1-01/070.00 Employee Overtime

All Court Services Division personnel shall comply with the Department's overtime policies and guidelines, as stated in Manual of Policy and Procedures. Court Services Division personnel shall also comply with the following guidelines:

- No employee shall work more than ninety-six (96) hours of overtime per calendar month, excluding on-call Court time
- Unit Commanders shall establish a sign-up procedure ensuring equal availability for pre-scheduled overtime assignments
- Unit Commanders shall establish a system for logging all overtime assignments worked by Unit personnel
- Pre-scheduled overtime shall first be offered to all personnel on a voluntary sign-up basis. Pre-scheduled overtime positions that are not staffed by volunteers, shall be filled by the Unit Scheduling Supervisor, who shall use the same procedures as for unscheduled overtime
- Unscheduled overtime that cannot be filled on a voluntary basis shall be assigned by the Branch Supervisor. The Branch Supervisor shall assign the employee who has worked the least amount of overtime during the current calendar month, excluding vacations and extended leaves. In the case of a tie, or when there is insufficient overtime history to make an assessment in the current calendar month, the employee with the least amount of overtime in the previous calendar month shall be assigned. The selection shall be made on inverse seniority, if two or more employees have the same amount of overtime in both months. Any exception to this portion of the policy will require the approval of the Area Lieutenant;
- Overtime relating to the individual's home unit of assignment is the highest priority, and will take precedence over overtime at other assignments. Outside overtime assignments may be curtailed by the Unit Commander, if the Unit's commitments cannot be met on a voluntary basis. Exceptions are Department-wide special events i.e.; Rose Parade and election events

Each Unit may have needs that are unique to its own command. Therefore, Unit Commanders are encouraged to establish specific guidelines that are compatible with their needs, providing that they are not in conflict with existing policies, laws or M.O.U.'s. Any deviation from this policy must have the approval of the Unit Commander, or the designee.