

ARTICLE BB

OVERTIME FOR NON-UNION EMPLOYEES

I. Policy

It is the responsibility of CCSO Department Heads to ensure that adequate staffing levels are maintained to avoid the use of non-union overtime. Non-union overtime shall only be approved for extenuating circumstances to meet the Operational Needs of the CCSO.

II. Procedure

A. Department Heads shall closely monitor the use of overtime for non-union CCSO employees and ensure that overtime is approved only in extenuating circumstances due to Operational Needs.

B. If overtime is approved for a non-union CCSO employee, the applicable Department Head shall submit a memorandum to the Undersheriff/Designee with a copy to the respective Bureau Chief/Deputy Undersheriff/Designee and the Director of Personnel no later than ten (10) business days after the overtime was taken. The memorandum shall include:

1. Employee Name;
2. Title;
3. Work Location/Assignment;
4. Brief description of duties;
5. Date(s) overtime was worked;
6. Total number of hours; and
7. Detailed justification for the use of overtime.

C. The Director of Personnel/Designee shall provide all CCSO Department Heads a report indicating the union/non-union status of all employees in their departments as well as the usage of overtime (number of hours and amount paid) on a semi-annual basis.