
Overtime Compensation Requests

1019.1 PURPOSE AND SCOPE

It is the policy of the Department to compensate non-exempt salaried employees who work authorized overtime either by payment of wages or by the allowance of accrual of compensatory time off as provided in the personnel manual or as agreed and in effect through any applicable collective bargaining agreement. 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.

1019.1.1 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 individual employee in some circumstances may request compensatory time in lieu of receiving overtime payment. However, the employee may not exceed 201 hours of compensatory time for non exempt sworn officers and 120 hours for civilian employees in a calendar year.

1019.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall submit all overtime compensation requests to their immediate supervisors as soon as practicable for verification and forwarding to the Administration Division.

Failure to submit a request for overtime compensation in a timely manner may result in discipline.

1019.2.1 EMPLOYEES RESPONSIBILITY

Employees shall complete the requests immediately after working the overtime and enter the request according to the requirements of their division. Officers will properly complete the request with the required narrative justification.

1019.2.2 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.

1019.2.3 SUPERVISOR'S ABILITY TO GRANT OVERTIME

The Chief of Police shall allow Division Commanders, Sworn Supervisors and Civilian Supervisors the authority to grant overtime under conditional and/or exigent situations.

Exigent situations include:

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- When community safety conditions are such that emergency responses would go unanswered
- Stage 2 or 3 emergency situations as spelled out in the Staffing Levels policy.

Conditional Circumstances

- In-custody arrests and juveniles taken into protective custody
- Report writing connected with an immediate or next shift need to present same to the State's Attorney or other authorized criminal justice agency such as DCFS (and the Clerical overtime required to process the reports)
- Report writing when the officer involved is scheduled for immediate days off or extended training
- Evidence processing
- Face sheets of reports which were not completed due to heavy activity during the watch
- Immediate need for fulfilling mutual aid agreements
- Minimum staffing as outlined in that Policy
- Incidents likely to arouse much public scrutiny so that a completed report will assist in satisfying unanswered questions such as the propriety of police actions
- Other conditions not described but justified in writing to the Chief of Police
- Overtime accumulated pursuant to investigative call back
- Field Training Officer (FTO)/Recruit Officer training and/or documentation situations

Other overtime is authorized under certain circumstances. These include:

- Authorized range shoots
- In-service or department-wide training
- Metropolitan Emergency Tactical Response Operations (METRO) team activations
- Selective Traffic Enforcement Program (STEP) details
- Court appearances
- Other contract required overtime activity
- Required overtime as defined by law

1019.2.4 DIVISION COMMANDERS RESPONSIBILITY

Division Commanders are responsible for approving and submitting payroll to the Administrative Division.

1019.3 ACCOUNTING FOR OVERTIME WORKED

Employees are to record the actual time worked in an overtime status. In some cases, the collective bargaining agreement provides that a minimum number of hours will be paid. In these cases the supervisor will ensure that the actual time worked and the minimum overtime payment is recorded.

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1019.3.1 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded up to the nearest half of an hour and will be paid or compensated in half hour increments.

1019.3.2 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 Shift Supervisor or other approving supervisor may require each employee to include the reason for the variation on the back of the overtime payment request.

1019.3.3 BILLABLE DETAILS

Overtime details that are contracted or paid through an outside party, officers will only be eligible to take the overtime in pay.