

Overtime Compensation

1020.1 OVERVIEW

Payment of Overtime

Overtime may be paid or in compensatory time. At the time the overtime is worked the department must decide whether the overtime is to be paid or in compensatory time. If overtime is paid, the rate is 1 1/2 times the employee's regular pay rate. If paid in compensatory time, the time earned shall be 1 1/2 hours off for each hour of overtime worked.

Acceptance of compensatory time off in lieu of payment for overtime is a condition of employment at Colorado State University.

Overtime Definition

Overtime is the time an employee in a position eligible for overtime (nonexempt) is directed or allowed to work in excess of a 40-hour established work week, except as outlined in special plans. Excess work hours may be balanced by time off in the same work week at a time mutually agreeable to the employee and supervisor (i.e. shift-adjusting). Overtime will not accrue until more than 40 hours are accrued in a single work week. Authorized paid leave (with the exception of compensatory time) and holidays shall be counted as time accrued for purposes of determining overtime. Although paid leave shall be included in overtime calculations, it may not be taken concurrently while on-duty.

Overtime Use

Overtime should be considered a reserve resource to be used sparingly and only on occasions when emergencies require. The utilization of overtime shall be at the discretion of the department head, subject to the provisions of this manual and limited by the availability of funds. Overtime may be authorized: (1) in the event of unforeseeable emergency, (2) for the purpose of manning a station or assignment when another employee is not available for work, (3) to provide essential services which cannot be provided by overlapping work schedules, and (4) to carry out short-range assignments for which the utilization of regular employees is more advantageous than the hiring of additional personnel.

Approval by a supervisor should be secured before an employee eligible for overtime is directed, authorized or allowed to perform overtime that will exceed the 40 hour per workweek threshold. Overtime approval may be verbal or written as determined by the supervisor. The hours worked in excess of 40 in a single work week will be paid at a rate of one and one half times the employee's hourly rate, or shall be taken as compensatory time, unless the excess hours are balanced with time off during the same week, keeping the weekly total to 40 hours or less. Emergency overtime should be reported to the supervisor as soon as possible for approval. The overtime should be noted on the time entry by the employee and approved by the supervisor. All overtime will be paid regardless of approvals, but non-approved overtime may be subject to review.

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1020.1.1 DEPARTMENT POLICY

Because of the nature of law enforcement 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. Overtime approval may be verbal or written as determined by the supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable 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. If the supervisor authorizes or directs the employee to complete a request for such a period, the employee shall comply

Paid overtime is granted in the following scenarios with prior supervisor approval (given the employee has exceeded 40 hours in the work week):

- Support & Events contracts for police services
- Traffic and bicycle enforcement
- Shift coverage related to staffing vacancies
- Emergency call-in's
- Court appearances outside of scheduled work hours
- Special enforcement funded by a grant (e.g., CDOT)

All other overtime shall be recorded as accrued compensatory time. Accumulated "comp" time must be scheduled and taken as soon as practical. Whenever possible, the time for taking such "comp" time shall be by mutual agreement between the employee and the department.

A non-exempt salaried employee may accumulate up to 160 hours of overtime equating to 240 hours of compensatory time at any given point in time. Any overtime worked in excess of this amount must be paid at the next regular pay period.

1020.2 OVERTIME REPORTING FOR COMPENSATION

All hours worked by nonexempt employees shall be input into the University's time reporting system, TimeClock, in accordance with established deadlines outlined in 1019 Payroll Record Procedures. Failure to enter overtime in a timely manner may result in discipline.

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Paid overtime shall be recorded as a separate shift and notated with the specific cause. The TimeClock note for paid overtime shall follow these formats when applicable:

- \$\$\$ OT - Contract Name - Contract #
- \$\$\$ OT - TBEEP (6 TEEP tix, 2 BEEP tix)
- \$\$\$ OT - Shift Coverage
- \$\$\$ OT - Call-in Case #
- \$\$\$ OT - Court Case #
- \$\$\$ OT - DUI HVE

1020.2.1 EMPLOYEE RESPONSIBILITY

Employees shall complete the overtime entry in TimeClock including the corresponding note, outlined above, and in accordance with established deadlines outlined in 1019 Payroll Record Procedures.

1020.2.2 SUPERVISOR RESPONSIBILITIES

The approving supervisor shall verify the accuracy of overtime reported before approving the TimeClock entry. The supervisor shall also review overtime notes in TimeClock for proper formatting as outlined above in section 1020.2.

1020.2.3 DIVISION COMMANDER RESPONSIBILITIES

Division Commanders shall regularly review overtime accruals to insure the responsible use of resources and proper time accounting. Quarterly accrual reports will be reported to the Chief of Police for review.

1020.3 ACCOUNTING FOR OVERTIME WORKED

Employees are to record the actual time worked in an overtime status. However, in some cases, a minimum number of hours may be recorded, (e.g., two hour minimum for court, two hour minimum for SED contracts). The supervisor shall confirm if time recorded qualifies for a two hour minimum.

1020.3.1 ACCOUNTING FOR PORTIONS OF AN HOUR

For employees in job categories eligible for overtime, time worked shall be recorded daily in hours and minutes. For example, if an individual works 8:00 a.m. to 5:16 p.m., 8 hours and 16 minutes should be recorded. However, compensable overtime will not accrue until more than 40 hours are worked in a single work week.

1020.3.2 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 between the two, the Shift Supervisor or

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