

Correctional Services Overtime Routing Procedures

Ordinarily Management will print overtime authorizations the next business day and e-mail to the affected employee.

Ordinarily, completed forms will be distributed to the T&A Clerks for processing daily, but no less than Mondays and Thursdays, excluding holidays and weekends. Then the completed forms will be forwarded to the non-custody T&A Keyers.

 7/28/17

Juan Segovia, LMR Chairman

 7-28-17

Brian Richmond, Union President