

<b>POLICY 109</b>	<b>OVERTIME/COMPENSATORY TIME POLICY</b>	
	REVISED: 1/93, 12/00, 05/03, 06/07, 05/10, 12/10, 04/11, 12/13, 03/18, 6/18, <b>11/18</b>	RELATED POLICIES: 103.0
	CFA STANDARDS:	REVIEWED: AS NEEDED

**A. PURPOSE**

The purpose of this policy is to provide guidelines for authorization and submission for Overtime, Court Appearance, Stand-by and Callback compensation.

**B. POLICY**

It is the policy of the Fort Lauderdale Police Department to keep overtime at a minimum. It shall only be utilized when necessary, for the completion of a particular assignment, for appearance in court or in the best interest of the Department in fulfilling its mission.

**C. PROCEDURE**

1. Overtime, Court Appearances, Stand-by, Callback and compensatory time benefits are negotiated benefits and governed by the collective bargaining agreements between the City of Fort Lauderdale, the Fraternal Order of Police Lodge 31 and the Teamsters. Department employees should refer to the appropriate collective bargaining agreement for their specific schedule of benefits.
2. Employees shall be limited to work a total of 20 hours per day, not to exceed 80 hours per week unless mandated by the Department. Employees are also prohibited from working consecutive 20 hour days. The total number of work hours includes all hours worked for the City and voluntary employment (such as off-duty details). The Police Chief or Acting Chief of Police may authorize any exceptions to this policy.
3. Except for mandatory court appearances, all overtime shall be approved, in advance, by a supervisor/manager.
4. The TeleStaff System shall be utilized to document all overtime. The overtime request shall be submitted by an employee to a supervisor of a higher rank for approval, before the end of the pay period in which the overtime occurred.
5. Officers shall indicate in TeleStaff the reason for the overtime.
6. It is the employee’s choice to request overtime pay or compensatory time for the overtime worked.
7. Supervisors shall review overtime requests to ensure the submission is properly completed (time, shift, O.R. #, etc.). A supervisor shall approve the overtime indicating approval of the requested overtime payment. Supervisory overtime

approval shall take place no later than 0800 hours on the Monday following the end of the overtime's pay period unless exigent circumstances exist.

8. The District Commanders, Bureau Commanders and Division Commanders shall review their respective district's, bureau's and division's overtime usage on a weekly basis.
9. Editing a work code on the Roster or on a Calendar for a pay period that has already been finalized is prohibited.
10. Employees are prohibited from working overtime during their regular shift hours. This includes employees on approved leave from their regular shift. This is a violation of the Fair Labor Standards Act (FLSA) and prohibited by the Department. If an employee was ordered back to work by their Supervisor while on approved leave and during their regular shift hours, the Supervisor shall submit a request for Call Back while On Leave to TeleStaff Admin so that the employee can be appropriately compensated.
11. Adjusted Days Off (ADOs) must be entered within the same 40 hour work week of an employee's schedule adjustment. Supervisors are prohibited from entering ADOs for employees in any other work week in an effort to make up the time from the modified work week.
12. The TeleStaff function, Edit Without Rules, shall be used in accordance with training and for the limited number of tasks for which it is required (changing call signs, posting self-fill overtime, reviewing audit trail, etc.). Edit Without Rules shall not be used to circumvent the normal approval process for leave or overtime. Edit Without Rules shall not be used to edit a record on a finalized roster or to submit overtime during regular shift hours. Payroll/Personnel and TeleStaff Admin may use Edit Without Rules to edit a finalized roster pursuant to their payroll processing duties.
13. Shift Trades (substitutions) are an agreement between two employees. Employees working Shift Trades for other employees are not eligible for overtime compensation or other premium pays such as Holiday Pay.

**D. COURT APPEARANCE**

All court related compensation (including standby) shall be tracked and approved by the Court Liaison office.

**E. COMMITTEES/BOARDS**

Personnel will not receive overtime compensation for voluntary participation on committees, boards or other similarly comprised groups.