

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES
Health Care Department Operations Manual

5.8.3 Supervising Registered Nurse II Overtime

(a) Policy

(1) California Correctional Health Care Services (CCHCS) and the California Department of Corrections and Rehabilitation (CDCR) shall provide a statewide policy for Supervising Registered Nurse (SRN) IIs overtime.

(b) Purpose

(1) To provide a process to manage voluntary and involuntary overtime based on seniority in classification.

(c) Procedure

(1) Voluntary Overtime

(A) Each Hiring Authority (HA), or designee, shall establish a means by which SRN IIs may sign up for voluntary overtime (VOT). SRN II overtime assignments made in advance (vacancies) shall be posted. The HA, or designee, shall maintain an SRN II Overtime Log which shall track the number of overtime shifts that each SRN II has worked each month and be available to all SRN IIs in case of a dispute.

(B) Management shall determine if the VOT shall be filled according to licensure standards, coverage relief factors, or operational need. If filling the VOT, management shall:

1. Make every effort to fill the vacancy two hours before the next shift.
2. Follow the seniority rotational VOT list.

(C) Once management determines that a foreseen SRN II vacancy shall be filled, the following shall occur:

1. Management shall make every effort to fill the positions as authorized by the Department Operations Manual, Section 33010.20. The determined positions available for VOT shall be posted by the fifth of the preceding month.
2. The SRN IIs are asked to submit voluntary availability by the tenth of the preceding month.
3. The VOT list shall be available by the 15th day of the preceding month.
4. VOT shall be granted by seniority in the classification on a one for one rotational basis. The order of call for VOT shall be from the VOT roster unless the overtime assignment becomes available two hours or less prior to the start time, in which case VOT shall be offered to the most senior employee on duty whose name appears on the VOT roster. Overtime shall consist of six or more hours in order to be tracked and counted as VOT worked in the SRN II Overtime Log.

(2) Involuntary Overtime:

(A) SRN IIs shall be assigned involuntary overtime by inverse seniority in classification on a one for one rotational basis, except where precluded by emergencies or operational needs.

(B) An SRN II shall not work more than two involuntary overtime shifts within the same work week.

(C) Involuntary overtime of two hours or more shall be counted as an order-over worked.

(D) For tracking purposes, involuntary overtime of less than one hour shall not count as an inverse seniority order-over, unless it occurs for two days in any given work week. At that point, an order-over credit shall be given for the second day.

(E) Reasonable efforts to canvas on-duty and off-duty supervisors to volunteer shall be made prior to implementation of the involuntary overtime process. Supervisors ordered-over may split shifts with other supervisors. If the shift is split, only the mandated supervisor shall receive credit for the involuntary overtime.

(F) Supervisors shall not be held over on their Friday; before assigned regular day off; or the day before an approved swap, holiday, or scheduled vacation, unless all other options have been exhausted.

References

- California Government Code, Title 2, Division 5, Part 2.6, Chapter 2, Article 4, Section 19844.1
- California Department of Corrections and Rehabilitation, Department Operations Manual, Chapter 3, Article 8, Leave Credit and Overtime Management
- California Department of Corrections and Rehabilitation, Department Operations Manual, Section 33010.20

Revision History

Effective: 06/16/2023