

Greer Police Department

General Order 320.1 Overtime Compensation and Control

This order consists of the following numbered sections:

- I. COMPENSATION
- II. CIVIL CASES
- III. OVERTIME APPROVAL/SCHEDULING
- IV. PROCEDURE FOR REQUESTING OVERTIME
COMPENSATION
- V. HOLIDAY PAY

October 1, 2007

I. COMPENSATION

- A. Overtime pay at the rate of time and a half shall be authorized for all employees covered under the Fair Labor Standards Act, i.e., employees below the rank of lieutenant. Officers of the rank of lieutenant and above are not eligible for overtime pay.
- B. Compensation for approved work in excess of a regular work day or for work performed on an employee's regular day off shall be determined as follows:
 - 1. Worked performed in excess of the regular work day or on a regular day off will be recorded on the bi-weekly pay sheet according to the following formula:
 - a. 1-15 minutes- no compensation
 - b. 16-45 minutes- 30 minutes
 - c. 46-60 minutes- 1 hour
 - 2. The hours will be recorded as regular hours worked and will count toward the 171 hours required before overtime compensation is authorized.
 - 3. Employees required to work overtime for scheduled work assignments will be compensated from the time they are to officially report until the time they are officially relieved or dismissed from such duty. Payment is not authorized for travel time in connection with a scheduled work assignment.

II. CIVIL CASES

- A. Employees required to appear in civil cases arising out of their official duties will be compensated as follows:
 - 1. If the appearance is while the employee is off-duty, the employee will log the hours on the time clock as regular hours worked and the hours will count toward the 171 hour pay period.
 - 2. A check for witness fees or compensation provided by any summoning party to an officer (on or off duty) will be forwarded to the City Finance Director and should be endorsed, "Pay to the order of the City of Greer" by the recipient.
 - 3. Employees receiving expense money from the state or federal government for attending jury duty may retain the money.
 - 4. Employees attending jury duty during regularly scheduled work hours will place those hours on the time clock as hours worked.

III. OVERTIME APPROVAL/SCHEDULING

- A. As the needs of the Department demand, supervisors and commanders may arrange for employees under their command to work overtime to provide necessary police protection/service for scheduled events. All such arrangements must be approved in advance by the Division Commander. When overtime is anticipated and controllable, only the minimum number of personnel needed to safely cover the event will be used.
- B. Overtime work for spontaneous events which require additional personnel or the holdover of on-duty personnel will require the approval of the Division Commander or in his absence, the shift supervisor. The need for such overtime use will be closely monitored by supervisory and command personnel. Whenever possible, on-going events which extend beyond the end of an officer's work day will be turned over to an on-coming officer for completion.
- C. Whenever reasonably possible, supervisors/commanders will adjust work schedules to provide for a required event or activity without the necessity of overtime expenditures. Division Commanders shall require strict compliance with the rules contained herein regarding overtime expenditures.
- D. Officers will arrange court cases, administrative hearings and attorney conferences, when possible, during regular working hours. When required to report for court proceedings on off duty time, Officers will clock in and out if the proceeding is in the City. If outside the City, Officers will call out 10-8 and 10-7 on the radio, or by cell phone, to communications, and advise their Supervisor of the time spent. Supervisors will insure the time is documented on the time clock prior to submitting their payroll.
- E. Officers who are the subject of an internal investigation will be interviewed while on duty, when possible, to avoid the expenditure of overtime funds.
- F. Grievance board hearings will be scheduled, when possible, when the officer is on duty.

IV. PROCEDURE FOR REQUESTING OVERTIME COMPENSATION

On-duty officers who anticipate that an assignment will extend beyond the end of shift shall notify their immediate supervisor who will determine whether to continue the assignment, suspend the assignment to the officer's next shift or re-assign the assignment to an on-coming officer. The Supervisor shall be responsible for ensuring that only that overtime which he/she approved is included on the employee's pay record.

V. HOLIDAY PAY

- A. The City currently recognizes ten (10) paid holidays:
 - New Year's Day
 - Martin Luther King Day
 - Memorial Day

Independence Day

Labor Day

Christmas- 2 Days

Thanksgiving – 2 Days

Floating day of employee's choice.

- B. Full time employees are eligible for holiday pay after 45 days of employment.
- C. Non-exempt employees who must work on scheduled holidays may be paid for their holiday hours, not to exceed five days per year, upon the approval of their supervisor and the Chief.