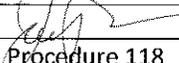




VERMONT

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DEPARTMENT FOR CHILDREN AND FAMILIES
Family Services Division
Woodside Juvenile Rehabilitation Center

Chapter:	Organization, Administration & Management	
Subject:	Assignment of Overtime	Page 1 of 1
Approved:	Jay Simons, Director 	Effective: 2/22/2018
Supersedes	Woodside Policy and Procedure 118	Dated: 4/2004

Introduction

In addition to normally scheduled hours, there are occasions when Woodside staff will be asked to work overtime. Such occasions include those directly related to the administration of Woodside programs as well as requests from district offices to provide transportation and supervision for youth assigned to that district.

Policy and Procedure

Overtime will be approved whenever necessary to carry out the legitimate functions of Woodside. When assigning overtime to eligible employees, Woodside will abide by all the provisions outlined in the applicable collective bargaining agreements between the State of Vermont and the Vermont State Employees Association.

The Woodside Director or designee will monitor the utilization of overtime in the context of Woodside's budget.

Districts requesting staff assistance from Woodside are responsible for the cost of associated overtime. Woodside's Administrative Services Coordinator II will ensure staff accurately document overtime on their respective time reports.