

Overtime Compensation Requests

1020.1 PURPOSE AND SCOPE

It is the policy of the Department to compensate non-exempt salaried employees who work authorized overtime either by payment of wages as agreed and in effect through the Collective Bargaining Agreement (CBA), or by the allowance of accrual of compensatory time off. In order to qualify for either, the employee must complete and submit a Request for Overtime Payment as soon as practicable after overtime is worked.

1020.1.1 DEPARTMENT POLICY

Because of the nature of police work, and the specific needs of the Department, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt employees are not authorized to volunteer work time to the Department. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of shift in which the overtime is worked.

The individual employee may request compensatory time in lieu of receiving overtime payment, however, the employee may not exceed the number of hours identified in the Collective Bargaining Agreement.

1020.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall record overtime worked in the departmental timekeeping system or on a Time Card Supplemental Form. Failure to record overtime worked in a timely manner may result in discipline.

1020.2.1 EMPLOYEES RESPONSIBILITY

Employees submitting overtime forms for call-back pay shall submit forms to their immediate supervisor in the same pay period in which the overtime was worked, or as soon as practicable thereafter.

1020.2.2 SUPERVISORS RESPONSIBILITY

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.