County of Santa Barbara

Custody Branch
Voluntary Overtime Incentive Procedure

Purpose: To reduce the requirement for mandatory overtime by encouraging staff to volunteer for overtime shifts in the Custody Branch (e.g., jails, transportation hospitals, etc.), the County will provide a one-time lump sum payment of $2145 per 4-month deployment period to the first 115 deputies who sign up for and complete 8, 12-hour voluntary overtime shifts (96 hours) in the custody branch during the deployment period.[1]

Eligibility: Regular status employees represented by the Deputy Sheriffs Association in the classifications of Custody Deputy, Custody Deputy S/D, Custody Sergeant, Sheriff's Deputy, Sheriff's Deputy S/D and Sheriff's Sergeant classifications.

Duration: This incentive will commence September 30, 2024, and sunset at the deployment period that ends in May 2026, unless the DSA and County extend this overtime recognition pay by mutual, written agreement.

Procedure:

1. Prior to each eligible 4-month deployment period, the Custody Operations Division will open a shift bidding process for the voluntary overtime incentive shifts on a first come, first serve basis.

2. The first 115 eligible personnel to sign up for and complete 8, 12-hour voluntary shifts (96 hours) during each deployment period will be placed on a Voluntary Overtime Incentive list, which will be provided to the Undersheriff via the Custody chain of command and a copy will be stored with the Mandatory and Voluntary Overtime lists in the SBSO Fileroom in a folder entitled "Jail Operations Overtime."

3. Personnel on the Voluntary Overtime Incentive list will be notified by Custody Management or their designee and provided a special earnings code to use to track their 8, 12-hour eligible voluntary overtime incentive shifts during that deployment period.

4. At the end of each deployment period, eligible personnel will be provided a departmentally approved form to complete and attach their accompanying timecard documentation of 8, 12-hour voluntary shifts. Eligible personnel will send these completed forms to the Custody Admin Secretary for verification of eligibility. The Custody Admin Secretary will then send the documentation to the Undersheriff for review and signature. Once verified by the Undersheriff, the list and documentation will be remitted to the Auditor Controller Payroll Division by the Sheriff Human Resources Bureau.

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[1] *A "deployment period" is a period of time (4 months currently) determined by the Sheriff that is used to proactively plan/assign shift coverage at the custody facility to ensure they are meeting operational requirements.*

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5. After voluntary overtime shift bidding is complete, a Deputy Sheriffs' Association custody board member and a lieutenant shall meet to calculate the number of mandatory overtime shifts and deputies are needed for that rotation and open the shift bidding process for mandatory overtime shifts, which will proceed according to the Mandatory Overtime Procedure.

Payments: Payment will be made within 2 pay periods of the Auditor Controller Payroll Division receiving completed documentation of employee eligibility for the voluntary overtime incentive pay for a deployment period. Deployment periods will occur in approximately January, May, and September each year. Compensation for completing 8, 12-hour shifts (96 hours) of voluntary overtime shall be paid in the pay period in which earned and shall not be placed in a compensatory overtime account (cannot be accrued – OTA).

Deputies must be employed in the pay period of pay out to be eligible to receive payment. Deputies who are on an unpaid leave of absence but otherwise eligible for payment cannot be paid until they have returned to paid status or as part of their final separation pay, if separating from the County.

Deputy Sheriffs' Association   Sheriff Management

_____   _____
Neil Gowing   Craig Bonner
President   Undersheriff

_____   _____
Date   Date