

## **PSW Overtime Frequently Asked Questions**

Personal Support Workers (PSWs) are eligible to be paid an additional overtime payment for authorized hours worked over 40 hours in a calendar work week. Per the 2023-25 Collective Bargaining Agreement, effective 1/1/2024 PSWs are able to work up to 60 hours per week without an exception. The PSW Weekly Hours Section reflects these changes. This document provides answers to questions about PSW Overtime:

### Frequent Asked Questions

#### **What is Straight Time and What is Overtime, and how are they different?**

“Straight Time” is all the hours worked by a PSW that are first paid against an authorization for I/DD services. Straight time hours are paid at the rate authorized, and as part of the regular paychecks paid on the normal PSW pay schedule.

“Overtime” refers to hours worked by a PSW that exceed 40 hours in a workweek, which is from begins at 12:00am on Sunday and ends at 11:59 on Saturday. Overtime payments are calculated according to federal and state rules, and are paid separately from regular PSW paychecks.

Overtime payments are calculated based on hours paid within a work week. They are not calculated based on a PSW pay period.

#### **When and How is PSW Overtime paid?**

When a PSW works overtime in one pay period, they receive payment for that overtime in the following pay period. Additionally, Overtime is based on the hours works in a work week (Sun-Sat), which often does not align with a pay period. When a pay period ends in the middle of a week, additional processing is completed.

Here's an example for the month of October 2023. The 1st pay period for October 2023 is from the 1st-15th. Because the first 2 weeks (1st-14th) are completed, they are included in the Overtime calculation, and will be paid to the PSW in the 2nd pay period for October, which is from the 16th-31st.

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Any Overtime worked in these weeks will be paid in the following pay period (16th-31st)

The week of the 15th is not completed when the pay period ends.

Because the week starting on the 15th is not yet complete, it will be included on the Overtime Calculation for the next pay period (16th-31st).

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Overtime for the week of the 15th is calculated as part of the payroll cycle from the 16th-31st. Overtime for these weeks will be paid during the following pay period for Nov. 1st-15th.

As before, this partial week is not complete, and will be included in the overtime calculation for the next pay period.

### How is overtime handled for a PSW who works for both ODDS and APD/MH?

If a PSW works for individuals served by ODDS and for individuals served by APD or MH in the same work week, then overtime payments are further prorated and then paid out per the payment process for each system. This is called a “cross systems” overtime calculations. eXPRS’ portion for cross systems overtime payments will be made for the overtime calculated for providing eXPRS authorized services and paid to the PSW by DD payroll vendor. For cross system overtime payments for services to individuals from APD or MH, those will be made to the PSW via the APD or MH payment processes.

### How are taxes handled for Overtime payments?

If the PSW has identified additional tax or other withholdings from their paychecks, these will be deducted from each check individually, including overtime checks.

### What if the hours worked by a PSW for a specific pay period are modified after overtime payment has already been made?

The previous overtime payment will be voided and new totals, weighted rates and prorated hours will be calculated accordingly.