



Topic: Temporary Self-Directed Employee (SDE) Overtime

In response to the COVID-19 public health emergency, the Division is temporarily permitting self-directed employees (SDE) to work overtime when needed to ensure the individual's health and safety. Wherever possible, SDEs should only work hours that have been prior authorized in an approved plan.

Adding overtime hours to service plans

SDE overtime hours (hours over 40 per week) will be paid at **time and one-half** the SDE's base wage. Only the base wage will be deducted from the individual's budget. When support coordinators revise plans to include overtime hours, the billable rate will stay the same, including for the overtime hours.

SDEs should only submit hours on their timesheet that have been prior authorized in an approved plan.

Submitting overtime hours for payment to Easterseals

Beginning immediately: For overtime hours prior authorized in an approved plan, Easterseals will issue payment as follows:

- Hours up to 40 per week will be paid at the SDE's base wage.
- Hours over 40 per week will be paid at time and one-half the SDE's base wage.

Submitting overtime hours for payment to Public Partnerships LLC (PPL)

Beginning with pay-period March 23 – April 5 (payout date April 15): For overtime hours prior authorized in an approved plan, PPL will issue payment as follows:

- Hours up to 40 per week will be paid at the SDE's base wage.
- Hours over 40 per week will be paid at the SDE's base wage.
- A supplemental payment for one-half the base wage is expected to be paid for hours over 40 by the end of May.

Once time-and-one-half payment for overtime is implemented in the PPL system, PPL will begin issuing a single payment of: base wage for 40 hours plus time and one-half for hours over 40. The anticipated timeframe for implementation is the end of May.

Hours worked that are not yet prior authorized (*including hours worked from March 16 – 22*) should be kept separate and only submitted for payment after they have been (a) prior authorized through plan approval, or (b) added to the plan via a retroactive change. Hours not prior authorized will be pended in the PPL system and cannot be paid until they are prior authorized.