

# Overtime Compensation Requests

## 1038.1 PURPOSE AND SCOPE

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.

### 1038.1.1 DEPARTMENT POLICY

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 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.

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 payments. If the supervisor authorizes or directs the employee to complete a form for such a period, the employee shall comply.

The individual employee may request compensatory time in lieu of receiving overtime payment, however, the employee may not exceed 480 hours of compensatory time.

### 1038.1.2 TRAVEL TIME/MILEAGE AND "STAY OVER" TIME

Time spent staying overnight at department sponsored events, does not constitute overtime.

Travel time to and from department-sponsored events generally, constitutes hours worked under the Fair Labor Standards Act. If the employee travels on a day, which would normally be a workday, the hours of travel, which exceed the time, which the employee would normally spend in home-to-work travel, will be counted as hours worked and will be compensated at the appropriate rate of pay. Travel time for travel that keeps an employee away from home overnight also constitutes hours worked. When the employee has been offered public transportation but elects to drive his or her vehicle, the employer may count as hours worked only those hours which would constitute hours worked if public transportation had been used, if that is less than the actual travel time. All such hours of work will be compensated at the rate required by that act.

Every effort will be made to provide employees with a department vehicle to attend training. If an employee opts out of the department vehicle and elects to utilize their personal vehicle for travel to and from a training location, mileage reimbursement will not be granted. In the event a department vehicle is not available, employees will be required to use their personal vehicle. Employees will be compensated for actual mileage traveled at a rate established by I.R.S. guidelines. Employees are

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required to submit a request for reimbursement to the Chief of Police through the Administrative Services Division within three days of the return date to work.

When employees have been offered public transportation and elect to drive his or her vehicle, the employee will be compensated for mileage up to the amount of the public transportation.

Employees who are assigned to an off-site location will not receive mileage as the off-site location will be considered their normal place of work for the assignment period.

It is acknowledged that no travel/mileage policy can predict all possible conflicting situations that might arise within the organization, nor can all such conflicts be resolved to everyone's satisfaction. Should conflicts occur that are not addressed by this policy, they shall be referred to the Administrative Services Division Commander for resolution.

#### **1038.2 REQUEST FOR OVERTIME COMPENSATION**

Employees shall submit all overtime compensation requests to their immediate supervisors as soon as practicable for verification and forwarding to the Administrative Services Division.

Failure to submit a request for overtime compensation in a timely manner may result in discipline.

#### **1038.3 ACCOUNTING FOR 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, (e.g., two hours for Court, four hours for outside overtime).