

## Overtime Compensation Requests

### 1022.1 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 Memorandum of Understanding (MOU), 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 slip as soon as practical after overtime is worked.

#### 1022.1.1 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 practical during the overtime shift and in no case later than the end of shift in which the overtime is worked.

Short periods of work at the end of the normal duty day (e.g., less than one hour in duration) may be handled unofficially between the supervisor and the employee by flexing a subsequent shift schedule to compensate for the time worked rather than by submitting requests for overtime payments. If the supervisor authorizes or directs the employee to complete a form for such a period, the employee shall comply.

The individual employee may request compensatory time in lieu of receiving overtime payment, however, the employee may not exceed more than what has been agreed upon in their respective MOU's.

### 1022.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall first obtain approval for overtime in incidents where the circumstances could cause them to work beyond their normal work hours, (e.g., writing late reports). Employees shall submit all overtime compensation requests to their immediate supervisors using the authorized overtime slip as soon as practical for verification.

Failure to obtain authorization to work overtime may result in discipline.

All employees who are on court standby, per request of the district attorney, do not qualify for overtime compensation.

#### 1022.2.1 EMPLOYEES RESPONSIBILITY

Employees shall complete the requests immediately, using the authorized overtime slip, after working the overtime and turn them in to their immediate supervisor. Employees submitting overtime slips for on-call pay when off-duty shall submit the slips to their supervisor the first day after returning for work.

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Employees who appear at court while off-duty, shall get verification of their appearance from the district attorney, or court clerk (court stamp) on the subpoena. The subpoena shall then be attached to the overtime slip.

All overtime slips shall be recorded no later than by the closing of the following pay period in which the overtime was worked.

### 1022.2.2 SUPERVISORS RESPONSIBILITY

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

### 1022.3 ACCOUNTING FOR OVERTIME WORKED

Employees are to record the actual time worked in an overtime status. In some cases, the Memorandum of Understanding provides that a minimum number of hours will be paid, (e.g., three or five hours for Court). The supervisor will approve the overtime paid.

#### 1022.3.1 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour as indicated by the following chart:

<u>TIME WORKED</u>	<u>INDICATE ON CARD</u>
1 to 15 minutes	.25
16 to 30 minutes	.50
31 to 45 minutes	.75
46 to 60 minutes	1 hour

#### 1022.3.2 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same activity, case, or court trial and the amount of time for which payment is requested varies from that reported by the other officer, the approving supervisor may require each employee to include the reason for the variation on the back of the overtime payment request.