




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

Chapter: 5 Procedures	Effective Date: July 1, 2020	Amends/Supersedes: May 8, 2020 April 24, 2017 October 27, 2005	By Authority of the Chief of Police  Charles A. Penn
Accreditation Standard(s): PER.03.01			

511.07 Overtime & Holiday Compensation

I. Policy

Pay for overtime and/or compensatory leave is determined in accordance with the provisions of the Fair Labor Standards Act, as well as Arlington County's Administrative Regulation titled, "[Overtime Compensation and Premium Pay](#)."

II. Procedure

A. Employee's Responsibility

1. An employee desiring or needing to work overtime shall request supervisory approval in advance. If obtaining supervisory approval is impractical, an employee may work overtime without approval, but shall be accountable to justify the urgency of the work.
2. In cases where the urgency of the work cannot be shown, the employee shall still be paid for all overtime work performed; however, disciplinary action may be imposed in situations where an intentional abuse of overtime is indicated.
3. Employees shall document all overtime in TeleStaff.

B. Supervisor's Responsibility

1. When practical, supervisors should encourage employees to adjust their work schedules in order not to exceed the number of hours normally scheduled for a pay period. Where such adjustments are impractical, supervisors may assign or approve overtime in accordance with subsection C. Overtime Calculations.
2. Supervisors shall assign overtime on an equitable basis, neither permitting nor requiring work to be repeatedly done by a small number of employees when other employees with sufficient skills and expertise are available. In this regard, supervisors may, but are not required to implement a rotation system in order to equalize overtime opportunities.
3. Supervisors shall have an employee of the next higher rank approve all personal overtime entries in Telestaff, unless exempted by the Chief of Police or designee.

4. Supervisors shall periodically review their units' overtime usage in order to determine whether changes to their units' schedules and/or staffing levels are needed, and/or whether the units' current overtime approval practices are appropriate.
 5. Supervisors who perceive possible abuse of overtime by subordinates shall take the appropriate corrective action. Such action may include counseling or may involve a formal disciplinary investigation.
- C. Overtime Calculations - The County Human Resources Department maintains a [Job Class List](#) on AC Commons identifying positions as Non-Exempt or Exempt from FLSA.
1. Non-Exempt Employees
 - a. Shall be paid overtime at time-and-one-half their regular hourly rate.
 - b. Shall have all forms of paid leave counted when calculating the number of hours of overtime an employee will receive. This includes sick, vacation, education, disability, voting, civil, and administrative leaves.
 - 1) Employees working a 28-day cycle will be compensated for all overtime hours worked during the first 14 days at their hourly rate. The additional .5 time will be paid at the end of the 28-day cycle for all hours worked in excess of 160 hours.
 - c. May request that, in lieu of overtime pay, they be permitted to adjust their schedules (thereby taking an amount of time off that is equal to the overtime hours worked during their pay period). However, supervisors may deny such requests, particularly when honoring the request would create staffing or safety concerns. If time permits, the supervisor shall approve or deny a request for schedule adjustment at least 48 hours in advance.
 2. Exempt Employees
 - a. Employees at the grade of XMAP2 earn compensatory time for additional hours worked and are normally not eligible for overtime pay. However, at the discretion of the Chief of Police or designee, overtime may be approved for compensation on an hour for hour basis at a straight rate.
 - b. Affected employees should be made aware of their FLSA status at the time of hiring. Further explanation can be found in Administrative Regulation, "[Overtime Compensation and Premium Pay](#)," Section 7 – Fair Labor Standards Act.
- D. Holiday Compensation
1. Non-Exempt Employees
 - a. Non-exempt employees who do not work on a holiday are required to report leave. The leave will credit toward the calculation of overtime. In addition, employees receive holiday premium pay or compensatory

leave on holidays whether they work or not. Those premium hours will not be credited towards hours worked.

2. Exempt Employees

- a. Holiday premium electives will remain in effect. The employee elects to receive premium pay or compensatory leave and will continue to receive 8 hours for each holiday.
- b. Exempt employees scheduled to work a holiday who elect to take leave will either use vacation or compensatory leave.

E. Command Responsibilities

Section commanders shall ensure that overtime expenditures do not exceed the amounts allocated in their respective budgets, and that overtime usage within their commands is appropriate and equitably assigned. Therefore, commanders shall periodically review the overtime pay reports of their commands and shall remain aware of their command's cumulative overtime totals as the fiscal year progresses.

F. Fiscal Management Unit's Responsibility

Each month the Fiscal Management Unit shall compile an "Overtime Report" that identifies the overtime expenses of each Section and its various components. Copies of this report shall be distributed to the Chief of Police and to each Division Commander.

NOTE: The administrative regulation, "[Overtime Compensation and Premium Pay](#)" is the County's governing document with respect to policies related to overtime compensation and premium pay, and as such it shall take precedence over this directive in the event that a conflict between the two documents is discovered.