

Overtime Compensation Requests

1038.1 PURPOSE AND SCOPE

Discretionary MODIFIED

It is the policy of the Department to compensate non-exempt salaried 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. 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. The purpose of this policy is to provide a structure for monitoring, managing and controlling the use of personnel overtime. Therefore, it is the policy of this agency to effectively manage the use of overtime and that of each employee to use overtime in a responsible and judicious manner.

1038.1.1 DEPARTMENT POLICY

Discretionary MODIFIED

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 shall not 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 may request compensatory time in lieu of receiving overtime payment, consistent with their applicable MOU.

1038.2 REQUEST FOR OVERTIME COMPENSATION

Discretionary MODIFIED

Employees shall submit all overtime compensation requests to their immediate supervisors as soon as practicable for verification and forwarding to the Support Services Division. Employees should complete their overtime request via "www.Schedule Express.com" at the end of their respective overtime shift.

1038.2.1 EMPLOYEES RESPONSIBILITY

Discretionary MODIFIED

Employees shall complete the request immediately after working the overtime and turn them in to their immediate supervisor or the Watch Commander. Employees submitting overtime requests for on-call pay, call-out, or court time when off duty shall submit the request the day the overtime was worked via our online overtime reporting system. Personnel shall document the court case number or case number in Schedule Express. Non-exempt employees who complete work tasks while off-duty are required to comply with this policy and their applicable MOU.

1038.2.2 SUPERVISORS RESPONSIBILITY

Discretionary MODIFIED

Indio Police Department

Indio PD Policy Manual

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The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.