

Arica Andreatta, Commissioner
John Galusha, Commissioner
Karl Sporleder, Commissioner



HUERFANO COUNTY GOVERNMENT DECISION MEMORANDUM

Date: January 10, 2023
To: Huerfano County Board of County Commissioners
From: Carl Young, County Administrator
Re: Continuing Overtime for Sheriff's Office Employees

Summary: Because of a continuing staffing shortage in the County Jail and amongst Patrol Deputies, I am recommending that the County continue to pay Sheriff's Office ("SO") employees overtime rather than comp time. This will prevent SO employees from accumulating excessive amounts of comp time and maintain employee morale.

Requested Motion/Action:

Motion to approve continued overtime pay eligibility for Sheriff's Office employees through December 31, 2023 or the end of the work period containing that date, with the condition that employees must accurately record their time in the County's timekeeping system.

Background:

Like most County Departments the SO is comprised of multiple components. Patrol, Support Staff, and the Jail. At present both the Jail and Patrol components are understaffed. We consider the jail fully staffed at 12 FTEs, they currently have 6 FTEs filled. When we include the contract with the City of Walsenburg, Patrol is considered fully staffed at 23 FTEs and currently they have 13 FTEs positions filled. Support Staff is fully staffed with all 4 of their FTEs filled. In 2022 the SO converted one Patrol FTE to Support Staff. It should be noted that these numbers are a point in time estimate. It should also be noted that there is a difference between full staffing and what has been allocated in the budget.

My recommendation is that we continue the overtime eligibility that began on May 1, 2022 through the end of 2023. With this, all SO employees will continue to be eligible to be paid out overtime for hours worked over 86 hours in a 14-day work period for 7(k) exempt employees or 40 hours per week for non-exempt employees. Overtime would only be paid out if the employee has completed all punches in and out during the work period. Should the effective date fall in the middle of work period, the overtime eligibility will begin at the start of the next work period. Should the ending date fall in the middle of a work period the overtime eligibility will end at the end of that work period.

It may be worth considering adopting a policy for overtime during staffing shortages. However, I do not have a recommendation for such a policy at this time.

Just as with comp time, overtime is earned at a rate of time and one-half of regular pay.

It should be noted that all County Employees are eligible to have their comp time paid out. However, such payouts will only be approved if the employee has no missed punches.

Signature of the Chair

Approved

Denied

Signature of the Sheriff