

	STANDARD OPERATING PROCEDURE State Form 39870 (R/S-06)	Reference Number HMR-008
	Subject Attendance Reporting and Overtime Pay	
	Special Instructions Replaces HMR-008 dated June 3, 2018	Effective Date July 22, 2025

I. PURPOSE

To establish guidelines for attendance reporting and overtime pay.

II. POLICY

Attendance/Overtime records shall be maintained for each employee as outlined in this standard operating procedure (SOP).

Employee pay, authorized leave, and compensatory time scheduling shall be administered in accordance with this SOP.

The Superintendent and police ranks of Colonel, Lieutenant Colonel and Major are exempt from overtime pay (except for special project overtime). All other employees are non-exempt.

III. DEFINITIONS

A. CALENDAR WEEK – For purposes of this policy, a calendar week is considered Sunday through Saturday.

B. COMMANDERS – Personnel having direct command over employees assigned to them within their specific area of responsibility.

C. EMPLOYEE PAY PERIOD – The PeopleSoft Time and Labor (T&L) 14-day pay period.

D. OVERTIME – All hours worked beyond the regularly scheduled shift. Apart from special project overtime, employees can elect to be compensated as paid overtime or by earning compensatory time.

1 . MISSION CRITICAL OVERTIME – Overtime essential to Department operations. This includes significant events, planned or unplanned, that require a substantial public safety response, and may be mandatory overtime.

2 . SPECIAL PROJECT OVERTIME – Federal or state funded grant programs, and other details reimbursed to the Department, worked outside of an employee's regular work shift. Employees must receive paid overtime for special project overtime hours worked.

E. POLICE EMPLOYEE OVERTIME WORK PERIOD – The 28-day pay period used for overtime calculation.

F. **PREMIUM OVERTIME** – Additional compensation paid to non-exempt employees for overtime hours worked beyond established thresholds, calculated by multiplying the employee's regular rate by one and one-half.

G. **REGULAR WORK SHIFT** – Regularly scheduled workday.

H. **SUPERVISORS** – Department personnel identified as having responsibility for authorizing and approving an employee's T&L attendance and overtime.

IV. PROCEDURES

A. Regular Work Schedule

1. Police employees shall receive regular state pay for working 85 hours during each scheduled employee pay period.
2. Professional staff employees, Capitol Police Section (CPS) officers, and Motor Carrier Inspectors (MCIs) shall receive regular state pay for working 7.5 hours per day, up to 40 hours per week at a straight time rate. Hours worked in excess of 40 per week shall be compensated at no less than a rate of time and one-half.
3. Employees who are absent from work and do not meet the requirements in A.1 and 2 above, and have no accrued vacation, compensatory time, sick leave, or personal leave, shall be removed from the payroll. Vacation, personal leave, sick days and compensatory time shall not be advanced to cover this type of absence. Commanders shall immediately notify the Human Resources (HR) Division, by the most expeditious means, when employees are to be removed from the payroll (notwithstanding the provisions in [HMR-035](#)).
4. Employees shall not be permitted to use time off prior to the time it is earned and reflected in the leave time balances in T&L.
5. Employees shall not be permitted to take holidays off prior to the date of the holiday.
6. Only those personnel essential to Department operations shall be scheduled to work on a holiday.

B. General Overtime Policy

1. Commanders and Supervisors shall manage schedules and hours worked, including overtime, by their subordinate personnel to ensure all essential Department operations are completed.
2. Commanders and supervisors have the discretion to deny special project overtime to any employee who does not meet minimum performance standards during the employee's regular work shift or involvement with other supervisory or disciplinary action. Denied special project overtime must be documented by the commander and forwarded to the appropriate Deputy

Superintendent (through channels).

3. Hours worked during special project overtime shall count towards the total hours worked by the employee and shall be for pay. The hours worked by exempt employees during special project overtime shall be compensated and calculated in the same manner as non-exempt employees.

4. Overtime may not be earned, reported, or compensated in less than 15-minute increments (reflected as 0.25-hour increments in T&L).

5. Prior to performing the work, unless in an emergency situation, an employee shall request approval to work overtime from their supervisor, commander, or on-duty Post Commander.

6. Employees shall not work more than 12.5 hours per calendar day without approval from their supervisor or commander. If an emergency exists, and prior approval cannot be obtained, the employee shall notify their supervisor or commander immediately following the emergency.

a. Exception: Employees, while working their regularly assigned shift, who initiate a DUI investigation may split their shift and claim up to 2.0 DUI Enforcement Project (DUEIP) special overtime project hours to complete the investigation. This includes employees working established 12 or 12.5-hours shifts.

7. Police employees shall not exceed working a cumulative total of 120 hours per employee pay period.

a. If unplanned mission critical overtime causes an employee to exceed the 120-hour limit, pre-scheduled mission critical overtime may still be worked with commander approval, but any special project overtime must be cancelled to accommodate the limit exceedance.

8. Outside of an emergency situation, an employee must have a minimum of eight (8) hours of time off between regular work shifts.

9. A supervisor or commander can approve a request from an employee with the rank of Sergeant or below to adjust their regular work shift, including the splitting of their shift, or the changing of a regular day off for special project overtime, as long as it enhances overall ISP presence. Employees may not change their work schedule to accommodate NDE.

10. For those issued canines (K9s), one hour (1.0) shall be utilized during a normal scheduled shift for K-9 related maintenance. Except when the K-9 is boarded elsewhere, 1.0 hours of regular work hours will be utilized on vacation, compensatory, sick, or personal leave time off for K-9 maintenance. On regular days off and holidays, 1.0 hour can be claimed as paid or compensatory overtime for K9 maintenance.

C. Non-Exempt Employee Overtime

1. All approved overtime for non-exempt employees shall be compensated in accordance with applicable federal and state laws.
2. Non-exempt Trooper ranks are compensated for overtime worked based on the police employee overtime work period.
 - a. Hours worked, totaling 171 hours or less, in the police employee overtime work period shall be compensated at the employee's straight-time rate.
 - b. Hours worked, in excess of 171 hours, in the police employee overtime work period shall be compensated at the employee's premium overtime rate.
3. Non-exempt Professional Staff employees, CPS and MCI personnel, shall be compensated for overtime worked based on a seven-day workweek (Sunday through Saturday). Compensation shall be given at the employee's straight-time rate until the employee exceeds 40 hours of work during any workweek, and then the rate of compensation shall be at the employee's premium overtime rate.
4. Non-exempt employees working a schedule in which days off change shall accrue a compensatory day for each recognized state holiday.
5. Non-exempt employees on a fixed working schedule of five (5) working days and two (2) days off shall be compensated for overtime when required to work on a holiday or day off.

D. Exempt Employee Overtime

1. Exempt employees shall accrue compensatory time for hours in excess of the employees' regular work shift (except in instances of special project overtime), hours worked on a day off, or hours worked on a holiday.

E. Online Attendance

1. All attendance hours must be recorded in T&L using the appropriate Time Reporting Code (TRC) from the available drop-down menu. Temporary codes may be used when authorized by the Superintendent.
2. Requests for leave balance adjustments shall be submitted to HR for review and processing, justifying the reason for the change.
3. Requests to make changes to, or add entries into, T&L once a paycheck has been issued shall be submitted to HR and the Fiscal Division justifying the reason for the change.
4. Guidelines for the submission of attendance and overtime:
 - a. Consistent with other SOPs, employees utilizing T&L shall enter their attendance in T&L a

minimum of every three (3) days. Only the accrued leave displayed in T&L may be used during the employee pay period. At the conclusion of the employee pay period, employees shall submit their attendance for final review on Monday, by 10:00 AM (Eastern) (unless otherwise directed by HR). Employees are responsible for correcting any errors prior to submitting their time for approval.

b. Supervisors are responsible for reviewing the submitted attendance and shall review and approve attendance by 1:00 PM (Eastern) on the same Monday that employees submit their attendance.

c. Supervisors shall not enter or submit time on behalf of employees.

d. In the event that an employee is unable to submit their attendance via T&L, or in instances where an employee is on extended leave, such as disability, Family Medical Leave, terminal leave, or military leave, the employee's supervisor shall coordinate with HR to ensure the employee's attendance is submitted.

e. If an employee is scheduled to be on leave at the time when attendance would normally be submitted through T&L, the employee shall complete their attendance prior to their departure. If a supervisor is scheduled to be unavailable at the time their subordinates' hours are due to payroll, the supervisor shall delegate their role to ensure all applicable employees' attendance is submitted in a timely manner.

F. This procedure is to be used in conjunction with all relevant Department rules, regulations, policies, and procedures.