

 <p style="text-align: center;">University of Pittsburgh Police Department</p> <p style="text-align: center;">Rules &amp; Regulations Manual</p>	<b>Reference Number: (Chapter / Section)</b> 2 – 10
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	<b>Rescinds:</b> All Previous
	<b>Amends:</b> All Previous
<b>Title:</b> <b>Overtime Policy</b>	 <hr/> By Order of James K. Loftus, Chief of Police

**1.0 Policy**

The University reserves the right to schedule and assign overtime for its employees. Reasonable effort will be made to distribute the opportunity for overtime on an equitable basis within each job classification. This directive outlines procedures for planned overtime for members of the department.

**2.0 Definition**

A. Overtime Hours

Overtime hours consist of any hours that are scheduled by the department in addition to the normal 40-hour workweek and/or hours worked in addition to one's normal 40-hour work week, i.e. court, late calls, etc.

B. Overtime Compensation

When an employee is scheduled and/or required by a supervisor to work more than 40 hours (40) in any calendar week, he/she is compensated for work in excess of forty (40) hours at one and one-half times his/her base rate of pay. All authorized overtime shall be reported on the employee's timecard.

C. Overtime Standing List

For each classification, an Overtime Standing List shall be prepared and posted next to the roll call room as soon as possible following each biweekly payroll period. The overtime Standing List shall reflect all extra duty hours worked by each employee during the previous two- week period, and contains a total amount of overtime hours worked from the beginning of the calendar year. Exceptions to standing list hours are overtime hours for late calls/reports, arrests, court time and holidays. Each January, the employees position on the standing will return to zero, beginning a new year, and the list will be based on seniority. Probationary employees have no assurance of overtime. Probationary employees will be placed at the bottom of the standing list, and upon satisfactorily completing the probationary period, will be merged into the standing list according to number of overtime hours worked.

### **3.0 Staffing- Overtime**

Planned overtime assignments are made on a voluntary basis, with those persons eligible and willing to work the overtime signing up for that overtime on a detail sheet. Assignments are generally made in accordance with the Overtime Standing List, with assignments offered to those personnel with the least accumulated overtime hours who are eligible to work the detail.

A. Exceptions include the following:

1. The event requires special skills, previous experience, knowledge, or proficiency levels requiring specific personnel
2. A late request for services does not permit enough time to utilize the Overtime Standing list.
3. Due to manpower needs, and/or short notice vacancy, person(s) are mandated to work overtime. In instances of mandated hours, the employee will be released from duty at the conclusion of the detail, or when replaced by additional personnel.
4. It is an employee's responsibility to inform his/her supervisor if his/her scheduled or unscheduled overtime exceeding 12 hours of continuous work renders him/her too fatigued to perform his/her duties satisfactorily.

B. For an employee to be considered available, the following criteria is used:

1. The employee is not currently working, or is within two hours of his/her break from service.
2. The employee has a reasonable break in service. Generally, this break in service shall be eight (8) hours, i.e. an employee works 0700 – 1500 hours and the special event is scheduled from 2200-0200 the previous night, the employee will not be considered available to work the special event.
3. The special event is contiguous (within two hours) with the employee's regular assignment.
4. The employee requests the overtime, and demonstrates that the accumulated hours will not cause a hardship.
5. An employee's supervisor shall determine whether an excessive amount of overtime hours may preclude an overtime assignment for a department employee.

C. If an employee calls off for an assigned detail, he/she will be charged the appropriate amount of hours on the next standing list. If an employee fails to report to an assigned detail, he/she will be charged the appropriate amount of hours on the next standing list and face disciplinary action. If a member finds another employee to work the detail, employee will not be penalized.

#### **4.0 Short Notice Details**

Short Notice details are those vacancies that arise with less than 24 hours notice. Short Notice details may arise due to call off, scheduling issues, and outside events that impact service. In these instances, a supervisor may fill the detail by any means practical with priority given to the proper job classification.

Short Notice need details may be filled at times by mandatory overtime. As such, the mandated employee must remain on shift until relieved, or until the supervisor deems it appropriate to release the employee.

#### **5.0 Moderate Notice Details**

At times, the department receives information concerning a need for service in less than optimal time for proper overtime posting. Moderate Notice details are generally those details where there is 24 - 48 hours notice. The following are guidelines for staffing for Moderate Notice details.

- A. Supervisor will post detail on the whiteboard.
- B. Supervisor will send an email to all employees within the classification requested notifying them of the detail and when it will be assigned.
- C. Supervisor will assign detail based upon standing and notify the selected employee by phone.
- D. Dependent upon circumstances and if position is not filled, the supervisor may use any means to assure that there is available manpower for the detail.

#### **6.0 Planned Details**

Planned details are considered to be any and all details with more than 48 hours notice.

- A. Planned overtime details shall be posted on the whiteboard outside the roll call room upon receiving the request. The detail, when posted, shall indicate the supervisor that posted the detail, the date posted and date that the detail will be assigned.
- B. Interested employees (within classification) shall sign up for the event, and shall take note of date the event will be assigned. Once an employee signs up for the event, he/she is responsible for determining if he is assigned the event, and responsible to work the event.
- C. Employees selected to work the event will be highlighted according to the current posted standing list, indicating that they are expected to be present at the time/date of the event.
- D. Employees who volunteer for the full detail will be chosen over employees whose schedules permit them to work only a portion of the detail. If the employees shift overlaps the detail, 30 minutes or less, he/she shall be assigned the detail.
- E. Employees of other classifications than that classification offered overtime may volunteer to work an overtime detail provided that management agrees that the work is appropriate for that employee, and no one from the preferred classification has volunteered. (e.g. guard detail unfilled, police officer may volunteer).