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## Overtime Compensation Requests

### 1020.1 PURPOSE AND SCOPE

It shall be the policy of the Barstow Police Department and the City of Barstow to pay all non-exempt employees for hours worked in excess of 40-hours per week or in excess of the employee's regular scheduled work day. Those hours of actual work time or leave time that may qualify as hours worked shall be listed in the employee's Memorandum of Understanding between the employee's bargaining unit and the City of Barstow, by current Federal Labor and Standard Act (FLSA) regulations, or by laws of the State of California.

#### 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.

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, however, the employee may not exceed 480 hours of compensatory time.

### 1020.2 REQUEST FOR OVERTIME PAYMENT

Any employee requesting payment of authorized overtime shall list the appropriate hours on their City of Barstow time card and submit the time card with all regular work hours for the time period in which the authorized hours of overtime were performed. Any listed overtime shall be described by a note on the time card to include the reason for the overtime, the associated crime report number or incident number, if available, and the supervisor authorizing the listed overtime.

#### 1020.2.1 EMPLOYEES RESPONSIBILITY

In order to ensure overtime is reported accurately and in a timely manner, all overtime shall be added to the employee's time card immediately after being worked. If the overtime is performed away from the City of Barstow, the overtime shall be listed on the employee's time card upon return to the City of Barstow.

Every effort should be made to keep overtime records accurate and up-to-date by completing hours on the time card after they are performed.

# Barstow Police Department

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### 1020.2.2 SUPERVISORS RESPONSIBILITY

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 is forwarded to the employee's Division Commander for final approval.

### 1020.2.3 DIVISION COMMANDERS RESPONSIBILITY

Division Commanders, and/or the Chief of Police, are the last line of approval of time cards submitted for payment by employees of the Barstow Police Department to the City of Barstow Accounting Department. Division Commanders, and/or the Chief of Police, will double-check all reported overtime for accuracy and supervisor approval. Any questionable overtime or inaccurate overtime shall be investigated by the Division Commander, and/or the Chief of Police, and must be deemed appropriate before submission to the Accounting Department of the City of Barstow.

### 1020.3 OVERTIME NOT WORKED

In some situations employees are authorized overtime for hours not worked in accordance with their respective Memorandum of Understanding between the employee bargaining unit and the City of Barstow. These hours shall be reported in accordance with the provisions of such directives and must meet all requirements as set forth in the MOU. An example of overtime hours reported, but not worked, would be minimum hours allotted for special duties or details such as court appearances, where an employee subpoenaed for court and where an appearance is made shall be granted a minimum number of hours as overtime.

#### 1020.3.1 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>
1 to 15 minutes	.25 hour
16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1 hour