

	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>Working Hours and Overtime</b>	Order Number
		22.2
		Date
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## 22.2 Working Hours and Overtime

### 22.2.1 Working Hours

- A. Each *employee will* generally be assigned to a regularly scheduled *shift* with designated days off (certain assignments *may* require unusual or irregularly scheduled *shifts*).
- B. *Employees* are responsible for verifying and approving, either manually or electronically, their time worked record, and recording the actual hours worked, no later than the last day of each pay period. *Employees* are not permitted to perform voluntary work for the *Department*. All hours worked *must* be recorded on the time worked record. Failure to verify and sign the time worked record when due *may* result in a delay in the issuance of the *employee's* paycheck.
- C. The following pay periods for *Department employees may* be approved by the *Chief of Police* as authorized by the *Town of Paradise Valley* Human Resources manual, Section 1002, paragraphs A-D.
- 5-8's In this schedule, the *employee* works five 8-hour days; completing a 40-hour *work week* in five days, usually Monday through Friday.
- 4-10's In this schedule, the *employee* works four 10-hour days, completing a 40-hour *work week* in four days of the *work week*.
- 9/80 A *work week* can begin on any day and at any hour. The day opposite the day off *will* be split into a 4-hour/4-hour (4 hours in the first week, 4 hours in the second week.)
- 12's/8's In this schedule, the *employee* works two 8-hour days and two 12-hour days each week; completing a 40-hour *work week* in four days of the week.
- Other schedules may be used as approved by the Town Manager.
- D. Pursuant to the *Town of Paradise Valley* Human Resource manual, Section 1003, paragraph A, the *Chief of Police may* declare in writing work periods for *sworn police officers*, subject to the approval of the *Town Manager* and in conformance with Arizona Revised Statutes. A work period is any established and regularly recurring period of work which cannot be less than 7 consecutive



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days, nor more than 28 consecutive days. The work period can be of any length, and it need not coincide with the pay period or with a particular day of the week or hour of the day. A copy of the declared work period *must* be filed with the Human Resources Director.

- E. The *Chief* reserves the right to schedule *employees* as required to meet the needs of the *Department*.

**22.2.2 Overtime**

- A. *Department* and *Town* policies for overtime *shall* conform to applicable state and federal laws and pursuant to the *Town of Paradise Valley* Human Resources manual, Section 810.
- B. *Employees* who are exempt under the Fair Labor Standards Act are not paid additional compensation for work beyond forty hours in a pay period. Exempt *employees* are not eligible for overtime and receive the same amount of compensation regardless of the number of hours worked in a workweek. Exempt *employees* at the *Police Department* include the *Chief of Police*, *Police Commanders*, and those *professional staff employees* identified by the *Town* Human Resources manual as exempt.
- C. Overtime for eligible *employees shall* be compensated by cash payment at one and one-half times the regular rate of pay or compensated with future time off (compensatory time (CT)) at a rate of one and one-half hours for each hour of overtime worked. No *employee may* accumulate or retain more than 40 hours compensatory time.
- D. In order to control overtime expenditures, the *Police Chief may* adjust the work hours of overtime eligible *employees* to meet the demands of the *Department*.
- E. Except for emergency calls for service, during active investigations and when an employee has not been relieved by the oncoming shift, all overtime work must first be authorized by a supervisor.



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**22.2.3 Accumulated Compensatory Time.**

- A. An *employee shall* be allowed to use compensatory time within a reasonable period after making the request, if the use does not unduly disrupt the operations of the *Department*.
- B. All unused compensatory time *must* be paid at the time of separation from the *Department* at the average regular rate of pay received by the *employee* during the *employee's* final three years or the final regular rate received by the *employee*.

