

## 03/2023 Foray Backlog – Overtime Guidelines

### **Overtime Authorization:**

\*Overtime is completely at the discretion of the District Attorney. No employee has a right to work overtime hours and receive overtime pay.

\*This is a temporary project, authorized for the purpose of reducing the backlog of Foray cases that are waiting to be entered into Odyssey. The District Attorney may cancel this project at any time and overtime authorization will likely cease after the backlog is eliminated.

### **Overtime Eligibility:**

\*In order to receive overtime pay, employees must first work a 40 hour week. You cannot use paid time off to reach 40 hours and then work overtime. These must be 40 actual hours worked.

\*An employee who is behind in their other work, and/or not performing adequate work during regular business hours, is not eligible to participate in this program.

### **Overtime Procedure:**

\*Employees are authorized by Doug Millican or Lisa Gonzalez to participate in this program.

\*Overtime can be worked prior to 8AM and after 5PM during the work-week and anytime Saturday and Sunday. Overtime cannot be worked during your lunch hour.

\*The attached overtime log will be filled out and emailed to Misti Bilderback and Evelyn Rutherford by 9:00 A.M. on Monday for any overtime worked the previous Monday through Sunday.

\*Employees will not use the time clock/badging system to keep track of overtime, as any overtime hours must be entered by Evelyn separately and flagged as overtime.

-If working overtime before 8:00 AM, do not badge-in until 8:00 AM

-If working overtime after 5:00 PM, badge out and then log overtime hours

-If working on a weekend, do not badge in or out—just log your hours.

\*Employees must work overtime at the office. Overtime cannot be worked from home.

\*Employees cannot work overtime to accumulate additional comp time.

\*Employees must log at least one hour for each overtime session, but there is no maximum.

**Overtime Performance:**

\*Preference will be given to high performers. Employees initially authorized for this overtime project, may have their authorization removed if their productivity is significantly less per hour than other authorized employees.

\*Overtime is authorized to be used only for entering intake cases from Foray into Odyssey. Employees cannot use overtime to work on other projects.

**Overtime Personnel:**

\*This is a temporary project. Spending significant time training employees to do this work would be counter-productive. Therefore, employees will be authorized to work overtime on this project in the following groups and in the following order:

- (1) Employees already entering Misdemeanor Intake cases from Foray into Odyssey. (Misdemeanor Secretaries and Misdemeanor Legal I positions) and Employees already entering Felony Intake cases from Foray into Odyssey. (Grand Jury Legal II positions)
- (2) Employees already entering cases into Odyssey from Foray, but would have to be trained on Grand Jury/Intake procedures. (CAC, DVU, Family Justice)
- (3) Employees that do not enter cases into Odyssey from Foray. They would have to be trained on Foray and Grand Jury/Intake procedures.

\*The authorization will start with Group (1), and then extension of this authorization to Group (2) or (3) will depend on participation, productivity, and need.

\*If overtime authorization is extended to Group (3), employees can sign up for training with Misti Bilderback on a sign-up sheet in her office. Employees in this group will be trained in the order they sign up, most likely one employee trained per month.

**Questions:**

Debbie Harrison x4326

<b>Overtime Report</b>				
<b>Day</b>	<b>Date</b>	<b>Hours Worked</b>	<b>Total Hours</b>	<b># Cases Entered</b>
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Saturday</b>				
<b>Sunday</b>				
<b>Name</b>				
<b>Signature</b>	_____			