

DEPARTMENT GENERAL ORDER 14-06

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 05-01

DATE: May 5, 2014

OVERTIME COMPENSATION

I. PURPOSE.

To establish guidelines governing overtime compensation for department personnel.

II. DEFINITIONS.

Exempt - Employees who are in executive, administrative or professional positions, and who are exempt from the Fair Labor Standards Act overtime pay provisions.
Deductions from pay are not made for absences of less than one day.

Non-Exempt - Employees who are not exempt from the Fair Labor Standards Act governing overtime pay. These employees are paid on an hourly basis.
Deductions from pay are made for any absence, including an absence of less than one day.

III. GENERAL.

Department employees shall be compensated at time-and-one-half for all hours worked in excess of the statutory hours in one work week (or one work period) consistent with the provisions of the Fair Labor Standards Act. Employees shall have the option to select either overtime pay or compensatory time. However, employees shall generally be limited to the accrual of a maximum of SEVENTY TWO (72) hours compensatory time. Once such a plateau has been reached, unless specific approval has been granted by the Chief of Police or Command rank officer to exceed the limit, the employee shall be required to receive overtime compensation in the form of pay.

IV. PROCEDURES.

Should an employee work overtime, they shall complete an Overtime Compensation Request Form and indicate their choice of pay or compensatory time. The number of hours worked and the reason for the overtime shall also be listed along with any travel time which may be due. Employees will be granted one hour of travel time for any required or assigned overtime except for the following circumstances: 1) The amount of overtime worked is six or more hours, and 2) the overtime hours begin or end less than one hour before or after a regularly assigned shift. Any travel time that may be due will not be listed separately on the compensation request form but is to be added to the number of overtime hours for which compensation is being requested. The time frame covering the overtime hours worked will then be adjusted accordingly. The compensation request form will then be submitted to the employee's Supervisor and routed through the chain of command for approval.

Completed requests for overtime pay will be submitted to the Accreditation Manager, who will record the time and forward to the Finance Department.

Completed requests for compensatory time will also be submitted to the Accreditation Manager. The time earned shall be recorded in a log book dedicated solely to that purpose. Each employee will have an individual entry sheet within the book and it will outline compensatory time earned, compensatory time used, the dates for each and the current total. The Accreditation Manager shall be responsible to maintain the log and to fulfill all necessary reporting requirements to the Finance Department.

Exempt employees shall not receive overtime pay or compensatory time for those hours worked that exceed their regularly scheduled duty hours. They may, at the department head's discretion, arrange for "administrative leave" contingent upon his approval. However, such time off will not be required to be on a time-and-a-half or straight time basis.

BY ORDER OF:

KEVIN R. MURPHY
Chief of Police

KRM:mj
CALEA Reference: 22.1.1