

## Overtime Compensation Requests

### 1016.1 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 (via the weekly time sheet).

#### 1016.1.1 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 record such a period, the employee shall comply.

The individual employee may request compensatory time (CTO) in lieu of receiving overtime payment, however, all compensatory time off must be authorized by the Patrol Operations Lieutenant. CTO cannot be accrued when a member works special event OT where an outside entity is billed for the member's time.

### 1016.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall submit all overtime compensation requests to their immediate supervisors as soon as practicable for verification and forwarding to the Administration Section.

Failure to submit a request for overtime compensation in a timely manner may result in discipline.

#### 1016.2.1 EMPLOYEES RESPONSIBILITY

Employees shall complete their time sheets on a weekly basis (Saturdays) and turn them in to their immediate supervisor or the Shift Sergeant for approval. Employees submitting time sheets for on-call pay when off duty shall submit the sheets to the Shift Sergeant the first day after returning for work.

#### 1016.2.2 SUPERVISORS RESPONSIBILITY

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

# Fresno State Police Department

## POLICY MANUAL

### *Overtime Compensation Requests*

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After the entry has been made on the employee's time sheet, the overtime payment request form is forwarded to the Patrol Operations Lieutenant for final approval.

#### 1016.2.3 PATROL OPERATIONS LIEUTENANTS RESPONSIBILITY

The Patrol Operations Lieutenant, after approving payment, will then forward the form to department payroll personnel.

#### **1016.3 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 but the actual time worked shall be recorded.

##### 1016.3.1 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be indicated as follows:

<u>TIME WORKED</u>	<u>INDICATE ON SHEET</u>	
1 to 6 minutes	.1	
7 to 12 minutes	.2	
13 to 18 minutes	.3	
19 to 24 minutes	.4	
25 to 30 minutes	.5	
31 to 36 minutes	.6	
37 to 42 minutes	.7	
43 to 48 minutes	.8	
49 to 54 minutes	.9	
55 to 60 minutes	1 hour	

##### 1016.3.2 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 back of the overtime payment request.