



March 9, 2022

To: All Contra Costa County Personnel

RE: PROCESS CHANGES FOR THE ASSIGNMENT OF MANDATORY OVERTIME

Management and the Union have agreed to extend the timeline for assigning mandatory overtime. The current practice is to assign mandatory overtime to employees no more than (48) hours in advance of the assigned shift. This practice will change so that employees will receive their assignment of mandatory overtime no more than (96) hours in advance.

This process change will take effective Thursday, March 10, 2022.

This will allow employees to receive early notification for mandatory assignments and plan accordingly. This will also allow for a more equitable distribution of mandatory assignments for all full-time employees. Additionally, we will be posting the mandation eligibility list on the Operation's website and updating the list at least 2-3 times per week. This will allow employees to gauge their likelihood to be contacted for mandatory overtime. This webpage should be active by Friday, March 18 at the latest.

As one would expect, mandating people to work overtime is seen favorably by those that have a habit of working extra shifts regularly and also by people that are already on duty and could use the extra help with the call volume. Conversely, mandating people is unfavorable to those that either have other plans for their days off, or simply don't work overtime as a part of their personal work-life balance. In any event, your commitment does not go unrecognized and is truly appreciated.

Regards,
The Contra Costa Management Team