


<b>CHAPTER</b> Human Resources	<b>CHAPTER</b> 05	<b>SECTION</b> 001	<b>SUBJECT</b> 190
<b>SECTION</b> Personnel		<b>DESCRIPTION</b> Afterhours Coverage Reimbursement	
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**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

**POLICY:**

Lapeer County Community Mental Health (LCCMH) provides an afterhours emergency telephone service staffed by degreed clinical staff and available 24-hours a day for persons experiencing emergency situations.

**PROCEDURES:**

- A. LCCMH clinical staff who provide afterhours services are reimbursed at the rate negotiated in the Collective Bargaining Unit Contract.
- B. The on-call staff completes an After-Hours Timesheet (LCCMH Form #38) and submits it, along with their county computer timesheet, to their supervisor.
- C. The supervisor signs the timesheet and submits it to the LCCMH Human Resources (HR) Department.
- D. The HR Department will check the dates to assure that duplicate payment is not made and will check the form to verify its accuracy. The amount will be entered on the "Other" line in the lower left corner of the County computer timesheet and will be initialed by the HR designee.

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- E. In the event the afterhours coverage is provided by an employment services provider, the provider submits their reimbursement request form to the assigned clinical supervisor and to the contracted employment service provider organization for date verification, accuracy check and signature. The payment will then be processed along with the provider's invoice service reimbursement request.

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This policy supersedes  
#08/07014 dated 08/15/2007.  
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