

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

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| Effective Date: 03/29/2016 | Supersedes Policy Dated: 10/06/2015 | Rescinds: | SOG Number: 204.1 |
| Accreditation Index: | | | |
| Part Title: Personnel | Chapter Title: Compensation, Benefits, and Working Conditions | | |
| Chief of Police: | | | |

Employee Overtime Program

I Policy

It shall be the policy of the Springfield Missouri Police Department to compensate those employees required to perform tasks which exceed their normal work shift or which occur during their scheduled leave period.

All department employees may be required to work hours in excess of their official work period when necessary and as determined by department management. These procedures shall not apply to employees whose work week is normally less than 40 hours per week.

II Definitions

Court Overtime – Normal off-duty time required to respond to an official court subpoena that relates to duties performed as an employee of the Department. The period of time from when the employee is required to report to court, until they are released from court or until their duty shift commences, whichever shall be sooner.

Emergency Call-In – When an eligible employee is called to duty for emergency conditions, while on authorized leave. Examples: Disasters, Internal Affairs Investigations, etc.

Labor Distribution Codes – Coding to indicate the amount of overtime earned and which budget program other than the employee's normal program it should be charged to.

Overtime - Authorized time worked by an employee, caused by no fault of the employee, which exceeds the normal hours of a scheduled work week.

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Work Week - 0001 hours on Sunday through 2400 on Saturday.

III Procedure

1 ADMINISTRATION OF THE COMPENSATION PROGRAM

1.1 Employee Responsibility

1.1.1 Each department employee shall be responsible for the accurate and timely submission of compensation time claims.

1.1.2 The employee claiming overtime compensation shall appropriately complete the Compensation Time Record (SPD Form # 96-OP-0244) and submit the form to their immediate supervisor for approval.

1.1.3 Overtime that qualifies as guaranteed shall be listed under the Hours Type as Guaranteed Overtime. The employee shall list the total amount of overtime worked in five (5) minute increments on the day of the week the overtime was earned and the time sheet codes for the activity involved on the timesheet.

1.1.3(a) Example: An employee works a total of 4 hours and 45 minutes guaranteed overtime during the pay period. The time should be indicated on the timesheet on the day worked as 4.75 under the Guaranteed Overtime category.

1.1.4 Regular overtime that does not qualify as guaranteed will be listed under the Hours Type as Regular Pay. Any time indicated as Regular Pay over 40 hours at the end of the work week will then be calculated as overtime.

1.1.5 Overtime Compensation Discrepancy Claims - **All claims of reported overtime that have not been paid, or any challenge to the accuracy of overtime compensation received, shall be made in writing by claimant employees to their immediate supervisor within fourteen calendar days after receipt of the payroll check in question (G.O. No. 3736, April 14, 1986).**

1.2 Supervisor's Responsibility

1.2.1 Each department supervisor shall be responsible for organizing and managing the work of their unit in a manner to minimize accumulation of overtime.

1.2.2 The unit supervisor shall review and take appropriate action on all Compensation Time Records submitted by their subordinates.

1.2.3 Each department supervisor shall be responsible for the accurate and timely recording of Compensation Time Records. These records shall be maintained for one calendar year by the unit supervisor.

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1.3 Command Officers

1.3.1 Each command officer shall be responsible for organizing and managing the work of their command in a manner to minimize accumulation of overtime.

1.3.2 Each command officer shall review overtime records that are kept within their command.

2 OVERTIME

2.1 All eligible employees shall be compensated at one and one-half times their normal hourly salary for authorized work time actually worked in excess of their normal work week.

3 ON CALL

3.1 Due to the nature of their positions, certain members of the Springfield Police Department are required to be on call. These officers are issued a cell phone and shall be available for contact at all times unless: ¹

3.1.1 On sick leave;

3.1.2 On holiday or vacation leave;

3.1.3 Otherwise unavailable due to supervisory approval.

3.2 The officers are considered as waiting to be engaged and may be contacted to respond during times other than their normal duty hours. If notified, officers should respond immediately. Based on the circumstances and the officer's position, the response may require phone contact or an actual physical response.

3.3 Officers on call should not travel outside of the Springfield area to the extent that the response time would be drastically increased. Officers on call shall not engage in activities that would impair their abilities to perform their job.

3.4 When an employee is called out, they will be compensated at the appropriate overtime rate.

4 EMERGENCY CALL-IN COMPENSATION

4.1 All non-exempt employees called to duty by a supervisor or command officer for emergency or special conditions while on authorized leave shall be designated as emergency call-in. Such call-in shall be at a minimum rate of four (4) hours at time and one-half. Time required in excess of four hours shall be compensated as standard overtime unless the time is within the employee's normal work shift.

4.1.1 Example: An employee is called back to duty by their supervisor to complete a pending follow-up investigation requiring immediate

¹ Section 3.1 revised, correction of omitted word, per Policy Change Order 16-009.

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attention. The employee works two hours. The employee's timesheet should indicate 4 hours of Guaranteed Overtime.

4.1.2 Example: An employee is called into duty two hours prior to their regularly scheduled work shift. The employee assumes their work duties and continues to work during the two hours and into their work shift without interruption. This is not emergency call-in; it is regular overtime. Payroll records should reflect two additional hours of regular pay.

4.2 IIAU Investigations shall fall under the same guidelines as Emergency Call-In.

4.3 Employees claiming emergency call-in shall complete the appropriate section of the Compensation Time Record and request the authorizing supervisor to acknowledge the call-in with their signature in the Approved By section.

5 COURT TIME COMPENSATION

5.1 All off-duty eligible employees attending a court session who are released by the court prior to the beginning of a regular duty shift shall be compensated at a minimum of four hours at the normal hourly pay rate.

5.2 Off-duty eligible employees attending a court session that continues up to and/or past the start time of a regular duty shift shall be paid overtime only for the time spent in the court session.

5.3 Court time shall be recorded as Guaranteed Overtime on the employee timesheet. The minimum time shall be 2.67 hours with time actually spent in excess being noted as the time actually spent.

5.3.1 Example: An eligible employee attends Municipal Court while off duty from 1100 to 1200 hours and their shift begins at 1700 hrs. The timesheet should indicate 2.67 hours totaled under Hours Type of Guaranteed Overtime.

5.3.2 Example: An eligible employee attends Municipal Court while off duty from 1300 to 1600 hours and their shift begins at 1700 hrs. The timesheet should indicate 3.00 hours totaled under the Hours Type of Guaranteed Overtime.

5.3.3 Example: An eligible employee attends Municipal Court while off duty from 1530 to 1700 and their shift began at 1700 hrs. The timesheet should indicate 1.5 hours of Guaranteed Overtime.

5.4 Claiming Court Time

5.4.1 Employees must be responding to an official court subpoena or a request from the prosecutor's office that is the result of employment by the Springfield Police Department.

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- 5.4.2 Prior to responding to Greene County Court, the employee must call the Docket Line for that court to ensure their case has not been delayed or canceled.
- 5.4.3 Members claiming court time compensation shall complete the appropriate section of the Compensation Time Record and request the prosecutor processing the case to acknowledge the appearance with their signature.

6 COMPENSATION OPTIONS

6.1 Work Schedule Options

- 6.1.1 If possible, employees assigned/elected to various departmental committees shall adjust their work hours so that they are attending the meetings while on duty, doing so with the approval of and in coordination with their supervisor.
- 6.1.2 The commander or supervisor may "reschedule" the departmental business workday with another workday.

6.2 Compensatory Time

- 6.2.1 All eligible employees will receive compensatory time or cash payment for regular overtime.
 - 6.2.1(a) The employee will receive compensatory time until they accrue the maximum allowable amount, at which time they will receive cash payment for overtime. The maximum allowable amount of accrued compensatory time shall be 80 hours for all employees.
- 6.2.2 All eligible employees will receive cash payment for guaranteed overtime.

IV Attachments