

CIVILIAN RULE 6

WORK SCHEDULES AND OVERTIME

Section 6-1 **Work Schedules**

A. Due to the large geographical distribution and diversity of tasks within the Department, it is necessary to have a uniform policy on non-police work schedules and overtime and to provide guidelines for requesting and reporting the same.

B. Work schedules are described as follows:

1. Employees working a standard shift, e.g. Monday through Friday with weekends off, shall be scheduled an eight and one-half hour shift with a one-hour (unpaid) lunch break; unless, the employee is working an alternative work schedule;

2. Multi-shift schedules are those with more than one shift but where the shifts do not rotate. Some Motor Carrier (Commercial Vehicle Enforcement) Inspectors and some Criminal Justice Information Systems (CJIS) personnel work multi-shift schedules. Flextime schedules are not considered multi-shifts;

3. Employees working a 24-hour rotating schedule with varied days off shall be scheduled an eight-hour shift with a 30-minute (unpaid) lunch break. Most Regional Dispatch personnel, telecommunications operators assigned to Special Operations Command, the Data Operations Center work a rotating shift;

4. Employees shall accept emergency calls and special detail assignments other than regular duty scheduled hours. This time shall be designated as overtime worked and shall be eligible for proper compensation; and

5. Rest breaks shall be scheduled by supervisors.

6. Lunch breaks shall not be routinely taken at the beginning or end of a scheduled shift.

Section 6-2 **Scheduled Days Off**

Employees shall be scheduled a minimum of four (4) days off in a 14 day pay period.

Section 6-3 **Requests and Authorization for Overtime**

A. All civilians are eligible to be paid for working overtime.

B. Approval for emergency overtime must be authorized by the appropriate division, area or district commander.

C. Approval for administrative overtime must be authorized by the division, area, or district commander.

D. Overtime reporting and request for compensation

1. Required report - All overtime and holidays worked shall be reported in the Time and Labor System.
2. All overtime shall be compensated by pay or compensatory time off as required by the Fair Labor Standards Act (FLSA).
3. Compensatory time, earned as a result of holiday scheduling, shall be used in accordance with [HMR-008 Attendance Reporting and Overtime Pay](#).

Section 6-4. **Shift Selection** (24 hour rotating schedule)

A. Shall be determined through a meeting of the affected personnel conducted by a supervisor in February of each year. The agreed upon schedule will start with the third work period of the year. At this meeting shift selection shall be arrived at by:

1. An informal, unanimous agreement of the personnel involved; or
2. By seniority and the following guidelines:
 - a. Personnel who “Did Not Meet Expectations” on the last CPAR shall be moved to the bottom of the selection list. If more than one person “Does Not Meet Expectations” seniority and then CPAR scores shall be used as tie-breakers.
 - b. Seniority shall be based on continuous Department employment within the same or similar job classification (e.g. Regional Dispatcher and Regional Dispatch Supervisor, etc.). Days off due to disciplinary suspensions shall not be used to reduce an employee’s seniority for the purpose of determining schedule draw selection.
 - c. Personnel with the same hire date shall be ranked based on CPAR scores.
 - (1) If the CPAR scores are equal, then a rotation shall be established starting with the lowest PE number selecting first in the current year; and
 - (2) Should a tie occur again in the future between the same employees the second person would select first and so on.

B. Schedule issues not covered or resolved by this rule shall be decided and approved by the applicable commander.