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CHILDREN'S DIVISION

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September 27, 2019

CD19-57

MEMORANDUM FOR CD EMPLOYEES

FROM: Judy Kleffner, HR Manager

SUBJECT: Job Specification Revisions and Overtime Reporting

We are excited and pleased to announce that effective October 1, 2019, the minimum qualifications are being changed for the following Children's Division job classifications – Children's Service Worker I, II, III and IV, Children's Service Specialist, Children's Service Supervisor and Children's Service Program Manager. While a degree in social work or comparable human services field is preferred, applicants with an unrelated Bachelor's degree, but possessing direct relevant experience and/or competencies will be considered on a case-by-case basis. This will allow for a wider applicant pool while still ensuring applicants have the necessary experience and/or competencies to fulfill the assigned duties and responsibilities of the position.

Some might ask why the changes? Accepting all degrees as qualifying will increase the number of eligible candidates and augment the workforce to assist with child abuse and neglect investigation duties and tasks related to case management of Children's Division programs.

In conjunction with this change, the overtime code for the Children's Service Worker II, III and IV and Children's Service Specialist position will be changed from Overtime Category 1 (compensated for overtime at straight-time rate) to Overtime Category 2 (compensated for overtime at the rate of time and one-half for hours actually worked over 40 hours in a workweek) effective September 29, 2019 (the beginning of the Fair Labor Standards Act (FLSA) workweek that this change is effective. Note: Children's Service Supervisor overtime category remains at the straight-time rate (Code 1).



AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES

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RELAY MISSOURI: 711

Missouri Department of Social Services is an Equal Opportunity Employer/Program.

To allow for accurate leave reporting and overtime compensation, all staff are reminded that it is imperative that leave used and overtime earned be entered in a timely manner (e.g., no later than the last day the employee will work prior to the end of the FLSA workweek). For example, if an employee has earned overtime on Wednesday and are scheduled off work on Thursday and Friday, they should enter the overtime on Wednesday before they leave work. All overtime worked by Code 1 and Code 2 employees must have the prior approval, as instructed, by the immediate supervisor or designee. This may include blanket prior approval which precludes the need to obtain specific approval on a day-to-day basis. Blanket approval generally applies to employees who are on call/ rotation or to other employees during peak workload periods. For more information, please refer to [Policy 2-108](#) (Overtime/Compensatory time), discuss with your supervisor or contact my office.

Supervisors are responsible for monitoring and scheduling work in a manner that precludes the need for overtime. Supervisors should attempt to schedule work so that an employee does not work more than 40 hours during a workweek. If an employee is required to work hours outside of his/her regular work schedule, supervisors should make every effort to flex the employee's schedule so the employee receives an equal amount of time off during the same workweek so that no overtime liability occurs. The [Time Worked Report](#) form can be used to document time worked (e.g., when additional hours are being worked and used in the same workweek). Completed forms should be maintained by the office/facility timekeeper. A supervisor may require the employee utilize accrued overtime prior to annual leave except when this will result in an employee exceeding maximum annual leave accruals.

If you have any questions, feel free to discuss with your supervisor, contact me, the Human Resource Center at 573-751-4244 or the Division of Finance and Administrative Services Payroll Unit at 573-751-4895.