

## Overtime Compensation Requests

### 919.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a policy regarding overtime and compensation for employees.

#### 919.1.1 DEPARTMENT POLICY

It is the policy of the Department to compensate non-exempt 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. All requests to work overtime, except for court overtime, shall be approved in advance by a supervisor.

### 919.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall submit all overtime compensation requests to the on-duty supervisors immediately after working the overtime shift for verification and forwarding to the Administration Division. Court overtime earned when the employee is off-duty will be submitted immediately upon return to work.

Failure to submit a request as described may result in discipline. Employees shall attach a memo with the late overtime compensation request describing the reason for the late request. The memo and overtime compensation request will be forwarded by the supervisor to a Watch Commander for review.

#### 919.2.1 EMPLOYEES RESPONSIBILITY

Employees shall complete the overtime compensation request immediately after working the overtime and forward to the on-duty supervisor. Employees submitting overtime compensation requests for court, specialty-pay, or on-call pay when off duty shall submit cards to the shift supervisor immediately upon returning to work.

#### 919.2.2 SUPERVISORS RESPONSIBILITY

The supervisor may verify the overtime compensation request for accuracy prior to Watch Commander review.. After review, the overtime compensation request is forwarded to a Watch Commander for final approval.

#### 919.2.3 WATCH COMMANDERS RESPONSIBILITY

Watch Commanders will have final approval of all overtime compensation requests. The Watch Commander will forward all approved overtime compensation requests to the Administration Division.

### 919.3 ACCOUNTING FOR OVERTIME WORKED

Employees are to record the actual time worked in an overtime status. The employees Memorandum of Understanding provides some overtime with a minimum number of hours paid (e.g., Callout and Court). When a minimum applies, the employee will enter the actual time worked and the compensation time consistent with the MOU.

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#### 919.3.1 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

#### 919.4 PATROL AND SPECIAL EVENT OVERTIME

- (a) The assignment of supervisors for special events will be done by the Field Operations Division Commander, based upon operational needs.
- (b) Selection and assignment of police officers for special events and mandatory patrol overtime will be conducted as follows:
  1. All eligible employees will be selected in an equitable manner that will fit the needs of the Department. It is the policy of the Department to implement patrol and special event overtime on a voluntary basis whenever possible.
  2. Two lists for overtime assignments will be maintained. The first list will be for standard patrol overtime. This patrol overtime will be used to fill vacancies in patrol shift work. The second list will be a special event list. This list will be used for special events (such as July 4th Freedom Festival, Kool April Nites, Redding Rodeo) as well as any significant preplanned events designated by the Division Commander. Officers will be listed in order of reverse seniority.
  3. The patrol list and the special event list will be maintained in the PlanIt scheduling software. Every effort must be made to ensure no officer is overburdened during his time off. Two mandatory assignments should not be made in the same week.
  4. The patrol list will include all patrol (including corporals), neighborhood police unit, school resource, and traffic officers. The special event list will include the same employees as the patrol list and the investigators eligible for assignment to a special event. Investigators may volunteer to work a patrol assignment with the approval of their supervisor or Division Commander, however, they are not to be mandatorily assigned for general patrol duties. If an investigator volunteers for a general patrol assignment, they will be given credit on the patrol list.
  5. In order to be fair and to give credit to those who volunteer for overtime, whether an officer volunteers or is mandatorily assigned, the officer will be given credit and their name will be checked off as having worked an overtime slot. This is also referred to as a "sign off". The only time an officer will be signed off on both lists (patrol and special event) is when an officer works a special event either voluntarily or assigned. An officer who is mandatorily assigned may find a substitute to work the shift in his place. The substitute officer will be given the credit for actually working. The original officer will not be given credit.

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6. If an officer is called out and responds for a minimum of four hours as a result of the following special assignments (Bomb, SWAT, Traffic, UAV, K9, DRE, Field Evidence Tech, Peer Support) the officer will receive a patrol sign-off. Conducting or attending training/meetings do not count as a sign-off. The shift supervisor will need to add a manual sign off in the PlanIt scheduling software.
  7. If an officer volunteers or is mandatorily assigned to work a special event, or any event requiring enforcement action, regardless of funding source, they will be given credit as working a patrol shift as long as the event is longer than four hours.
  8. If an officer volunteers or is mandatorily assigned, and the overtime is canceled, the officer will not receive credit for the assignment unless they are given less than 24 hours' notice. The shift supervisor would need to add a manual sign off in the PlanIt scheduling software.
  9. Every January 1st, the list will be reset and started over again. When a new officer is released from FTO and assigned to a shift or an investigator is rotated back to patrol, they will be given the same number of sign-offs, minus one, as the next officer with the lowest number of sign-offs (i.e., Officer Jones is hired August 1. Officer Smith has three sign-offs on the list. Officer Jones automatically receives two sign-offs. On January 1 all officers go to zero sign-offs.)
  10. Officers should not be required to "double back" and work two consecutive shifts. Consideration should be given when ordering an officer to work if they have already worked a shift in the previous 10 hours. Barring extenuating circumstances, for safety reasons, officers should not be allowed or forced to work more than 16 hours per day.
  11. Officers shall not be ordered to work during their primary vacation or when they have been previously scheduled to attend school or training.
  12. Employees on primary vacation, sick leave, other authorized leave, or on duty during the time of a special event will not be assigned to the event.
  13. Employees who have been assigned to a special event, and who wish to be relieved of that assignment, will submit an email naming a voluntary replacement to the supervisor in charge of the event.
  14. When possible, assignments should be made two weeks prior to the event.
- (c) All requests for special event coverage will be given to the Field Operations Division Commander, or their designee, who shall determine the level of personnel to be assigned.