Purpose:

This issuance establishes the Policy and Procedures for SPRU Staff Payment, Benefits, and Determination.

Policy:

A) Payment for Serving the After-Hours Response System

Employees who serve the Department’s After-Hours Response System are paid at varying rates. SPRU staff is compensated as Special Services employees.

- SPRU Workers providing primary coverage earn a flat fee of $15 per 8-hour shift. SPRU Buddies do not earn shift pay.
- SPRU Workers who are in non-exempt (“NE”) titles in the Family Service Specialist series, FSS I or FSS II, are paid their overtime rate.
- SPRU Workers who are in exempt, non-limited positions (“NL” titles), are paid $42 per hour.
- SPRU Supervisors and IAIU Consultants earn a flat fee per 8-hour shift serving on-call, regardless of the number of calls handled, if any, or the extent of documentation required while on-call to the DCF After-Hours Response System.

B) Double Compensation Strictly Prohibited

Employees must have no other paid occupation while serving on call for SPRU.

The only exception is staff who serves the DCF After-Hours Response System on paid State holidays; whereby it is permissible for staff to be in paid status on holiday leave while simultaneously earning Special Services pay working SPRU.
C) Sick Leave for SPRU Workers

The following rules apply to sick leave as it pertains to SPRU:

- SPRU staff, while working after-hours, is not entitled to use leave.

- Employees who call out "sick" to their daytime CP&P job, or leave work unscheduled prior to the end of the day are not eligible to work the 5:00 p.m. to 1:00 a.m. or 1:00 a.m. to 9:00 a.m. shifts.
  - SPRU staff scheduled to work that night are responsible for securing coverage for their shift(s).
  - SPRU Coordinators may assist with securing coverage, if necessary.

- Employees on pre-approved vacation leave may work SPRU.

Note: If an employee is out on sick leave, or approved family leave, he or she may not work SPRU in any capacity.

D) Day Work Limitation Restrictions Apply to SPRU Service

If the job responsibilities of a CP&P employee are limited or restricted (confirmed by a health care provider’s note), he or she has to apply for an accommodation through the ADA unit.

E) Eligibility to Work SPRU while on Sick Leave or Approved Family Leave

If an employee is out on sick leave or approved family leave he or she may not work SPRU in any capacity.

F) On-Call Shifts

The following must constitute on-call shifts:

- Weeknights are two shifts starting at 5 PM to 12:59 PM, and 1 AM to 8:59 AM the next day.

- Weekend days and State holidays are three shifts each, 9 AM to 4:59 PM, 5 PM to 12:59 AM, and 1 AM to 8:59 AM the next day.

SPRU workweeks must begin at 1 AM Saturday morning, and end at 12:59 AM the following Saturday morning.

G) Pay Check Issuance

The special services supplemental payroll must be paid every other week, on off-pay weeks.
H) Shift Pay for Back-Up SPRU Work

When SCR makes an assignment to a Back-Up SPRU Worker, the backup SPRU Worker must earn active-hour pay while working on the assignment and payment compensation for one 8-hour on-call shift. See CPP-II-D-1-200, SPRU Coverage System, Roster and Registering for Duty. Shift pay must be awarded whether or not the SPRU Worker puts him or herself on-call to SCR for additional assignments during the remainder of that shift.

The shift must be counted against the SPRU Worker's on-call six (6) shifts per pay period as a Primary Worker, within the overall nine (9) shifts per pay period maximum which includes 3 buddy shifts. See CPP-II-D-1-100 SPRU Personnel Management, Six (9) Shift Maximum.

A SPRU Worker must not serve as a Back-Up Worker if, upon accepting an assignment from SCR, his or her on-call time for that SPRU work week would exceed the six shift maximum allowed. See also CPP-II-D-1-100 SPRU Personnel Management.

**Note:** No Shift Pay for SPRU Worker "Buddy." When a SPRU Worker is activated as a "Buddy," the SPRU Worker serving as the Buddy earns active-hour pay only. Shift payment is not awarded for SPRU Buddy coverage.

I) Payment for Active-Hours Served

Time worked on assignments from SCR must be counted and rounded up to, the nearest tenth of an hour for active hour payment calculation purposes.

For the first call received in an 8 hour shift, SPRU Workers must be compensated for a minimum of one half hour, while additional time worked will be counted in tenths of an hour.

**Note:** SPRU Coordinators, or their designees, approve SPRU hours declared in the e-CATS application, upon assuring that the time claimed is accurate and appropriate.

J) Active-Hour Pay for Case Work Completed Beyond End of On-Call Shift

SPRU Workers earn active hour pay while completing necessary casework and/or "paperwork" which extends beyond the end of their on-call shifts of duty. SPRU Workers are not entitled to additional on-call shift pay while completing tasks. However, active-hour pay may not be accrued after the start of the regular CP&P work day.

K) Activities which Comprise "Active-Hours" for Pay Determination

The following is a listing of activities for which a SPRU Worker may be compensated by "Active-Hour" pay:
• Accepting the assignment (obtaining intake information from the SCR Screener);

• Documenting the CPS investigation (use DCF Form 2-1, Investigation Summary), or response to the CWS assignment (use DCF Form 3-1, CWS Assessment Summary);

• Consulting the SPRU Supervisor, IAIU Consultant, SCR Screener, assigned (day) Worker or Supervisor, or other CP&P or DCF staff, as appropriate, for quality case handling, including reporting child deaths or near fatalities/critical incidents. See CP&P-IX-D-1-100, Critical Incident Reporting, and CP&P-VII-A-1-100, Child Fatality and Near Fatality Reporting;

• Conducting a NJ SPIRIT search, police checks, and conferencing with LO Manager when placing children with relatives or family friends after hours;

• Telephone contacts, outreach, intervention with clients, substitute care providers, law enforcement officers, helping professionals, and collateral information sources associated with/necessary for appropriate SPRU case handling;

• Transportation to and from field contacts/attempted; contact with client families, law enforcement, helping professionals, substitute care providers, and family resources associated with necessary for appropriate SPRU case handling;

• Conducting field work beyond the end of the SPRU on-call shift (see CP&P-II-D-2-300, SPRU Worker Responsibility for Completing Case Assignment, and CP&P-II-D-2-300, Field Work Beyond End of SPRU Duty); and

• Completing all paperwork including electronic documentation and associated forms, as required, documenting SPRU Worker intervention.

Activities conducted by SPRU Workers, which are reimbursed through on-call shift time, rather than accrual of active hours for active-hour payment purposes, include:

• Contacting SCR to register for coverage or to change availability (from/to telephone from/to cell phone); and

• Time spent waiting for call-backs on cases handled (e.g., awaiting calls from SCR, SPRU Supervisor, SPRU Buddies, the police or other professionals involved with a case, clients, etc.). Exceptional situations hardships (e.g., awaiting a call-back from the police in the middle of the night, an activity which is keeping the SPRU Worker from sleep may be conferenced with the SPRU Coordinator for consideration of active-hour payment compensation).
Transportation to and from the Local Office to submit and/or process electronic paper work and related document can be compensated.

L) SPRU Staff Become Sick While On Duty

SPRU staff who become ill while serving the DCF After-Hour Response System, or who withdraw from service due to family emergency, must notify the SPRU Supervisor who will activate the backup coverage.

- The respective SPRU Supervisor must be contacted to assist with identifying a replacement SPRU Worker.
- For SPRU Supervisors who become ill, SCR or the SPRU Supervisor scheduled for work must contact the next scheduled SPRU Supervisor, and ask if he or she is willing to provide coverage. Other Supervisors on the monthly roster must be contacted, as necessary, until a SPRU Supervisor, willing to work and available for duty, is identified.
- For IAIU Consultant who becomes ill, SCR or the IAIU Consultant scheduled for work, must contact the next scheduled IAIU Consultant, and asks if he or she is willing to provide coverage. Other Supervisors on the monthly roster must also be contacted, as necessary, until an IAIU Consultant willing to assume and available for duty is identified.

M) Falsification

Falsification of time may result in disciplinary action being taken in accordance with DCF policy.

Procedures:

1) SPRU Timekeeping

SPRU timekeeping is documented in the DCF Electronic Cost Accounting and Timesheet System, e-CATS. See DCF Home Page > Human Resources > eCATS > DCF eCATS SPRU Training.

2) Deadline for Submitting Approved SPRU timesheets via e-CATS

To provide sufficient time for SPRU Coordinator to review and approve SPRU Time Sheets which might entail hand-calculations, case reviews, etc. SPRU after-hours response staff submits their timesheets to their SPRU Coordinator, or designee, no later than Monday of the regular State payday week by 12PM. Coordinators/designees submit the approved SPRU timesheets by the deadline, close of business on Thursday of the same week.

If SPRU staff identify an omission or error in calculation of SPRU time, corrections may be submitted within the next pay period.
Note: Timesheet submission may be altered by HR due to state holidays.

3) Use of SPRU Case Summary Sheet, CP&P Form 9-26, to Justify Use of Time

Each SPRU Worker is required to complete a SPRU Worker Case Summary Sheet, CP&P Form 9-26, to document his or her "active hours" on assignments from SCR.

Every report referral assigned to a SPRU Worker is entered into a SPRU Case Summary Sheet. The form is available through the on-line Forms Manual, and can be completed by hand or on-line.

SPRU Coordinators use this form for time use justification audit purposes.

4) Workers' Compensation

SPRU Workers are eligible to apply for Workers' Compensation should an injury occur while working in the field (SPRU). Review and approval of a Worker's Compensation claim by a SPRU Worker will be on a case-by-case basis. Final approval of claims rests with the Department of the Treasury, Division of Risk Management.

The RM-2 Form, Employer’s First Report of Accidental Injury or Occupational Disease, is processed and submitted by the Local Office for which SPRU coverage was being provided at the time of the incident.

5) Double Compensation

Under no circumstance can ANY SPRU worker work simultaneously on the After-Hours Response System and their full-time day job. Work on the employee’s daytime job takes precedence over SPRU service, and overtime pay MUST NOT be claimed by ANY SPRU worker who has received OT pay while performing on their daytime job.

Thus, for example, an employee may not work/accrue overtime on a day case while on-call for SPRU, because he or she would be paid twice for serving DCF in two capacities at the same time (SPRU on-call shift pay, while simultaneously earning overtime pay or other compensation).

A SPRU Worker (or an on-call SPRU Buddy, serving a county operation, which schedules a SPRU Buddy on a regular, daily basis) cannot claim shift pay for any SPRU shift for which he or she was partially or fully unavailable to work SPRU. The employee must inform the SPRU Coordinator, if he or she was partially or fully unavailable to work SPRU during a scheduled shift.

A SPRU Supervisor cannot claim shift pay for any SPRU shift for which he or she was partially or fully unavailable to work SPRU. The employee must inform the SPRU Coordinator, if he or she was partially or fully unavailable to work as a SPRU Supervisor during a scheduled shift.
SPRU Workers are strictly prohibited from working in more than one (1) County SPRU operation.

Related Information:

[CPP-II-D-1-200](#) SPRU Coverage System, Roster and Registering for Duty