

**FORT BEND COUNTY    FY 2010**  
**COMMISSIONERS COURT AGENDA REQUEST FORM**  
Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: **December 9, 2009**

Submitted By: **Nancy Drake, RN**

Department: **Clinical Health Services**

Court Agenda Date: **December 15, 2009**

Phone Number: **281-238-3548**

**Approve payment of overtime premium for Clinical Health Services staff for the limited duration of, and only for, those activities related to the H1N1 vaccination response. Straight time earned during these activities to be paid by the Public Health Emergency Response grant.**

RENEWAL AGREEMENT/APPOINTMENT                      YES ☐                      NO ☒  
REVIEWED BY COUNTY ATTORNEY'S OFFICE:        YES ☐                      NO ☒

List Supporting Documents Attached: ***Sample Overtime Reimbursement***

**FINANCIAL SUMMARY:**

BUDGETED ITEM:    YES ☐                      NO ☒

FUNDNG SOURCE:                      Accounting Unit: Account Number: 100630100  
Activity (If Applicable):

DESCRIPTION OF LAWSON ACCOUNT:

**Instructions to submit Agenda Request Form:**

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

**DISTRIBUTION:**

**Original Form** Submitted with back up to County Judge's Office ☒ (✓ when completed)

If by E-Mail to [ospindon@co.fort-bend.tx.us](mailto:ospindon@co.fort-bend.tx.us)

If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

<input checked="" type="checkbox"/> Auditor	(281-341-3774)	<input checked="" type="checkbox"/> Comm. Pct. 1	(281-342-0587)
<input checked="" type="checkbox"/> Budget Officer	(281-344-3954)	<input checked="" type="checkbox"/> Comm. Pct. 2	(281-403-8009)
<input checked="" type="checkbox"/> Facilities/Planning	(281-633-7022)	<input checked="" type="checkbox"/> Comm. Pct. 3	(281-242-9060)
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<input checked="" type="checkbox"/> Information Technology	(281-341-4526)	<input checked="" type="checkbox"/> County Clerk	(281-341-8697)
<input checked="" type="checkbox"/> Other:		<input checked="" type="checkbox"/> County Atty	(281-341-4557)

**RECOMMENDATION / ACTION REQUESTED:**

Special Handling Requested (specify):

### **Sample Overtime Reimbursement for Clinical Health Services staff**

H1N1 Vaccination clinics with staff working over normally scheduled hours began November 30, 2009.

PHER grant has contracted for 7 nurses and 5 clerical staff to support the vaccination effort through temporary agencies. However, some Clinical Health Services staff is working at each clinic to assist with the process, ensure security and correct storage of the vaccine and for translation purposes. Clinical Health Services cannot absorb the amount of compensatory time that would be accrued as this would impact future operations of the clinic for regular services.

The PHER grant can pay for the time that the CHS staff is pulled from their normal duties to work on the H1N1 vaccination efforts, but not for the overtime premium.

This agenda item requests permission to pay overtime to the CHS staffs who works these clinics, with the grant picking up all straight time.

#### **Example:**

Nurse a works the following schedule

Monday: Regular CHS activity – 8 hours  
Tuesday: H1N1 vaccination clinic – 12 hours  
Wednesday: Regular CHS activity – 8 hours  
Thursday: H1N1 vaccination clinic – 12 hours  
Friday: Regular CHS activity – 8 hours  
Saturday: H1N1 vaccination clinic – 4 hours

Equates to 24 hours of regular work  
16 hours of regular time at H1N1 clinic  
12 hours of over regular schedule time at H1N1 Clinic

Fort Bend County would pay 24 hours of Regular Pay  
PHER grant would pay 28 hours at Regular Pay  
Fort Bend County would pay 12 hours of overtime premium (= 12 x 0.5x hourly wage)