and out, via myTIME, to record all hours worked. It is very important for employees to be diligent in ensuring that they are only clocked in for time worked, and not mistakenly on the clock for time used for lunch breaks, errands, or other personal matters.
- Punch in and out, via myTIME, to record all uninterrupted meal breaks of 30 minutes or more.
- Review the timesheet regularly for accuracy, with the last review being completed by close of business on the last day of each pay period.
- Immediately notify the direct supervisor of any issues or concerns.

Supervisors/Managers must:

- Complete the County’s myTIME for Supervisors & Managers training module to ensure understanding of time reporting and approval procedures and expectations.
- Remain aware that time is processed by payroll on a nightly basis, at 2:00am, and at the top of every hour on the day following the end of the pay period.
- Ensure that provisions are in place to support employees’ engagement in daily uninterrupted meal breaks of at least 30 minutes.
- Review non-exempt employees’ timesheets regularly for accuracy, immediately alerting them to any issues to ensure timely and accurate approval.
- Approve all time by close of business on the day following the end of the pay period.

Teleworking

When working from alternate locations in accordance with their teleworking agreements, non-exempt employees must adhere to all procedures outlined above related to time entry and overtime requests.


Travel

Same Day Travel Outside of Mecklenburg County

Traveling for a special one-day assignment in another town or city outside of Mecklenburg County away from the employee’s principal place of employment is compensable work. Traveling time is compensable work regardless of if the employee drives a motor vehicle or is a passenger.

Overnight Travel

Travel that keeps an employee away from home overnight is travel away from home. The time spent in travel is considered work time and is compensable when this time occurs during the employee’s normal daily work hours (e.g., 8:00 a.m.to 5:00 p.m.). This is true not only when this occurs during regular work days (e.g., Monday through Friday) but also non-working days (e.g., Saturday and/or Sunday). Time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile is not considered

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work time. Non-exempt employees who are driving are considered working all the time they are driving, regardless of when the driving occurs. Any actual work performed by non-exempt employees while traveling is considered compensable.

**Unit-Specific Procedures: Intake & After Hours Staff**

Due to the nature of the services provided by the Intake & After Hours teams, and the related need for 24/7 coverage, the procedures outlined below must be followed for the administration and approval of overtime in that Department.

Intake

- Intake Supervisors must regularly monitor the flow of the Intake Department to determine the need for overtime.
- To ensure that employees can end their shift timely and maintain a work/life balance, the following scheduled cut-off times have been implemented for each scheduled shift:
  - 8:00am – 5:00pm (receive last call/fax at 4:00pm)
  - 8:30am – 5:30pm (receive last call/fax at 4:30pm)
  - 9:00am – 6:00pm (receive last call/fax at 5:00pm)
  - 10:00am – 7:00pm (receive last call/fax at 6:00pm)
  - 11:00am – 8:00pm (receive last call/fax at 7:00pm)
  - 2:00pm – 11:00pm (receive last call/fax at 10:00pm)
- Employees will utilize the YFS Overtime Request form as outlined in the division-wide procedures above. A copy will be provided to the employee and supervisor.
- Intake Supervisors will develop and maintain a folder/notebook that will be located in one centralized location (to be determined) that will contain all approved forms. This will serve as a mechanism for cross-referencing time that is entered in myHR.
- If an employee is on a call that extends beyond the end of their shift and they are unable to complete the overtime request form in a timely manner, the employee must notify all Intake Supervisors and the Intake Manager via email to request approval. Employees working past 6:00pm will be expected to also include the After-Hours Supervisor that is on duty in that communication.
- Intake Supervisors must regularly monitor all overtime and immediately address any discrepancies with time entered into myHR.
- Supervisors must be mindful that if an employee is contacted via text, phone, etc. after working 40 hours, it will be considered overtime.

After Hours

- After Hours Supervisors must regularly monitor the flow of the After-Hours Department to determine if overtime is warranted.
- Overtime will be approved to support the following situations:



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- Employees that are initiating their assigned case(s) past their scheduled time to leave (i.e. home visits, hospital visits, forensic interviews, etc). Cases being initiated past an employee’s shift will be closely monitored by the After-Hours Supervisors as strategies to complete initiation tasks may also be assigned to the next shift (if staffing levels permit).
- If After Hours is short-staffed and does not have at least 50% coverage and the business need requires them to work past their shift.
- Employees that are required to attend court and/or training on their scheduled days off.
- Employees will utilize the YFS Overtime Request form as outlined in the division-wide procedures above. A copy will be provided to the employee and supervisor.
- After Hours Social Work Supervisors will develop and maintain a folder/notebook that will be located in one centralized location (to be determined) that will contain all approved forms. This will serve as a mechanism for cross-referencing time that is entered into myHR.
- Overtime will not be approved for completing documentation, except for under the following circumstances:
  - Employees that are scheduled for vacation, medical leave, etc.
  - Employees that are working on a child fatality
- If an employee is on a case initiation at the end of their shift and they are unable to complete the overtime request form in a timely manner, the employee must notify all After Hours Supervisors and SSSM via email (to include their direct supervisor) requesting approval.
- After Hours Supervisors must monitor all overtime and immediately address any discrepancies with time entered into myHR.
- Supervisors must be mindful that if an employee is contacted via text, phone, etc. after working 40 hours, it will be considered overtime.

**Form(s) that apply:**

YFS Overtime Request Form

**Reference(s):**

[Mecklenburg County Human Resources Policies & Procedures](#)

[Mecklenburg County Payroll Processing & Accounting Policy](#)

myTime for Employees Training Module

myTime for Supervisors & Managers Training Module



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[DSS Non-Exempt Employee Guidance](#)

**Policies:**

**Contact(s):**

YFS Director & Deputy Directors  
Policy & Practice Model Supervisor

**Policy History:**

Developed 10/28/18.

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<sup>i</sup> The 7(k) exemption is a provision applying only to law enforcement and security-related positions.