




STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
OFFICE OF THE SECRETARY
P.O. Box 41101 • Olympia, Washington 98504-1101

January 12, 2022

TO: Extended Leadership Team
Emergency Operations Center

FROM: Julie Martin, Chief of Staff 

SUBJECT: Straight time pay for Non-represented Employees in Overtime Exempt Positions

As the state experiences this latest surge in COVID-19 cases, our employees continue to work longer hours in COVID-19 response efforts for which we want to provide fair compensation in the form of extra straight-time pay for hours worked in excess of 45 hours in a work week.

Under DOC Policy 825.010 Hours of Work, Overtime, and Additional Compensation, the Secretary may authorize additional compensation for employees in overtime exempt positions that are activated by an Incident Commander (IC) or the Department Emergency Operations Center (EOC).

Therefore, effective January 12, 2022, the Secretary has authorized the extension of straight-time compensation for work in excess of 45 hours in a work week for work performed related to COVID-19 response, through April 30, 2022. The Appointing Authority (AA) may approve additional straight-time hours pay for staff engaged in providing services that are critical to the safety and security of the facility or health and welfare of the incarcerated population during COVID-19 response efforts.

To receive compensation, *Non-represented employees* will complete DOC form 03-525 Overtime Exempt Additional Compensation Request Non-represented. Indicate “COVID-19 Response” in the reason field. Submit to AA for approval. AA has the authority to approve, and the form does not require additional approval by the Assistant Secretary.

To help payroll process these requests more effectively, please consider the following information:

- Refer to the attached OTEE Additional ST hour one page FAQ document for non-represented employees.
- Confirm the employee was deployed by an ICP and/or EOC,
- Ensure the employee’s work schedule listed on the form is accurate and updated in the payroll system. Changes are made by completing a DOC Form 03-138 Alternate Work Schedule. Inaccurate schedules may delay payment.



**OTEE Additional
ST Hours 01/12/22**

This approval will remain in effect until April 30, 2022 unless extended. Thank you for your continued support of our employees during this challenging time.

“Working Together for SAFER Communities”

Basic information about how this works:

1. OTEE are not eligible to receive standard "overtime" paid at the rate of time and a half. OTEE are eligible to work "Additional Straight Time (ST) hours" which will be paid at the straight time rate of pay.
2. An OTEE Must first work 45 hours in a work week (WW) before they begin to accrue "Additional ST Hours".
3. Any additional hours worked in excess of 45 hours by an OTEE in a WW will be referred to as "Additional ST Hours", not overtime.
4. A WW is considered to run from Sunday 12:00 AM – Saturday 11:59 PM
5. The regular scheduled shift hours on a holiday counts as hours worked in a WW toward the 45 hours before "Additional ST Hours" begin to accrue
6. Paid leave hours (vacation, sick, comp time etc.) do NOT counts as hours worked toward the 45 hours in WW. If an OTEE works a minimum of 40 hours in a WW they should not submit paid leave as it would provide no benefit to them. It would only reduce their leave balance but would not provide any additional pay.
7. "Additional ST Hours" are paid on the day in which they occur (in excess of 45 hours) and will be compensated in the pay period in which that day falls.

Q #1: When should I submit my request for payment of hours worked?

Ideally, you will complete the Overtime Exempt Additional Compensation Request form (DOC 03-525) on the Monday of the week following the WW that was just completed.

Q #2: Is "additional hours" paid as Straight Time (ST) or Time and a Half?

Additional hours worked by an OTEE (meaning those hours worked beyond 45 hours in one WW) are paid at the Straight Time (ST) rate and are considered "additional ST hours", not "overtime".

Example: If you work 20 "additional ST hours" in a WW, you will be compensated for 20 hours at the Straight Time (ST) rate in addition to your regular salary.

Q #3: Which hours worked in a WW are considered the "additional ST hours"?

Any hours worked beyond the first 45 hours worked in the WW are considered "additional ST hours". Calculate any hours you worked beyond the first 45 hours (basically take the total hours you worked in the WW and subtract 45 and any Paid Leave hours). This will be the total number of hours of "additional ST hours" you worked in the WW.

Example: If you work 16 hours (for regular duties and/or projects) on Sunday (the first day of the WW), you will not have accrued any "additional ST hours" because you have not yet worked a total of 45 hours. If you work another 16 hours (for regular duties and/or projects) on Monday (the second day of the WW), you still will not have accrued any "additional ST hours" because you are only at a total of 32 hours for the WW and you still have not yet worked a total of 45 hours.

If you work another 13 hours (for regular duties and/or projects) on Tuesday, you will then bring your total worked hours for the WW to 45 hours, now you will begin to accrue "additional ST hours"! The remainder of your hours worked in the WW beyond the first 45 hours will be considered "additional ST hours" and you will receive additional ST pay for these hours.

Q #4: What if a holiday occurs in the WW that I accrue "additional ST hours"?

Regular scheduled shift hours on a holiday count towards the 45 hours worked in a WW. Holiday hours are added to the number of hours physically worked in a WW.

Example: If Monday is a holiday and you are regularly scheduled to work 8 hours, and you physically work 16 hours on Monday, you will accrue a total of 24 hours worked because your holiday shift counts toward your 45 hours in the WW plus your actual hours worked (16 hours). These 24 hours worked will go towards your total of 45 hours worked before "additional ST hours" begin to accrue.

Q #5: What if I take/have Paid Leave (i.e. vacation or sick leave) scheduled during the WW that I accrue "additional ST hours"?

Paid Leave hours do not count as hours worked towards the 45 hours in the WW before "additional ST hours" are accrued. Therefore, it is in the employees' best interest to cancel their Leave Request in ESS (Employee Self Service) when taking leave in a WW that they will be accruing "additional ST hours". You can still take the day off but you don't use Paid Leave and it reduces the number of hours worked during the WW. You should ensure that you still physically work at least 45 hours in that WW.

ADDITIONAL STRAIGHT TIME HOURS/EXCHANGE TIME EXPLANATION: NON-REPRESENTED OVERTIME EXEMPT EMPLOYEES (OTEE) UPDATED 09/20/2021

Example: If you work 16 hours on Sunday (total of 16 worked hours so no “additional ST hours” accrued), work 8 hours on Monday (total of 24 worked hours so no “additional ST hours” accrued), on Tuesday take 8 hours of Paid Leave (still a total of 24 hours worked toward the 45 hours required before accruing “additional ST hours”), on Wednesday work 16 hours (total of 40 hours worked so no “additional ST hours” accrued), and on Thursday work 16 hours (total of 56 hours worked so 11 hours of “additional ST hours” are accrued), the total of 51 hours is paid, and 8.0 hours of Paid Leave is removed from your Paid Leave balance). Therefore, there is no benefit of using Paid Leave hours, so it is advised that the employee to cancel their Leave Request in ESS.

Q #6: What if the WW that I accrue “additional ST hours” in is split between pay periods?

“Additional ST hours” are paid on the day that they are accrued. Therefore, “additional ST hours” will be compensated in the pay period during which the day the “additional ST hours” were accrued on falls within.

Q #7: What if I am an OTEE who is paid hourly?

You would be treated the same at all other OTEE employees. On your timecard you would submit the first 40 hours of straight time for payment. For hours 41 – 45 you would not submit any additional time. If you work in excess of 45 hours, you may submit form 03-525 and request to be paid “Additional ST Hours” for work in excess of 45 hours in the WW.

Q #8: Do I have to fill out a form for “additional ST hours” worked? If so, which one and how?

Yes. You will want to complete and submit the Overtime Exempt Additional Compensation Request (Non-Represented) (DOC 03-525) as soon as possible after completing a work week (WW) where you worked beyond 45 hours and/or accrued “additional ST hours”. A WW begins Sunday at 12:00am and ends Saturday at 11:59pm. So ideally, you will complete the form on the Monday of the week following the WW that was just completed.

You will submit form 03-525 only for hours worked beyond 45 hours in the WW. In the "Date" field you should enter the date you began working in excess of 45 hours. In the "Additional Hours" field you should enter the hours you worked in excess of 45 hours. In the “Reason” field, you should note what caused you to work additional hours and how many total hours you worked in that WW. The Total hours worked, minus 45 hours should equal the Additional Hours.

Example for 10/02/21

The employee worked:

- 0 hours on Sunday,
- 8 hours on Monday (total of 8 hours),
- 11 hours on Tuesday (total of 19 hours),
- 13 hours on Wednesday (total of 32 hours),
- 8 hours on Thursday (total of 40 hours),
- 4 hours on Friday (total of 44 hours),
- 4 hours on Saturday (total of 48 hours worked in the WW).

This employee would submit for 3 “Additional ST Hours” on Saturday.

Thank you for your work in support of our agency mission