

2.07

**CRAIG POLICE DEPARTMENT  
Office of Chief of Police  
General Order**

**Date Issued:** January 15, 1997

**Revision Date:** April, 1, 2009

**Subject:** Overtime/Compensatory Time/Other Compensation **Reference:**

**TO:** ALL PERSONNEL

**I. POLICY**

It is recognized that working overtime and non-standard hours is inherent to police work. Employees of the Craig Police Department are frequently expected to hold over at the end of their tours of duty to complete an assignment or to attend court or training when off duty. The department will compensate employees for overtime worked in accordance with applicable state and federal regulations, federal Fair Labor Standards Act, City policy, and department policy.

**II. PROCEDURE**

- A. All non-exempt, full-time employees of the Police Department, who work more than their normal work period, or work on their assigned day off, are eligible for some form of overtime compensation. Exempt and non-exempt employees will be defined by City policy.
1. Any non-exempt employee that is required to respond while off-duty for court, department meetings, training, etc. shall receive a minimum of two (2) hours overtime, or the actual time worked, whichever is greater.
  2. Employees held over from their shift to complete task will receive overtime compensation for the actual time worked.
  3. On-Call/Extra Duty: the following positions will receive 4 hours of overtime per month as reimbursement for being on-call and performing extra duties associated with their position. Officers' on-call may engage in personal pursuits and any restrictions on their activities will not preclude them from engaging in personal pursuits.
    - a. Detective/Task Force Officer
    - b. School Resource Officer
    - c. Field Training Officer/Corporal

On-call officers are expected to respond to the appropriate location as soon as possible when called out, but no later than 30 minutes after being notified.

- B. Overtime compensation shall be paid at a rate of time-and-one-half, based on the employee's hourly rate, as determined by the City Personnel department.
- C. When feasible, all overtime must have prior supervisory approval. Scheduled training events and meetings do not require pre-approval. All overtime will require department review and approval prior to compensation.
- D. In general, pursuant to City policy, an employee eligible for both overtime and compensatory time will have the opportunity to choose between the two types of compensation in accordance with the following procedures. The department reserves the right to make the choice between cash payment of overtime or accrual of compensatory time, when financial or other circumstances dictate such action is needed.
- E. For civilian employees, the normal workweek will be a 7-day work period of 40 hours per week, exclusive of lunch or meal breaks. The workweek begins on Saturday at 12:01 a.m. and continues to Friday at 12:00 p.m.
- F. For sworn police officers, the work period is defined as 28 days or 160 hours.
- G. The Chief of Police, or his designate, is responsible for establishing daily work schedules for all employees of the department.
- H. All employees shall be advised by their supervisor of their official daily starting and quitting time.
- I. Employees are not authorized to start work prior to their officially scheduled starting time, nor are they authorized to work beyond their officially scheduled quitting time without prior supervisory approval.
- J. The Fair Labor Standards Act requires that employers compensate all employees for work that is performed. Employees must understand and comply with the directives, policies and procedures set forth in this document.
- K. Record keeping
  - 1. Employees must complete and submit the Bi-Weekly Employee Overtime report reflecting all accrued overtime for that time period in the appropriate sections.
  - 2. A supervisor must approve all overtime submitted.
  - 3. Employees must sign their overtime report form prior to submittal.
  - 4. The Division Commander or other supervisor will collect the time sheets for payday and process. Overtime or compensation time requests not in the

employee overtime report sheet will not be paid. The City Personnel Department will track the compensation time, vacation and sick leave accumulation. Inquiries as to the amount of time an employee may be directed to any Sergeant or Division Commander

L. Flex Time

Due to the nature of police work, there are times when unscheduled work frequently occurs. In order to control overtime liability it may be necessary for employees to flex time off within the designated work period. The Chief of Police, or his designate, may direct employees to flex time off within the designated work period. The employee may request to flex time off which must have prior approval from the employee's supervisor.

**Approved by:**



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**Walter K. Vanatta**  
**Chief of Police**