

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

OVERTIME  
SUBJECT

DATE: April 16, 2010

NO: A-14

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: **Overtime Policy and Procedure**

I. PURPOSE

To comply with employee MOU contract requirements for the payment of overtime and accrual of compensatory time; to maximize the efficiency and control of overtime and to limit overtime and working hours which may result in employee fatigue.

II. POLICY

- A. All overtime will be approved in advance by the employee's supervisor or commander, or the Watch Commander, in situations which were not previously anticipated, whenever possible. Supervisors and commanders approving overtime are responsible for limiting overtime to only the amounts necessary to accomplish the Department's mission.
- B. Personnel will not be allowed to expend accrued relief time to work a hire-back overtime shift or event. Exceptions may be authorized by the Division Commander or Bureau Chief.
- C. Division Captains will be responsible for the transmission of approved overtime cards directly to the Fiscal Affairs Unit in a timely manner for input into the City payroll system.
- D. All overtime will be submitted and paid in accordance with the applicable MOU contracts by the pay period following the day the overtime was worked. Overtime may also be accrued as compensatory time at employee's option up to the limits established by MOU. Employees will not hold overtime cards to avoid exceeding the compensatory time limits resulting in pay for overtime.
- E. Any change or modification to an overtime card once it has been approved by a supervisor and submitted to the Fiscal Affairs Unit can only be requested by the commander of the division/section approving the overtime.
- F. Utilized overtime may be the result of over-shift overtime, backfill overtime for shift coverage, or other supplemental prescheduled overtime, such as for events or operational missions. Backfill and supplemental overtime is not an entitlement.
- G. All over-shift overtime will be authorized by a supervisor. All prescheduled event overtime will be coordinated by the Events Sergeant. Supervisors and managers are responsible for ensuring adherence to this policy.
- H. Backfill and supplemental overtime will be limited to the following circumstances. Exceptions will be during a police emergency or at the discretion and approval of a Division Commander or Bureau Chief.
  - 1. Personnel shall not work more than (16) consecutive hours of combined regular shift and preplanned supplemental or backfill overtime and (8) hours must elapse before their next full regular shift or additional backfill shift.

2. Personnel shall have at least one full day off per pay period, ensuring they do not work a combination of regular shift and/or overtime event/shift on all days of any given pay period.

### III. PROCEDURE

#### A. Division Commanders

1. All division commanders will submit names and signature samples, to the Fiscal Affairs Unit, of all supervisors authorized to approve time sheets and overtime cards under their command whenever any change in supervisor assignments occurs. The signature sample will include the full signature of each supervisor for use in verifying time sheet signatures and a legible signature of the supervisor's initials for use on overtime cards.
2. Division commanders will also submit names of persons authorized to submit approved overtime cards to the Fiscal Affairs Unit. No more than three people shall be authorized to submit overtime cards from each division.
3. Division Captains or their designee will be responsible for transmitting approved overtime cards directly to the Fiscal Affairs Unit payroll desk in a timely manner. All overtime cards must be submitted to the payroll desk no later than the pay period following the day the overtime was worked. Employees will not deliver their own overtime cards to the Fiscal Affairs Unit.

#### B. Employees

1. Upon obtaining approval to work overtime, employees will complete an overtime card (Form PD-1334) including name, date worked, division/section worked, pay or compensatory time selection, type of overtime, DR # or other brief description of reason.

#### C. Supervisors

1. Before approving any overtime, supervisors will review the need to work overtime and control the amount of overtime to allow only that amount necessary to accomplish their given department mission.

#### D. Fiscal Affairs Unit

1. Fiscal Affairs Unit staff will review all overtime cards for proper information and approval. Any overtime cards with missing or incorrect information, or missing or illegible approvals, will be returned to the Captain of the division the affected employee belongs to with a notation of the problem.
2. All correctly completed and approved overtime cards will be data input into the City payroll system in the pay period in which they are received by the Fiscal Affairs Unit.