

# MCO/MDOC Joint Interpretation of Article 17 OEL Pilot Program

## Voluntary Overtime Rules

72 hours before shift	22 hours before shift	2 hours before shift	start of shift	end of shift
<ul style="list-style-type: none"> <li>• May activate name on the OEL list.</li> </ul>	<ul style="list-style-type: none"> <li>• May still volunteer for overtime on any shift.</li> </ul>			
<ul style="list-style-type: none"> <li>• The employee must be “eligible” to work the assignment.</li> </ul>				
<ul style="list-style-type: none"> <li>• May withdraw name and will not be charged hours or a refusal toward removal from the list.</li> </ul>	<ul style="list-style-type: none"> <li>• May withdraw name, will be charged hours but not a refusal toward removal from the list, unless already scheduled to work a shift.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>RDO SWAP:</b> if an EE swaps his/her RDOs, he/she may apply as a volunteer for their own shift on their days off. This does not affect their ability to work second preference overtime for other shifts.</li> </ul>				
<ul style="list-style-type: none"> <li>• <b>“Failure to answer phone” exception:</b> if an EE is contacted to work voluntary OT, and does not answer the phone, he/she may call back and accept. If the shift commander has not completed his filling the assignments, the EE shall be allowed to work and will not be marked as a refusal.</li> </ul>				
<ul style="list-style-type: none"> <li>• <b>“Special qualifications” requirement:</b> the ER may skip over a person who is not qualified for an assignment when assigning overtime. It must first normally “jockey” the schedule if possible to avoid skipping. The person skipped is not charged hours and the hours worked shall be recorded.</li> </ul>				

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	<ul style="list-style-type: none"> <li>• <b>Refusing incremental overtime:</b> incremental overtime is defined as “assignments lasting less than a full shift.” If an EE refuses incremental OT, he/she is charged the hours, but does not receive a refusal toward being removed from the list.</li> </ul>			
			<ul style="list-style-type: none"> <li>• May volunteer to work in lieu of mandatory OT. This includes CMUOs/CMOs, CTOs, CRRs and anyone working an overlapping shift.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>“Overlapping shift” rule:</b> employees are eligible for second preference on RDOs and non-overlapping shifts</li> </ul>				
<ul style="list-style-type: none"> <li>• <b>“Funeral runs”</b> are an instance of voluntary OT and shall be recorded.</li> </ul>				
<ul style="list-style-type: none"> <li>• <b>“Employees transferring into a new institution” rule:</b> <ul style="list-style-type: none"> <li>• The employee shall begin with the highest hours in his/her RDO group.</li> <li>• For purposes of mandatory overtime, the employee shall be the next available mandate if eligible to be mandated.</li> </ul> </li> </ul>				
<ul style="list-style-type: none"> <li>• <b>“Calling in sick” rule:</b> <ul style="list-style-type: none"> <li>• If an employee calls in sick on his/her primary shift, and has volunteered for overtime on the next shift, he/she has an obligation to request to be removed from the second preference list.</li> <li>• If he/she does not make this request, and is contacted to work the overtime, or has been prescheduled to work the overtime, they will be charged as a refusal toward being removed from the list.</li> <li>• If an employee calls in sick on his/her primary shift, he/she may work second preference overtime for that day, provided the employee’s inability to report to work is not due to their own illness.</li> </ul> </li> </ul>				

# Mandatory Overtime Rules

As shown in this chart, mandatory rules stand regardless of time left before a shift starts or ends.

72 hours before shift	22 hours before shift	2 hours before shift	start of shift	end of shift

\* Article 17, Section F. : Holdover/mandatory on-premise language, page 110.

# Mandatory Overtime Rules

As shown in this chart, mandatory rules stand regardless of time left before a shift starts or ends.

