

## Overtime Compensation Requests

### 1038.1 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 (ATO). In order to qualify for either, the employee must denote the overtime hours and details on the Department time card.

#### 1038.1.1 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.

The individual employee may request compensatory time in lieu of receiving overtime payment, however, the employee may not exceed the number of hours outlined in their respective Memorandum of Understanding for hours of ATO / CTO time.

### 1038.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall ensure overtime worked is denoted on their time card. The employee shall document the overtime classification code, hours worked, and other pertinent details as indicated on the time card. The time card should be provided to the approving supervisor at the time overtime is worked.

#### 1038.2.1 DIVISION COMMANDERS RESPONSIBILITY

Division Commanders will review time cards each pay period to ensure accuracy and that this policy is being followed.

### 1038.3 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 hours for Court overtime). The supervisor will initial the time card to denote approval for actual time worked denoted on the time card.

# Red Bluff Police Department

Red Bluff PD Policy Manual

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### 1038.3.1 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                  |

### 1038.3.2 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 Shift Sergeant or other approving supervisor may require each employee to include the reason for the variation on the time card.