

	COOK COUNTY HEALTH & HOSPITALS SYSTEM CCHHS	COOK COUNTY HEALTH & HOSPITALS SYSTEM EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES	
POLICY TITLE: OVERTIME		PAGE 1 of 1	
Date of Approval: 06-10-2016 Effective Date: 10-17-2016	Policy Number: 02.01.14 Associated Personnel Rule: None	Semi-Annual Overtime Certification Form	

PURPOSE: To describe the process for assigning Overtime for eligible non-union employees in an equitable manner that assures compliance with the CCHHS Personnel Rules, the Plan and applicable law.

AREAS/EMPLOYEES AFFECTED: Policy applies to all Departments and to all non-union Employees who are not exempt from the provisions of the Fair Labor Standards Act (“FLSA”) and are not eligible for Compensatory Time. To the extent that any provision in this Policy conflicts with a specific provision in a CBA, the CBA shall govern provided it does not permit or involve the use of any Unlawful Political Contact or Unlawful Political Discrimination. If any provision in this Policy conflicts with a specific provision in the Plan, the provision in the Plan shall govern..

POLICY AND PROCEDURE: The following procedures must be followed when assigning Overtime to non-union Employees:

No Political Reasons of Factors. All Overtime for Employees must be offered in accordance with the Policy, the CCHHS Personnel Rules and the Plan, as and if applicable. No Overtime given to an Employee may be granted or denied based on any Political Reasons or Factors.

Conditions for Overtime. Overtime must be approved in advance when foreseeable by the Department Head or his or her designee before it is worked. Advance notice of Overtime must be provided and eligible Employees must be given an opportunity to volunteer whenever the need for Overtime is foreseeable unless the Overtime is assignment-specific.

Eligible Employees. An Employee may not be selected to perform or offered Overtime if the Employee has received a suspension during the twelve-month period preceding the Overtime, unless the Overtime required is assignment-specific. Except for in emergency circumstances, as defined by operational need employees are eligible to perform Overtime only if the Overtime is for work that is in the same Position held by the Employee.

Awarding of Overtime. In the event a Department Head determines that there is a need for Overtime and advance notice is feasible the Department Head shall make a reasonable, good-faith effort to equitably distribute overtime assignments among all Employees in the same classification and Department as the classification and Department in which the overtime is needed. For purposes of equitable distribution, an Employee who declines an offer of overtime shall be treated as if he/she accepted the offer. If all eligible Employees in the Department at issue decline an offer of overtime, management may choose to mandatorily assign it, in which case it will be assigned to the least senior qualified Employee. Department Heads will maintain records sufficient to demonstrate compliance with this Policy and will provide those records to the EPO, and CA while acting, upon request.

NPCC. Every June 15 and December 15, all Department Heads will submit a NPCC to the EPO confirming that all Overtime awarded during the prior six (6) month period was in compliance with this policy.

