



# January 2016

In-Home Supportive Services Public Authority of Solano County

# CONNECTIONS TO CARE

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*In Solano County, all IHSS Providers are represented by SEIU 2015.*

*You may contact your union at: 1-800-MY-ULTCW*

*Union Regional Meetings are held every third Tuesday of month From 5:30-7pm at the SEIU 1021 Office located at: 2300 Boynton Ave. Suite 200, Fairfield, CA 94533*

## OVERTIME RULES

### Go Into Effect February 1, 2016

Effective February 1, 2016, new rules go into effect to allow IHSS caregivers to receive overtime for hours worked above 40 per workweek. California State Department of Social Services has sent all IHSS recipients and providers notices in December 2015. These notices provide important information about these rules and all IHSS caregivers are required to complete some new forms and return them to the County by April 15, 2016.

### Returning Forms To Counties

All IHSS providers are required to return the SOC 846 – IHSS Provider Enrollment Agreement to the County by 4/15/2016.

IF the IHSS Provider works for more than one IHSS consumer, they are also required to return the SOC 2255 – IHSS Program Provider Workweek & Travel Agreement to the County by 4/15/2016.

Forms may be returned in person or use the envelope provided in the packet you received to mail form(s) to:

**Solano County IHSS Public Authority  
275 Beck Avenue, MS 5-190  
Fairfield, CA 94533**



*For more information, please call the County at (707)784-8259*

**In-Home Supportive Services  
Public Authority of Solano County**  
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***This newsletter is also available in Spanish. Please call (707)784-8200 to ask one to be sent to you. Este boletín informativo está disponible en español. Por favor llámenos al (707)784-8200 para pedir que un ser enviado a usted.***

# OVERTIME

## Frequently Asked Questions



### WHAT ARE THE NEW RULES?

Effective February 1, 2016 IHSS Providers are eligible to receive:

- Overtime pay for hours worked more than 40 per week within limits
- Wait time for medical appointments if requested by the IHSS consumer
- Travel time in between IHSS consumers, up to 7 hours per week

### HOW MUCH IS OVERTIME PAY?

Overtime pay is time-and-a-half (1.5 times your hourly rate). In Solano County, the current pay rate is \$11.50 per hour, so the overtime rate is \$11.50 times 1.5 which equals \$17.25 per hour.

### WHAT ARE THE LIMITS?

Beginning February 1, 2016, each IHSS recipient's monthly authorized hours will be divided by 4 to determine their maximum weekly hours. Both the IHSS recipient and provider will get a notice telling them what the limit is. However, if an IHSS provider works for more than one consumer, the maximum hours the provider may work in one week is 66.

### WHAT IS TRAVEL TIME?

If an IHSS provider cares for more than one consumer and the IHSS consumers live in different locations, IHSS providers will now be paid for the time it takes them to travel directly from consumer 1 to consumer 2. IHSS providers may be paid for up to 7 hours max per week and can only account for the time it takes them to get directly from one consumer to the other. Travel time does not include travel from the IHSS provider's home to the IHSS consumer's home – or from their home back to the provider's home.

### WHAT IS WAIT TIME?

If an IHSS provider accompanies the IHSS consumer to a doctor's appointment and is required to wait for them, the IHSS provider will now be paid for that time. Wait time hours will be assessed as part of the IHSS consumer's next needs assessment and will be based on the average number of doctors' visits the consumer has per month.

### WHAT HAPPENS IF AN IHSS PROVIDER WORKS MORE THAN THE WEEKLY HOURS ALLOWED?

There is flexibility in the number of hours IHSS providers can work in a week. For example, if the IHSS consumer needs extra care one week due to their health, those hours may be worked based on the direction of the consumer. IHSS Providers will still be held to the total monthly hours their consumer is given. If an IHSS Provider has only one recipient, then any hours that would result in working overtime hours, or additional overtime hours, that they would normally not work, will need approval from a social worker. Approval by a social worker may be given retroactively. Failure to get approval will result in the IHSS Provider receiving a violation. Violations can result in suspension or termination as an IHSS Provider.

### ARE THERE NEW TIMESHEETS?

The timesheets are similar to the timesheets IHSS Providers have been completing since January 2015. The main difference in the timesheet is "hours claimed" will now appear in workweeks from the previous pay period to ensure IHSS providers do not exceed the maximum hours in a week. Additionally, if an IHSS provider is claiming travel time, a travel claim form will need to be completed.

## *What If I Have More Questions About Overtime?*

The County may offer some training online or in person. Please visit the following website for more information: [www.solanocounty.com/PA](http://www.solanocounty.com/PA) Follow the links on the left side of the webpage to "Overtime Information" or "Training."

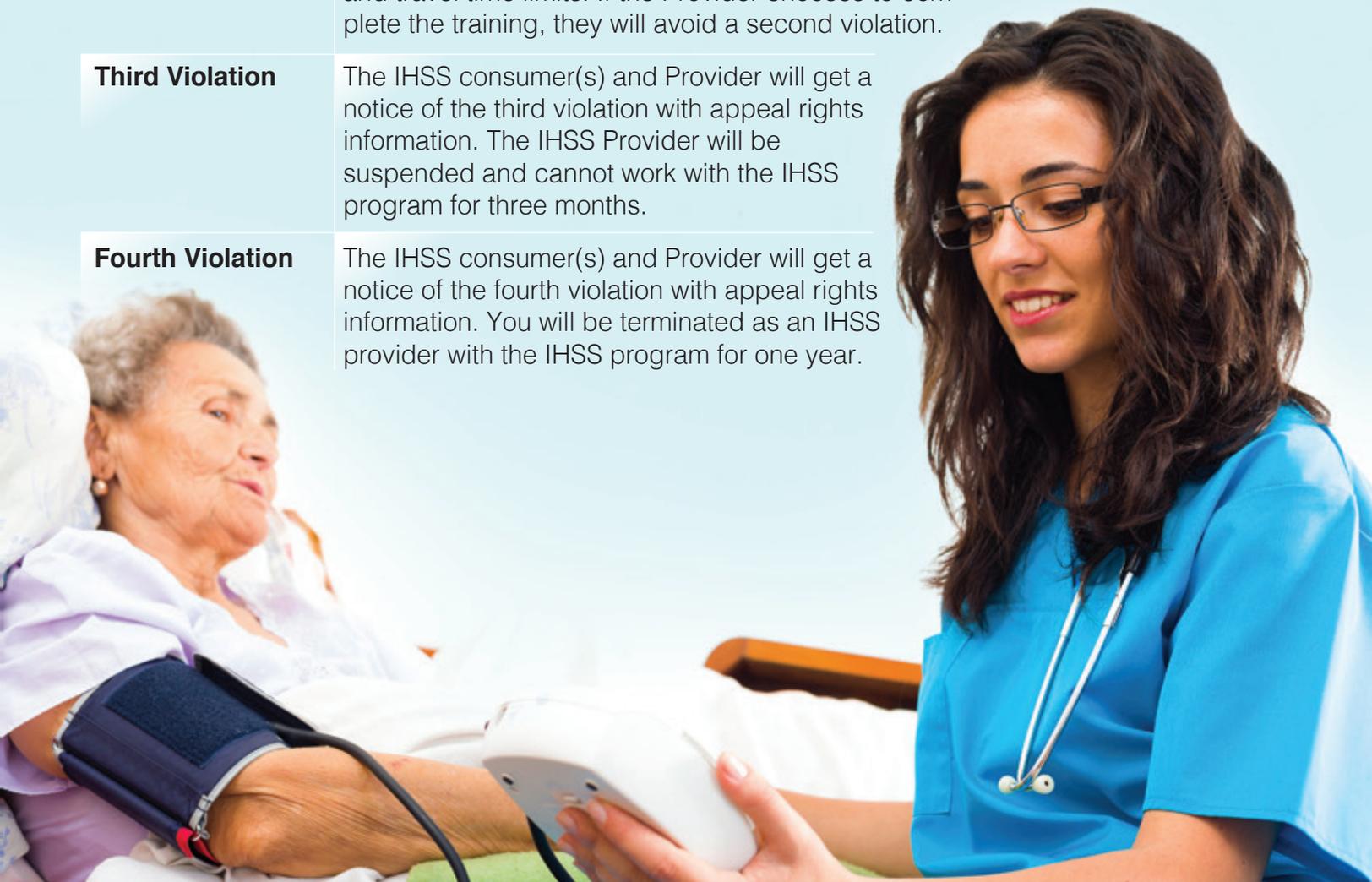
# What Are Overtime Violations?

Beginning May 1, 2016, if an IHSS Provider submits a timesheet reporting hours that go over the workweek or travel time limits, they may be subject to a violation. Each time an IHSS Provider does any of the following, they will receive a violation:

- Work more than 40 hours in a workweek for an IHSS consumer without their consumer getting approval from the county when that consumer is authorized less than 40 hours in a workweek;
- Work more hours for their IHSS recipient than he/she is authorized for in a workweek, and this causes the IHSS Provider to work more overtime hours in the month than they normally would;
- Work for more than one recipient and they work more than 66 hours in a workweek; or
- The IHSS Provider's claimed travel time is more than seven hours in a workweek.

***For each violation received, there will be a consequence:***

<b>First Violation</b>	The IHSS consumer(s) and Provider will get a notice of the violation with appeal rights information.
<b>Second Violation</b>	The IHSS consumer(s) and Provider will get a notice of the violation, and the Provider will have a choice to complete a one-time training about the workweek and travel time limits. If the Provider chooses to complete the training, they will avoid a second violation.
<b>Third Violation</b>	The IHSS consumer(s) and Provider will get a notice of the third violation with appeal rights information. The IHSS Provider will be suspended and cannot work with the IHSS program for three months.
<b>Fourth Violation</b>	The IHSS consumer(s) and Provider will get a notice of the fourth violation with appeal rights information. You will be terminated as an IHSS provider with the IHSS program for one year.





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**Public Authority of Solano County**  
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Fairfield, CA 94533

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## IHSS REMINDERS

- 1** Call the IHSS Timesheet Helpline at 1-866-376-7066 to ask:
  - Is my timesheet processed?
  - Did my check get mailed out?
  - About direct deposit and garnishment.
- 2** Call the County Payroll Information Line at (707)784-8990 to ask any other questions about payroll. You can also come to the lobby at 275 Beck Avenue in Fairfield. IHSS Staff can answer your payroll questions in person, Monday – Friday from 8 AM to Noon and 1 PM to 5 PM.
- 3** Address Change? Please come to the office at 275 Beck Avenue, Fairfield, to fill out a form. The State requires us to get your signature to change your address.
- 4** Continuing Providers — If you are already enrolled as an IHSS Provider, and have been hired by a new client and you need timesheets, call the County Payroll Information Line at (707)784-8990 to request a Continuing Provider Packet. You will need to provide your provider ID and your new client's name or case number.
- 5** If you need to speak to your IHSS Social Worker, call the IHSS Main Line at (707)784-8259.



*Don't Forget*