

27. OVERTIME

(December 2005)

I. POLICY

Compensation may be paid for authorized extensions of the workday. Civilian employees and officers through the rank of Lieutenant are eligible for overtime compensation.

An officer working extra duty employment is not eligible to earn overtime compensation for incidents related to that employment to include court appearances.

II. CHECKLIST (N/A)

III. DEFINITIONS

Extra Duty Employment: Any paid employment that results from being a Departmental employee, and is not County-sponsored

IV. FORMS

- ❑ Compensation Request Form (PGC Form #2757)

V. PROCEDURES

1. Rate & Type of Compensation

Sworn Employees

Officers may earn either pay or compensatory time for hours worked beyond their regular schedule. Increments of less than ½ hour are only compensable with compensatory time.

Overtime pay is calculated at 1½ times the employee's hourly rate for the actual time worked in ½ hour increments.

Compensatory time is credited at a rate of 1½ times the minutes worked. Officers must work at least three minutes of overtime to qualify for compensation.

Officers must actually work more than 85½ hours in a pay period to earn FLSA overtime or compensatory time. County compensatory time is earned when the total hours worked during one pay period exceeds 80 hours. The number of hours worked is calculated by adding the number of hours actually worked to the number of hours of paid leave.

Civilian Employees

Employees represented by the PCEA are eligible for overtime after they have worked at least 30 minutes beyond the normal workday. After the initial 30 minutes, compensation is retroactive to when the employee began to work the overtime.

Overtime pay is calculated at 1½ times the employee's hourly rate for the actual time worked. Compensatory time is credited at a rate of 1½ times the time worked.

Employees may elect to earn compensatory time or overtime pay.

Employees represented by the PCEA are eligible for FLSA overtime or compensatory time after working 40 hours in a workweek.

General schedule employees earn overtime and compensatory time with the following limitations:

- ❑ Prior approval must be obtained from the Chief of Police for employees in grades G21 through G24
- ❑ Employees in grades G25 and above must obtain prior approval from the County's Chief Administrative Officer

2. Personal Car Program Participants

Personal Car Program participants involved in off-duty incidents shall not receive overtime compensation for the first two hours. They may be compensated for work performed in excess of the two hours. Prior to the end of the initial two hours, the officer shall contact an on-duty supervisor, who shall, if practical, relieve the off-duty officer. If a supervisor determines operational considerations do not allow for the officer to be relieved by an on-duty officer, that supervisor shall sign the Compensation Request Form.

Officers not participating in the Personal Car Program may be compensated for their involvement in off-duty incidents, except for those resulting from extra duty employment.

3. Restrictions

Employees are prohibited from taking leave to work County-sponsored overtime.

The following activities are ineligible for compensation to off-duty employees:

- ❑ Appearances at interview boards for transfer or promotion
- ❑ Appearances at promotional appeal boards
- ❑ Appearances at past performance appraisal (PPA) appeal boards

Commanders/Directors are authorized to exempt employees from these restrictions for operational necessity. An example would be a patrol officer requesting to work an overtime assignment at FedEx Field.

4. School Athletic Events

Officers working overtime at athletic events shall report to the event's coordinator or school principal 15 minutes before game time. Officers shall remain until the crowd and traffic has dispersed.

Off-Duty Assignment

Officers working athletic events for the Prince George's County School Board while off-duty shall receive three hours of overtime pay. The officer is compensated for additional time if the assignment extends past three hours.

Officers shall submit a Compensation Request Form for three hours when an event is cancelled or modified without prior notification to the Department.

On-Duty Assignment

When an on-duty officer is assigned an athletic event, the Prince George's County School Board will reimburse the Department an amount equal to three hours (or more for extended events) of their pay. If events extend past officers normal tours of duty, they shall complete the following Compensation Request Forms:

- ❑ An on-duty assignment Compensation Request Form
- ❑ An overtime Compensation Request Form

The total time on the two forms must equal three hours or more. The officer will be compensated with overtime pay for the off-duty portion of the event.

The officer must explain claimed hours beyond the initial three on the reverse of the form.

5. Holiday Compensation

Compensation for holidays will be in accordance with negotiated labor agreements. An employee on any type of authorized leave during an observed holiday will be placed on holiday leave for that day.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- ❑ Commission on Accreditation for Law Enforcement Agencies, Standards 22.1.1, 22.2.1

Governing Legislation:

- ❑ Personnel Law, Section 16-139
- ❑ Personnel Law, Section 16-219
- ❑ Federal Fair Labor Standards Act (FLSA)

Reference:

- ❑ Negotiated Labor Agreement, Fraternal Order of Police Lodge 89
- ❑ Negotiated Labor Agreement, Police Civilian Employees Association