

## Questions & Answers About Getting Paid for Overtime Hours Worked

**Q: What are Overtime (OT) hours? What time do OT hours begin and end?**

A: OT is paid when a worker works more than 8 hours in a day for one employer OR more than 40 hours in one week for one employer. For purposes of OT, a week begins at 12:01 am on Sunday morning and ends at midnight on Saturday night.

**Q: What is the rate for Overtime hours and when is it applied?**

A: OT is paid at 1.5 times the regular rate of pay and it is applied under two circumstances—for hours worked over 8 hours in a workday and for hours worked over 40 hours in a work week.

***Example #1 More than 40hrs but Not More Than 8hrs per day:** A worker's pay rate is \$10/hour and this individual happened to work a total of 45 hours in one week but did not work more than 8 hours on any one day that week. The worker will be paid the \$10/hour regular pay rate for 40 hours and a \$15/hour premium OT pay rate (which is 1.5 times the regular pay rate) for 5 hours.*

***Example #2 Less than 40hrs but More Than 8hrs per day:** In one week, a worker worked 10 hours on Tuesday, 5 hours on Wednesday, 10 hours on Thursday and 5 hours on Friday, for a total of 30 hours. The worker is entitled to 4 hours of OT pay, for the 2 hours they worked over 8 hours on Tuesday, and the 2 hours they worked over 8 hours on Thursday. The worker will be paid regular pay rate for 26 hours and the premium OT pay rate for 4 hours.*

***Example #3 More than 40hrs and More Than 8hrs for some days:** In one week, a worker worked 12 hours on Monday, 12 hours on Tuesday, 4 hours on Wednesday, 12 hours on Friday and 3 hours on Saturday for a total of 43 hours. The worker will be paid their regular pay rate for 31 hours and the premium OT rate for 12 hours-- for the 4 hours they worked over 8 hours on Monday, the 4 hours they worked over 8 hours on Tuesday, and the 4 hours they worked over 8 hours on Friday.*

**Q: What is the California Department of Development Services (DDS) Directive rule for OT and when does it take into effect?**

A: In efforts to reduce the exposure of COVID-19, DDS issued a directive to regional centers allowing workers to receive an increased pay rate for overtime hours worked for Participant-Directed Respite Services. This change took effect 12/1/2020 and remains in place until further notice.

**Q: How can workers get paid for Overtime hours worked?**

A: Workers who work more than 8 hours in one day or 40 hours in one week are expected to enter these additional hours worked just as they would enter their normal hours worked. Once the timesheet is submitted, they will receive payment as normally scheduled.

**Q: How often can workers get paid Overtime? Is there a limit on the number of hours a worker can get paid overtime?**

A: Workers are not able to work more hours than are available on their service authorization for the Participant they serve.

**Q: Will workers be able to view their OT hours on their pay stub?**

A: Yes, workers can see their OT services and wages on their paycheck and in the BetterOnline™ portal.

**Q: Will workers be paid for previously worked Overtime hours?**

A: Workers who worked on or after 12/1/2020 will receive supplemental payments for overtime based on timesheets that have been previously submitted. New timesheets created for previous hours worked will NOT be accepted and compensated for; this new law is only referring to OT hours that have already been submitted.

**Q: Who can I contact to get more information about this?**

A: Workers can contact PPL's Customer Service team at:  
Customer Service Phone (English): 1-877-522-1053  
Customer Service Phone (Spanish): 1-877-522-1054  
Customer Service Phone (Cantonese): 1-877-522-1055  
E-Mail: [caggrc@pgus.com](mailto:caggrc@pgus.com)