

## **Metrolink Bureau Unit Order 610-01 Overtime Management**

### **Los Angeles County Sheriff's Department**

**METROLINK BUREAU**

**Unit Order:** 610-01

**Effective Date:** 09-15-01

**Revision Date:** 06-07-17

**Annual Review:** 06-06-18

**Subject:** OVERTIME MANAGEMENT

**Reference:** MPP 3-02/280.00-15, MPP 3-02/290.00-15

#### **PURPOSE OF ORDER:**

The purpose of this order is to establish Minimum Staffing levels and standardized operational guidelines for management of Variances (prescheduled and unscheduled) and Leave Balance Excesses to eliminate unnecessary overtime.

#### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to Metrolink Bureau.

**ORDER:**

MINIMUM STAFFING

Minimum staffing for Metrolink Bureau is established as follows:

Supervision: (1) Field Sergeant

North Operations: (2) Cars / (3) Deputies

East Operations: (2) Cars / (4) Deputies

Total: (1) Field Sergeant

(4) Cars / (7) Deputies

VARIANCES

*Prescheduled Variances*

Because Metrolink Bureau's contract does not provide for any relief factor, extreme care must be given in approving prescheduled variance requests. The following directives apply:

- Under no circumstances shall prescheduled vacancies (e.g., vacations, "F" days, Non-Reimbursable Training, etc.) be filled with paid overtime.
- The Scheduling Sergeant shall review all requests for prescheduled time off (e.g., vacations), and shall

utilize the following guidelines in determining whether the requests can be approved:

- Prescheduled variances shall be limited to the following:
- Deputies: (2) per week
- Sergeants: (1) per week
- Exceptions shall require the approval of the Unit Commander or his/her designee. In all but exigent cases, the Unit Commander's designee shall be the Operations Lieutenant.
- Except with the approval of the Unit Commander or his/her designee, prescheduled variances shall not cause field deployment to fall below minimum staffing.
- Routine time off requests will be approved or denied based on staffing needs for that particular shift.
- In all matters of time off, the needs of the unit shall be the highest priority.

#### Vacations in General

- A vacation sign-up roster will be distributed for the forthcoming year during the preceding month of October or sooner.
- Vacations shall be scheduled and granted within the guidelines of the County Code.

Personnel in the unit will be given their choice of vacation periods, based on Departmental seniority. Those with the most seniority will receive first choice.

- Personnel who anticipate needing less than a full week—even if only a single day—at some time in the future shall still reserve that week to ensure they are granted the time off.
- Personnel who transfer into Metrolink Bureau waive all seniority rights for vacations for the current year, but will receive their choice of remaining available spots. When the next annual vacation list is prepared, these personnel will then resume their normal seniority rights.

### *Unscheduled Variances*

If an unscheduled vacancy arises which will cause deployment to fall below minimum staffing, the Unit Commander or his/her designee shall accomplish the following in the order indicated before giving consideration to hiring paid overtime to fill the vacancy:

- Utilize station resources by redeploying personnel from East Operations to North Operations, or vice-versa, as the situation demands—provided such temporary redeployment does not cause the other area to fall below minimum staffing.
- Utilize available administrative personnel from the CARP roster to fill the vacancy.
- With the approval of the Unit Commander or his designee, reduce field deployment if it can be done without compromising officer safety.

If the preceding alternatives are not possible, overtime may be paid to fill the vacancy.

### *Long-term Absences*

The preceding directives apply in the management of vacancies created by long-term absences such as administrative leaves or IODs.

*Tracking/Auditing System*

The Unit Commander shall review overtime reports on a weekly basis to ensure compliance with these measures.

LEAVE BALANCE EXCESS

Commencing in January, all personnel will be reminded that they need to monitor their excess vacation time. If an employee has 480 hours of excess vacation time at the beginning of the year, they will be required to use "V" vacation time for all time off requests submitted until 80 hours of vacation time has been used. If the employee has more than 20 years on the department, they will be required to use between 80 and 120 hours of vacation time depending on their years of service. The Operations Lieutenant will receive a updated list of excess vacation time in July and those that still need to use vacation time will be contacted.

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