

Policy Cover	
Title: Overtime, Comp Time, Flex Time, On-call, Call-in, On-call Holiday, SW Human Services	Effective Date: 9/12/2022
	Adoption/Revision Date: 9/12/2022
Custodian: Business Office Manager	Approving Body: Clark County Board of Supervisors

Authority:

Clark County Employee Handbook and Administrative Compensation Policy

References:

WREA SOP for Adjusted & Flexible Work Schedule
WREA SOP for Comp Time

Purpose:

To consider agency and employee needs as it relates to non-normal work schedule requests. Minimize overtime and additional agency costs, as well as staff shortages. Assure Supervisor approval for hours worked and hours taken off, staff coverage, and availability to meet workload requirements and ensure smooth operation of the Department.

Scope:

Department of Social Services Employees

Policy Overview:

Clark County Department of Social Services will direct Overtime, Comp Time, Unpaid Leave of Absence & On-call and Call-in not defined or specified in the Clark County Employee Handbook and Administrative Manual or County Board resolution.

Procedure:

Overtime will be paid out based on hours actually worked for the Benefit Specialist at 1½ times for hours over 40 per week, excluding benefit time, and as approved by supervisor.

Compensatory time will be accrued, hour by hour, over 80 hours, with benefit time counted as time worked by all exempt employees within the department. Compensatory time over 40 hours will not be paid.

Compensatory time will be accrued by the Social Workers at straight time over 8 hours per day excluding benefit time. Comp bank hours over 40 will be paid.

Compensatory time will be accrued by the Financial Manager, Administrative Assistants, and Access positions for hours worked over 40 per week, excluding benefit time. Compensatory time over 40 will be paid.

Short term flex-time will consist of adjusted day to day schedules and must be approved by Supervisor prior to adjustment. Employees will submit requests by e-mail or text, in advance, to employee's immediate Supervisor for review and approval. Approved short-term flex for day-to-day schedule changes will be sent to the DSS Front Desk by e-mail. If employee's immediate Supervisor is not available, another Supervisor from the Administrative Team may review and/or approve the request.

Flex schedules will be used to keep work hours to a minimum of 40 per week. Flex schedules **will not** be used for accrual of overtime. Employees are expected to make every attempt to adapt their schedules by leaving early or flexing their work schedule to reduce overtime and maintain a bank of compensation time of no more than 40 hours.

On-Call Compensation All Social Workers; including certified supervisors, in the Family and Children's Unit, will provide on-call services on a rotating basis, or, as needed. The on-call worker will receive compensatory time for on-call duties from Monday-Thursday. The on-call worker will be provided eight (8) hours of compensation for being on-call for Friday (2), Saturday (3), and Sunday (3).

On-Call Compensation for Supervisors Family and Children's Unit Managers will receive 2 hours straight pay per week for being on-call to support on-call workers.

On-Call Holiday Compensation All Social Workers; including certified supervisors, in the Family and Children's Unit, who provide on-call services on a holiday shall receive 8 hours of compensatory time (in place of on-call time) in addition to the 8 hours of holiday time.

Call-In If an On-call worker is called in and required to make face-to-face contact, the worker will be compensated additionally at 1 ½ with a minimum of 2 hours pay or compensatory time. The on-call worker shall be paid round trip mileage for the distance from their home to the location of the call-out at the current negotiated mileage rate. The on-call worker will be compensated accumulated time for phone calls to the nearest quarter hour, in de minimis.

Call-In Manager If a Manager is called in and required to make face-to-face contact, the Manager will be compensated additionally at straight time with a minimum of 2 hours pay or compensatory time. The on-call Manager shall be paid round trip mileage for the distance from their home to the location of the call-out at the current negotiated mileage rate. The on-call Manager will be compensated accumulated time for phone calls to the nearest quarter hour, in de minimis.

Clark County Department of Social Services – Work Rules

Social Worker Human Services Degree Social Workers with a related Human Services degree who have a Training Certificate through Wisconsin's Department of Safety and Professional Service (DSPS) and complete the five required social worker classes including: Social Welfare Policy Services, Social Work Practice Methods with Individuals, Social Work Practice Methods with Groups and Families, Social Work Practice Methods Communities, Organizations and Social Institutions and Human Behavior in a Social Environment, and complete the State Foundation Training according to DCF 43 Training Rule, will be eligible for \$1,000 per year, for five years, to reimburse the cost of the required classes.

Additional Notes:

Call-in pay does not apply to employees that have not been requested to return to the employment location or another location, or are receiving phone calls and/or checking emails, which shall be compensated as hours worked.

Policy Attachments

Attachment A

Policy Review Form

Completed by Policy Custodian

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	

Completed by Administrative Coordinator

Policy Received On	
Policy Approved/Denied On w/ Reason	
Policy Approved/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

Completed by Corporation Counsel

Policy Received On	
Policy Approved/Denied On w/Reason	
Policy Approved/Denied By	
Policy Forwarded to Administrative Coordinator	