
SECTION TITLE: HIGHWAY OPERATIONS

CHAPTER TITLE: SCHEDULED OVERTIME WORKED/EMERGENCY

Effective: 9/15/08

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OVERTIME WORKED/EMERGENCY CHART

SECTION TITLE: HIGHWAY OPERATIONS

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I. **INTRODUCTION**

SCHEDULED OVERTIME: This Policy has been established to provide guidance on the scheduling and distribution of scheduled overtime in Maintenance Organizations and the Bridge Maintenance Organization within the Division of Highways. This Policy is directed only to situations in which overtime is scheduled in advance of such work actually taking place. For the purpose of this Policy, overtime refers to any hours of work performed on a given day, which were scheduled in advance, and will cause an employee to accumulate hours in excess of the standard forty hour work week, regardless of the rate at which it is compensated. This Policy in no way precludes the Agency from requiring employees to work overtime as needed, or in situations which affect the public interest.

OVERTIME WORKED/EMERGENCY: This Policy has been established to provide guidance on the distribution of emergency/SRIC overtime in Maintenance Organizations and Bridge Maintenance Organizations within the Division of Highways. This Policy is directed only to situations in which overtime is not scheduled, SRIC and/or for emergency purposes. For the purpose of this Policy, overtime refers to any hours of work performed on a given day, which were not scheduled in advance, and will cause an employee to accumulate hours in excess of the standard forty hour work week, regardless of the rate at which it is compensated. This Policy in no way precludes the Agency from requiring employees to work overtime needed, or in situations which affect the public interest.

II. POLICY

SCHEDULED OVERTIME POLICY: It is the Policy of the West Virginia Department of Transportation that scheduled overtime is offered to employees in Division of Highways Maintenance Organizations and the Bridge Maintenance Organization in a systematic fashion that affords equal opportunity to properly classified employees to perform the necessary duties. Overtime offered/worked is to be recorded and posted for all organizational employees to view.

PROCEDURE: Overtime is to be offered within a work unit, and within the appropriate classification, to employees who are qualified to perform the necessary duties on a rotating basis, beginning with the most senior employee, and ending with the least senior. Once established, this rotation list should not be changed. The offering of overtime with each new occurrence shall pick up on the list where the last one left off. New employees will be added to the end of the list. Temporary employees will be offered overtime only if no permanent employee is available. As the list is worked, the supervisor shall record whether the employee worked the offered overtime or declined the offer to work. Once an employee has either worked or declined, they are not to be offered scheduled overtime again until their name reappears in the rotation.

An Overtime Offered/Worked Chart (Addendum A) is to be posted in each work unit location for every calendar month. The chart is to be posted whether or not scheduled overtime was worked in the unit. There may be instances where a particular project or some other circumstance dictates that the list not be consulted in the assignment of overtime hours. These instances of the assignment of overtime without consulting the list will be deemed emergency overtime. In these cases, the employee who receives the emergency overtime will be passed over when their turn next comes in the rotation.

SCHEDULED OVERTIME OFFERED/WORKED

Organization Name/Number _____

Month _____

CLASSIFICATION _____ *List employees by classification and years of service within class*



Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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OFFERED, NOT WORKED = X OFFERED, WORKED = ACTUAL OVERTIME HOURS

III. **POLICY**

OVERTIME WORKED/EMERGENCY POLICY: It is the Policy of the West Virginia Department of Transportation that all emergency overtime worked is to be recorded and posted separately for all organizational employees to view. The carryover hours of all overtime worked, scheduled and emergency overtime, will be recorded on the Overtime Worked/Emergency Chart (Addendum B), up to the first day of the given month.

PROCEDURE: As emergency/SRIC overtime hours are worked, the supervisor shall record that the employee worked the overtime on the Overtime Worked/Emergency Chart. Because these situations can be numerous and varied, the organization's supervisor may use his/her discretion in making such assignments based on the employee's expertise, the circumstance of the emergency situation and the location of the emergency. An Overtime Worked/Emergency Chart is to be posted in each work unit location for every calendar month. The chart is to be posted whether or not overtime was worked in the unit. Periodic reviews by appropriate members of management (supervisor, county administrator, maintenance assistant, etc.) should be performed to insure equalization of hours and policy adherence.

OVERTIME WORKED\EMERGENCY

Organization Name/Number _____

Month _____



Carry over hours YTD	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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