

## **OVERTIME POLICY**

1. **POLICY** : It shall be the policy of the Huntsville Police Department to compensate employees for overtime in accordance with applicable municipal ordinances.
2. **PURPOSE** : This General Order has been established to clarify existing procedures for implementing overtime policy.
3. **SCOPE** : This General Order is applicable to all personnel employed by the Huntsville Police Department.
4. **RESPONSIBILITY** : It shall be the responsibility of all employees to comply with the guidelines established in this General Order and applicable municipal ordinances.
5. **PROCEDURE** : Overtime shall be recorded in ten (10) six minute increments on the hour. The following scale shall be used to compute ALL overtime :

01 -06 MIN. = .1 HOUR 31 - 36 MIN. = .6 HOUR

07 - 12 MIN. = .2 HOUR 37 - 42 MIN. = .7 HOUR

13 - 18 MIN. = .3 HOUR 43 - 48 MIN. = .8 HOUR

19 - 24 MIN. = .4 HOUR 49 - 54 MIN. = .9 HOUR

25 - 30 MIN. = .5 HOUR 55 - 60 MIN. = 1 HOUR

6. **NOTICE** : Members of the Huntsville Police Department shall not be compensated with overtime for telephone calls outside of normal duty hours which are of an informative nature, e.g., notification of sickness, injury, schedule changes, court, etc.

Employees shall be compensated with overtime/comp time for telephone calls outside of normal duty hours which actively engage them in work related activity, or, which require follow-up action that severely restricts the employee's personal activities.

7. **CALL-OUT**: As set forth in the City of Huntsville Personnel Handbook, Section 8.15, a call-out occurs when non-exempt employees are unexpectedly called back to their assignments after their normal working hours. To qualify for call-out compensation, the employee must leave his/her residence in response to a work call outside normal scheduled working hours. Scheduled overtime and the requirement to report to work early do not qualify for call-out compensation. If the employee can address the work issue over the phone without having to return to work, then the employee is not eligible to call-out compensation; however, the employee shall be compensated in accordance with section 6 of this directive as previously described.