

MEMORANDUM

REVISION 9 SERIES D

TO: Holders of Career Service Rule Books
FROM: Career Service Board
DATE: October 10, 2014
SUBJECT: Revision of the Career Service Rule 9-62 Child Welfare Stipend

The Career Service Board has approved the revision of Career Service Rule 9-62 Child Welfare Stipend. Here is a summary of the changes to this rule:

- Removes program details from the rule that can now be set by the DHS.
- Stipends will be paid based on the shift worked by the employee. Shifts have been defined for the purposes of this rule to describe after-hour periods where emergency call coverage is needed. Shifts are defined differently for each type of after-hours emergency duty.
- The amount of the stipends has been changed to more closely track with generally prevailing rates paid in the metropolitan area and to compensate based on the work actually performed within a shift.

	<u>Page Number</u>	<u>Issuance Dates</u>
Remove:	9-13 and 9-14	January 7, 2013
Replace:	9-13, 9-14 and 9-14.1	October 10, 2014

PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.

2. Non-exempt employees:
 - a. Non-exempt employees will receive their normal hourly rate of pay for time spent conducting lessons in addition to the Golf Lesson Stipend.
 - b. The City shall retain forty percent (45%) of the fee charged.
 - c. Fifty-five percent (55%) of the fee will be paid to the employee as a Golf Lesson Stipend.
3. The City portion of the fee will include the cost of golf balls.
4. Stipends will be paid on collected revenue only.

9-62 Child Welfare Stipend

(Revised October 10, 2014; Rule Revision Memo 9D)

- A. State law requires the Department of Human Services (DHS) to have staff available twenty-four hours a day to receive reports of abuse and neglect, conduct initial assessments of such reports that are deemed emergencies, and investigate those reports that are appropriate for child protective services. In order to meet this requirement, the Manager of Human Services (Manager) may schedule eligible employees to be available to respond to emergency calls at night, weekends, mandated furlough days and holidays. Employees so scheduled will be entitled to receive a Child Welfare Stipend as provided below. An employee who is scheduled to respond to emergency calls is expected to:
 1. Be available by telephone;
 2. Be in a non-impaired condition that allows the employee to safely perform job duty assignments; and
 3. Respond to a call and perform work within time frames established by the DHS.

Employees who are scheduled to respond to emergency calls and fail to meet these expectations may be subject to disciplinary action, up to and including dismissal.
- B. The Manager reserves the right to refuse to schedule an employee to respond to emergency calls. The employee's supervisor may allow the employee to use paid or unpaid leave in order to catch up on missed sleep, as appropriate.
- C. To be eligible for the Child Welfare Stipend, the employee must:
 1. Be exempt from overtime under Federal law and the Career Service Rules (employees who are eligible for overtime may receive standby pay as provided in the Career Service Rules); and

2. Be at least at the type and level of Social Case Worker Supervisor in order to be eligible to be assigned After-hours Administrator duties.
- D. After-hours emergency response duties will be assigned and paid as follows:
1. After-hours Administrator.
 - a. Supervises the After-hours Call Taker and the After-hours Responder.
 - b. After-hours Administrator duties will be assigned a shift at a time.
 - i. After hours Administrator shifts on weekend days, paid City holidays, and mandated furlough days begin at 7:00 a.m. and end at 7:00 a.m. on the following day.
 - ii. After-hours Administrator shifts on work days begin at 4:30 p.m. and end at 7:00 a.m. on the following day.
 - c.
 - i. Employees whose After-hours Administrator shift begins on a paid City holiday or mandated furlough day will receive a \$50 Child Welfare Stipend for that shift.
 - ii. Employees whose After-hours Administrator shift begins on any other day will receive a \$40 Child Welfare Stipend per shift.
 2. After-hours Call Taker.
 - a. Answers after-hours hotline calls and determines an appropriate response after consulting with the After-hours Administrator.
 - b. After-hours Call Taker duties will be assigned a shift at a time.
 - i. After hours Call Taker shifts on weekend days begin at 7:00 a.m. on Saturday and run between 7:00 a.m. and 3:00 p.m.; 3:00 p.m. and 11:00 p.m.; 11:00 p.m. and 7:00 a.m.; and end at 7:00 a.m. on Monday.
 - ii. After-hours Call Taker shifts on paid City holidays and mandated furlough days begin at 7:00 a.m. on the holiday or furlough and run between 7:00 a.m. and 7:00 p.m; 7:00 p.m. and 7:00 a.m.; and end at 7:00 a.m. on the following day.
 - iii. After-hours Call Taker shifts on work days begin at 8:00 p.m. and end at 7:00 a.m. on the following day.

- c.
 - i. Employees whose After-hours Call Taker shift begins on a paid City holiday or mandated furlough day will receive a \$150 Child Welfare Stipend for that shift.
 - ii. Employees whose After-hours Call Taker shift begins on any other day will receive a \$130 Child Welfare Stipend per shift.

3. After-hours Responder.

- a. Responds to emergency after-hours calls at the direction of the After-hours Administrator.
- b. After-hours Responder duties will be assigned a shift at a time.
 - i. After-hours Call Responder shifts on weekend days, paid City holidays, and mandated furlough days begin at 7:00 a.m. on the weekend day, holiday, or furlough and run between 7:00 a.m. and 7:00 p.m.; 7:00 p.m. and 7:00 a.m.; and end at 7:00 a.m. on the following day.
 - ii. After-hours Call Responder shifts on work days begin at 4:30 p.m. and end at 7:00 a.m. on the following day.
- c.
 - i. Employees whose After-hours Call Responder shift begins on a paid City holiday or mandated furlough day will receive a \$50 Child Welfare Stipend for that shift. If the employee responds to one emergency call during that shift at the direction of the After-hours Call Administrator, the employee will be paid a \$150 stipend. If the employee responds to two or more emergency calls during that shift at the direction of the After-hours Call Administrator, the employee will be paid a \$195 stipend.
 - ii. Employees whose After-hours Call Responder shift begins on any other day will receive a \$40 Child Welfare Stipend per shift. If the employee responds to one emergency call during that shift at the direction of the After-hours Call Administrator, the employee will be paid a \$115 stipend. If the employee responds to two or more emergency calls during that shift at the direction of the After-hours Call Administrator, the employee will be paid a \$160 stipend.