

LABOR RECORD INSTRUCTIONS

(Regular County Staff)

The Labor Record is a log of hours worked for disaster services rendered to a program. It is a timecard.

- A. The Labor Record is to be prepared and submitted by:
 - 1. Clinical staff. Clinical staff must also submit back-up documentation supporting the Labor Record (Attachments I, II, and III).
 - 2. Administrative and clerical staff.
- B. A Labor Record must be submitted for each person working for the benefit of a particular disaster program.
- C. Preparing the Labor Record:
 - 1. Each employee fills in his/her name, employee number, pay period, Fund/Org Code (to be given by Disaster Coordinator), regular work location, name of disaster event, payroll title, item #, indicate if FLSA exempt, location where the service was provided, day and evening phone numbers, type of duty performed, work schedule, and regular day(s) off.
 - a) Treatment staff are **clinicians and paraprofessionals** who help victims in need of emotional support and crisis counseling. Staff write a brief description of the individual and/or group counseling that was provided, and add a brief description of any special modality they may have used (i.e., art therapy with elementary aged children).
 - b) Administrative staff are employees responsible for supervising the program and for other fiscal responsibilities related to the program. They also describe their duties in the space provided.
 - c) Clerical staff are employees who type or provide office support. Employees who type up invoices, labor records, weekly reports, and other paperwork exclusively for a disaster program, must fill out the Labor Record. They also describe their duties in the space provided.
 - 2. Each employee fills in the days of the week he/she worked for the disaster program.
 - 3. Type of services provided:
 - a) All employees fill in the CC column (crisis counseling) for clinical, administrative, and clerical activities that support any disaster mental health response.
 - b) Employees fill in the PA column (public assistance) only when they have to clean up a work site following a disaster (i.e., following an earthquake, picking up the books off the floor, minor disaster clean up, etc.).

4. Number of hours worked:

a) Employees record the number of hours worked on each date in the grid.

— Type of hours are:

- Regular time = time spent completing normal work, NOT disaster work. This is not reimbursable by the grant.
- Disaster time = time spent on disaster services during normal work hours. This is in-kind labor (non-reimbursed by the grant) for existing employees of the county to work for the grant.
- Overtime = overtime spent on disaster services.

b) Employees add across the number of hours worked for the week and enter the totals in the corresponding columns to the right.

- o Regular time = doesn't need to be added across.
- o Disaster time = add across and enter in the "Total In-Kind" column.
- o Overtime = add across and enter in the "Total Hours" column.

c) The Third Party Revenue Recovery Unit (TPRRU) calculates the hourly overtime rate to come up with total disaster pay.

d) Employees ensure the hours on the Labor Record match their timecard and any timecard adjustments.

e) Employees submit the Labor Record and a copy of their timecards and any timecard adjustments to their supervisors.

5. Required signatures on Labor Record:

a) The employee's signature.

b) The supervisor's signature.

c) Disaster Coordinator's (Barbara Cienfuegos) signature.

D. The Labor Records, including a copy of timecards and timecard adjustments, are to be submitted to Barbara Cienfuegos the day following the end of the pay period.

- The first pay period runs from the 1st through the 15th of the month, and the second pay period runs from the 16th through the last day of the month.

E. All Treatment, Administrative, and Clerical staff **cannot** report that they worked 24 hours a day.

- F. All Labor Records, and copies of timecards and any timecard adjustments are submitted to TPRRU after being signed/approved by supervisors and the Disaster Coordinator.
- G. If the Labor Record is filled out incorrectly, the entire package will be returned to the employees for correction.

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