

Brown Ashley R

From: Brown Ashley R on behalf of Jamieson Karen M
Sent: Thursday, August 12, 2021 11:37 AM
To: Jamieson Karen M
Subject: Changes to OSH Overtime, Straight Time, and Comp Time Request Process

This message is for all OSH Staff.

OSH Team:

Last February in alignment with our goal of enhancing business rigor and accountability across OSH operations, we implemented a standardized process for staff and managers requesting overtime (OT), straight time (STA), and comp time (CTA) accrual. This communication serves as a reminder this process is still in effect and required for staff working over 40 hours a week. However, there is still an exemption for employees in Nursing (direct care only), Security, Environmental Services, and Food & Nutrition Services. Overtime and comp time accrual in these areas is monitored differently.

Based on some recent feedback, we have made changes to the Overtime, Straight Time, and Comp Time Request form, which you can find on the [Centralized Timekeeping OWL page](#). Please recycle old versions and use only the most recent form. The forms will no longer require two signatures, so it is important that you use the most recent version.

Some reminders:

- Managers should actively work with employees to monitor work assignments to minimize the need for OT or STA/CTA whenever possible.
- When OT or STA/CTA is unavoidable, managers must approve it in advance.
- Managers can give verbal approval for a staff to work OT or accrue STA/CTA prior to receiving an official form, however the form is required to be signed and submitted to [OT-ST Requests](#) within two business days of the worked OT or accrued STA/CTA.
- The form is intended to be used in an electronic format, and specific directions for routing are included in the document itself. Download the document from the Centralized Timekeeping OWL page each time before you fill it out to ensure all form sections function correctly and that you are using the most recent version.

Your continued cooperation and partnership is much appreciated.

If you have any questions, please email [OT-ST Requests](#).

Thank you,

Karen Jamieson

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