



# Rancho Los Amigos National Rehabilitation Center

## OUTPATIENT SERVICES

### POLICY AND PROCEDURE

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**SUBJECT: OVERTIME -  
NURSING AND CLERICAL STAFF**

**Policy No.: 2.03.01**

**Revision Date: 05/2021**

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PURPOSE: To describe the process for securing and documenting overtime.

#### POLICY STATEMENT:

1. Overtime is occasionally necessary to meet patient care or operational needs.
2. Overtime requires prior approval and discussion between staff and area supervisor.
3. This policy and procedure is relevant for routine overtime needs, not special assignments. Special assignment overtime will be handled on a case-by-case basis between supervisor and staff.

#### GENERAL GUIDELINES

1. Overtime for clinical coverage is determined in collaboration between any of the following:
  - a. Clinic Flow Nurse
  - b. Supervising Staff Nurse (or designee)
  - c. Nurse Manager (or designee)
2. Supervisor shall determine the skill set and number of staff needed to support the work area or assignment.
3. Supervisor will communicate overtime need with workforce members
4. Overtime shall be assigned equitably among qualified employees with consideration of special skills required to perform particular work and established staggered work schedules.
  - a. Supervisor will ask for volunteers.
  - b. Overtime is not mandatory. However, there may be emergencies or other extenuating circumstances in which a supervisor may require employee to stay for work.
5. The time card, electronic time sheet, or other timekeeping record shall be coded to accurately reflect work hours.
  - a. Follow the following 5 steps for coding the electronic time sheet. (The function requires manual override.)
    - 1) Employee completes the timesheet and submits to supervisor
    - 2) Supervisor reviews timesheet for accuracy

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- 3) Supervisor clicks “action menu” at right top of time sheet
- 4) Supervisor clicks “approved” from the drop down menu
- 5) Supervisor clicks “override” from the drop down menu

b. Recording **FLEX TIME** requires no special code.

Example:

- 1) On Tuesday, staff works 1 additional hour to cover late clinic (working 9 hours, instead of usual 8 hours).
- 2) On Wednesday, staff and supervisor discuss options and agree that staff may flex 1 hour on Thursday.
- 3) Thursday: employee works 7 hours
- 4) No special code is required. Total hours worked = 40.

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Event	Monday	Tuesday	Wednesday	Thursday	Friday
099	8	9	8	7	8

c. Recording **OVERTIME ACCRUED** or **OVERTIME PAID**

Example:

- 1. On Friday, staff works 1 additional hour for emergency clinic coverage.
- 2. Additional code is required. Total hours worked = 41.

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Event	Monday	Tuesday	Wednesday	Thursday	Friday
099	8	8	8	8	8
701 or 703					1

**A. CLERICAL STAFF:**

- 1. Clerical staff may be asked to work overtime to support a clinical situation such as a busy clinic or unplanned inpatient admission. Overtime shall be limited to activities that involve direct patient care duties.
- 2. Within one business day of completion of the overtime assignment, employee and supervisor shall discuss options with consideration of clinic needs, staffing, etc.:
  - a. Flex time
  - b. Overtime paid
  - c. Overtime accrued – NOT AVAILABLE
- 3. Supervisor may direct staff to flex work hours during the same work week. Every reasonable effort shall be made to accommodate a flex schedule within the work week.

4. If unable to flex hours within the same work week, clerical staff and supervisor may discuss the option for paid overtime (at the rate of one and one-half time).
  - a. Contact Department Time Keeper for procedural information including overtime request forms and submission deadlines.

**B. NURSING STAFF:**

1. Within one business day of completion of the overtime assignment, employee and supervisor shall discuss options with consideration of clinic needs, staffing, etc.:
  - a. Flex time
  - b. Overtime paid
  - c. Overtime accrued
2. Supervisor may direct nursing staff to flex work hours during the same work week. Every reasonable effort shall be made to accommodate a flex schedule within the work week.
3. If unable to flex hours within the same work week, nursing staff and supervisor may discuss paid or accrued overtime (at the rate of one and one-half time).
  - a. Contact Department Time Keeper for procedural information including overtime request form and submission deadlines.

**C. OUT OF AREA OVERTIME PROCEDURE**

Clinical staff may work overtime outside the regular assigned area.

Refer to Rancho Nursing Department policies and procedures.

**REFERENCES:**

- Clerical MOU 111
- LVN & NA MOU 221
- RN MOU 311
- Memo from Mitchell Katz, M.D. dated December 20, 2011 (Overtime Approval for Non-Clinical DHS Staff)
- DHS Policy 750 "Work Week and Work Hours"
- DHS Policy 753 "Overtime"
- Rancho Policy A224 "Overtime"
- Rancho Nursing Policy A395 "Overtime, Nursing"