

Policy Number: 07-005

Lucas County Sheriff's Office Policy and Procedure



Approved by Sheriff:

Michael J. Navarre

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

2

SECTION: PERSONNEL

OVERTIME COMPENSATION REQUESTS

I. PURPOSE

It is the policy of the Agency to compensate nonexempt employees who work authorized overtime either by payment of wages as agreed and in effect through the collective bargaining agreement, 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 practicable after overtime is worked.

A. AGENCY POLICY

Because of the nature of law enforcement work, and the specific needs of the Agency, a degree of flexibility concerning overtime policies must be maintained.

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

Short periods of work at the end of the normal duty day (e.g., less than one hour in duration) may be handled unofficially between the supervisor and the employee by flexing a subsequent shift schedule to compensate for the time worked, rather than by submitting requests for overtime payments. If the supervisor authorizes or directs the employee to complete a form for such a period, the employee shall comply.

The individual employee may request compensatory time in lieu of receiving overtime payment. The employee may not exceed the number of hours identified in the collective bargaining agreement.

II. REQUEST FOR OVERTIME COMPENSATION

Employees, or their supervisor, shall enter all overtime compensation requests in VCS for their immediate supervisor to approve and forward to the personnel office. Failure to submit a request for overtime compensation in a timely manner may result in discipline.

A. EMPLOYEE RESPONSIBILITY

Employees, or supervisor, shall enter overtime in VCS for approval.

B. SUPERVISOR RESPONSIBILITIES

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.

After the entry has been made on the employee's time card, the overtime payment request form will be forwarded to the employee's Major for final approval.

III. ACCOUNTING FOR OVERTIME WORKED

A. ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour as indicated by the following chart:

<u>TIME WORKED</u>	<u>INDICATE ON CARD</u>
Up to 15 minutes	.1 to .3 hours
16 to 30 minutes	.4 to .5 hours
31 to 45 minutes	.6 to .75 hours
46 to 60 minutes	.8 to 1 hours

B. 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 between the two, the Sergeant or other approving supervisor may require each employee to include the reason for the variation on the back of the overtime payment request.