

Policy Number: 32	OCU Non-fulfillment of Overtime	REV. 4 Approved: 09-23-2022
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1.0 PURPOSE: Define guidelines for addressing issues when employees accept overtime and then fails to fulfill the scheduled work.

2.0 REFERENCE DOCUMENTS:

2.1 Overtime Policy

3.0 DEFINITIONS:

3.1 When an employee accepts an overtime opportunity and then fails to work the overtime it will be considered a Non-fulfillment.

3.3 Days - Calendar Days (including weekends & holidays)

4.0 GUIDELINES:

4.1 The expectations are that when an employee accepts an overtime opportunity and then fails to report or complete the agreed work, that person will be given a Non-fulfillment and will be subject to disciplinary action.

4.2 Disciplinary guidelines are as follows:

4.2.1 First offense - Documented counseling session

4.2.2 Second offense - Written documentation and no overtime offered for 14 days

4.2.3 Third offense - Written documentation and no overtime offered for 30 days

4.2.4 Subsequent offenses - Written documentation and no overtime offered for 180 days

4.4 Management will determine if an overtime assignment can be excused due to extenuating circumstances.

4.5 Non-fulfillment records will be kept by managers/coaches for a period of 180 days.

5.0 RESPONSIBILITY: It is the responsibility of the department managers to enforce these guidelines.

AUTHOR: OCU Policy Committee

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Approvals:

Labor Relations Manager: Alyse Brown Date: 09/27/2022

OCU President: [Signature] Date: 9/27/2022