

## **10/05 Overtime Policies and Time Off Requests**

### **Unit Orders 10/05**

#### **Subject: Overtime Policies and Time Off Requests**

No person shall work more than 96 hours of overtime per calendar month. The 96 hour limit includes briefing time and court appearance time. On-call court time doesn't count towards the 96 hour limit.

Personnel are also prohibited from working back-to-back doubles. In addition, personnel are prohibited from working more than ten (10) consecutive days without a regular day off.

Personnel working overtime at other units must have prior approval from the unit commander.

Personnel are prohibited from working more than 24 hours of outside overtime per month.

No "double shifts" are allowed at outside overtime assignments.

All standard notification requirements regarding call-ins are in effect for overtime assignments.

Personnel must obtain Unit Commander authorization prior to working any overtime. The Unit Commander will evaluate the amount of time required. Overtime will be approved in one (1) hour increments, unless less time is needed. The Unit Commander will sign his name in the space provided on the overtime slip labeled "supervisor pre-approving o.t. and briefing." The approving supervisor shall review all overtime slips to ensure accuracy.

## **Minimum Staffing**

In an attempt to avoid all unnecessary overtime, each supervisor needs to be cognizant of staffing levels for their sections. The minimum staffing levels for acceptable service should act as a general guideline for each supervisor to assess their manpower requirements. Staffing levels should be evaluated by the Unit Commander based upon level of service to be maintained, anticipated workload, and the manpower available. The Unit Commander shall have discretion to approve overtime for additional personnel to provide required services in the accomplishment of Department objectives. Additionally, the Unit Commander may allow staffing levels to fall below minimum by allowing personnel time off if he deems it appropriate.

Where appropriate the supervisors shall use staff from other sections for planned vacancies to minimize the use of overtime.

## **Time Off Request/Sick Call-Ins**

All routine request for time off should be submitted to the supervisor at least seven (7) days in advance to allow for changes in work assignments.

All sick call-ins shall be referred to the supervisor and should be made by the employee's reporting time.

Denied time off slips will be placed inside a folder labeled "denied time off slips." The Unit Commander will be responsible for monitoring the denied time off slips and sick call-ins for any possible abuse.

## **Timely Submission of Overtime Slips**

Due to weekly and monthly deadlines that timekeepers must meet, it is imperative that all overtime slips are filled out correctly and submitted in a timely manner. Overtime slips shall be turned in to the approving supervisor as soon as possible following the overtime hours worked. Under normal circumstances, this is either the same day or the next day. However, overtime slips shall never be turned in later than four (4) calendar days following the overtime hours worked.

## **Exigent Circumstances**

Any policy deviation due to exigent circumstances must have the approval of the unit commander.

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