

Unit Order 78 - Cancellation of Overtime

PURPOSE:

The purpose of this Station Order is to inculcate these established procedures governing the cancellation of overtime for West Hollywood Station personnel.

SCOPE:

This Station Order applies to all West Hollywood Station and Universal sub-station personnel, regardless of rank, who voluntarily sign up for an overtime position, then after being hired, cancel their position.

ORDER:

West Hollywood Station often has overtime positions available from a variety of sources. These include, but are not limited to, special events, movie jobs, grants, and city sponsored special enforcement details. Working overtime is a privilege, not a right, and that privilege can be revoked for failing to comply with the cancellation guidelines established in this Station Order.

Employees will be held accountable for the contents of this Station Order. It is the employee's responsibility to read and understand this order.

Employees with pre-approved overtime assigned to them shall notify the Scheduling and Training Office, or when applicable, the Special Event Overtime Coordinator, if they are unable to work their assigned overtime shift. It will be the responsibility of the Scheduling and Training Office or coordinator to reassign this overtime. However, any employee contacting the Scheduling and Training Office or coordinator with less than five days advanced notice of the cancellation, or fails to show for their shift, shall be restricted from working overtime for the next 30 days. Any pre-approved overtime already assigned in that 30 day period, will be cancelled, and given to the next employee on the overtime sign up list via SMS. It is the responsibility of the employee to monitor the "My Overtime" calendar via SMS daily.

This shall compensate for any personnel who might not have received an auto-generated email when they were hired for a shift.

Note:

- This order also applies to the cancellation of one overtime assignment in order to work another, more favorable one. For example, you may not cancel a short or unfavorable assignment to work a lengthier or more favorable assignment.
- If personnel from the Scheduling and Training Office or the Special Event Overtime Coordinator are not available to fill the overtime, the employee is not allowed to give his/her overtime to another employee. The Watch Sergeant shall be notified and will be responsible for reassigning the overtime via SMS procedures. The Sergeant taking the call shall inform the Training and Scheduling office, along with the Special Events office of the cancellation.
- An employee may cancel an overtime assignment due to an illness or emergency. Cancellation for reasons of illness must be supported by a doctor's note upon the employee's return to work. The emergency must be substantiated by the Scheduling and Training office, Special Event Overtime

Coordinator, or Watch Sergeant granting approval of the cancellation.
