



State of Utah

GARY R. HERBERT  
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*Lieutenant Governor*

## DEPARTMENT OF HUMAN SERVICES

ANN SILVERBERG WILLIAMSON  
*Executive Director*

DIVISION OF JUVENILE JUSTICE SERVICES

SUSAN V. BURKE  
*Director*

CHRIS ROACH  
*Deputy Director*

### MEMORANDUM

To: DJJS Assistant Program Directors, Program Directors, Administration

From: Susan Burke  
Director, Division of Juvenile Justice Services

Re: Excess Hours

Date: October 15, 2014

The Division of Juvenile Justice Services runs a 24 hour a day, 365 days a year operation. Holidays can create unique issues in our operations. The use of excess hours can be a tool which can be used for the benefit of both employees and the agency; however, care must be taken to ensure that we do not create a long term financial impact on the Division. Effective immediately, the Division will permit full-time Schedule B employees, to accrue up to 16 hours of excess hours at any given time, with Assistant Program Director (APD) approval, under the following conditions:

- Prior to scheduling for an upcoming holiday, an employee may request in writing to work excess hours during the designated pay period;
- The APD authorizes in writing that the employee may work the excess hours requested;
- The APD informs the employee that the excess hours must be used before the end of the fiscal year.

The Assistant Program Director is responsible for tracking the number of excess hours earned per qualified employee, and ensuring that the excess hours are used before the end of the fiscal year.

The earning of excess hours is not a right. No employee may be approved to earn more excess hours if they currently have 16 hours of unused excess time. Allowing the earning of excess hours is at management's discretion and within the parameters outlined in this memo.