

## Overtime Payment Requests

### **1006.1 PURPOSE AND SCOPE**

It is the policy of the Department to compensate non-exempt employees who work authorized overtime either by payment of wages as agreed and in effect through the Memorandum of Understanding (MOU), or by the allowance of accrual of compensatory time off (CTO). 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.

### **1006.2 DEPARTMENT POLICY**

Due to the nature of police work, and the specific needs of the department, a degree of flexibility concerning overtime policies must be maintained. Nonexempt 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.

### **1006.3 EMPLOYEE RESPONSIBILITY**

Employees shall complete the overtime request immediately after working the overtime and turn in the completed request to their immediate supervisor or the watch commander. Employees submitting overtime request forms for on-call pay, when off duty, shall submit the requests to the court liaison the first day after returning for work. Once the court liaison verifies the requested overtime, then the overtime request should be signed by the employee's supervisor and placed on the employee's timecard. All overtime requests should be turned in during the same pay period the overtime occurred. Employees may enter their own overtime on their timecard, however an overtime slip shall be submitted as well.

### **1006.4 SUPERVISOR RESPONSIBILITY**

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request. Supervisors approving overtime shall sign and print their name on the overtime request. If not already entered by the employee, supervisors should enter the overtime on the employee's timecard and indicate the date entered. Additionally, supervisors shall note if the hours were entered on the timecard or a prior period adjustment (PPA).

### **1006.5 ACCOUNTING OF OVERTIME WORKED**

Employees are to record the actual time worked in an overtime status. In some cases, the Memorandum of Understanding provides that a minimum number of hours will be paid. The supervisor will enter the actual time worked or hours pursuant to the employee's MOU.

Officers working beyond the end of their assigned shift may submit a request for overtime for actual time worked in quarter-hour increments (i.e., 15, 30, 45, or one hour).

# Irvine Police Department

## Policies

### *Overtime Payment Requests*

---

#### **1006.6 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 watch commander or other approving supervisor may inquire about the discrepancy and ensure the overtime being reported by the individual employees is accurate.