

Departmental Overtime

1020.1 PURPOSE AND SCOPE

It is the policy of the Santa Ana Police Department to compensate non-exempt salaried employees who work authorized overtime either by payment of wages as agreed and in effect through the Memorandum of Understanding (MOU), or by the allowance of accrual of compensatory time off. In order to qualify for either, the employee must complete and submit a Request for Overtime Payment as soon as practical after overtime is worked.

1020.1.1 DEPARTMENT POLICY

Because of the nature of police work, and the specific needs of the Department, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt employees are not authorized to volunteer work time to the Department. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime shift and in no case later than the end of shift in which the overtime is worked.

The preferred method of payment for overtime worked is payment of wages at time and a half. The Chief of Police may authorize periods during which payment by the allowance of accrual of compensatory time off is approved in lieu of overtime payment. During these periods, the individual employee may request compensatory time in lieu of receiving overtime payment, however, the employee may not exceed the maximum number of hours allowed per their MOU.

1020.2 REQUEST FOR OVERTIME COMPENSATION

1020.2.1 EMPLOYEES RESPONSIBILITY

Employees shall complete the requests immediately after working the overtime and turn them in to their immediate supervisor or the Watch Commander. Employees receiving on-call pay when off duty shall submit overtime CHITs to their immediate supervisor in advance of their scheduled on-call duty.

1020.2.2 SUPERVISORS RESPONSIBILITY

The supervisor shall verify that the overtime was worked before approving the request and entering the overtime time hours worked into ISE (In-Time Scheduling Engine.)

After the entry has been made in ISE, the CHIT shall be forwarded to the employee's Commander/Manager for final approval.

1020.2.3 COMMANDER/MANGER RESPONSIBILITY

Commanders/Managers shall review and approve CHIT. The Commander/Manager should verify the account number provided is correct and the CHIT is complete and accurate. SEIU overtime CHITs must note whether the overtime was mandatory or non-mandatory.

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1020.3 ACCOUNTING FOR OVERTIME WORKED

Employees are required to record the actual time worked in an overtime status. If regular hours are adjusted, the change must be noted on the overtime CHIT. In some cases, the MOU provides that a minimum number of hours will be paid, (e.g., two hours for Court Appearance). The supervisor will enter the total hours of overtime worked.

1020.3.1 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked is posted in six minute increments.

1020.3.2 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same activity, case, or court trial and the amount of time for which payment is requested varies from that reported by the other officer, the Watch Commander or other approving supervisor may require each employee to include the reason for the variation on the back of the CHIT.