

## DEPARTMENTAL GENERAL ORDER 17-7

ST. LOUIS COUNTY POLICE DEPARTMENT  
OFFICE OF THE CHIEF OF POLICE

F-1  
June 14, 2017

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### OVERTIME WORK POLICY

#### I. PURPOSE

The purpose of this order is to establish policy and procedure concerning overtime work authorization, compensation and accountability.

#### II. GENERAL

- A. It is the general policy of the St. Louis County Police Department to compensate designated employees for overtime work. All employees may be required to work overtime when necessary to meet the mission and duties of the Department.
- B. Overtime work will be utilized to eliminate conditions that endanger the health, welfare or safety of the public and for services required for the protection or preservation of the lives and property of the citizens of the County. In addition, overtime will be worked when essential functions cannot be deferred or reasonably performed with the personnel available or for other purposes specifically authorized by the Chief of Police.
- C. Compensation for overtime will be authorized for the rank of sergeant or below and for civilian employees as approved by the Chief of Police.
- D. Command and supervisory personnel shall be responsible for regulating, reducing and monitoring overtime worked by their subordinates or those attached to their control.
- E. Except as noted, for the purpose of this order, employees will be defined as both commissioned and civilian personnel of this Department, including federally and state funded personnel.
- F. Overtime work is defined as that time worked by a full-time 40 hour employee in excess of eight hours (ten hours for employees working four ten-hour days) in a work day (excluding shift change period double back) or any authorized time spent in Department related duties outside the regularly scheduled work day. Part-time employees and 30 hour full-time employees will be credited with all time worked, however, overtime accumulation will not commence until the employee has worked more than 40 hours in any one calendar week period.

#### III. COMPENSATION

- A. Employees performing overtime work in excess of eight hours per workday shall be compensated for such overtime (ten hours for employees working four ten-hour days).

- B. Employees shall not work overtime without supervisory or command authorization. An employee who works overtime without authorization will be paid for the overtime work performed, but will be subject to disciplinary action.
- C. Personnel assigned to the Divisions of Patrol and Special Operations, the Prisoner Conveyance Unit, Bureau of Communications, Bureau of Security Services and the CARE Unit may include 30-minute meal periods as actual duty time. Meal periods for all other employees will not be considered as duty time. Employees whose meal period is not included in their duty time shall be permitted this break time, without interruption or return to duty.
- D. Canine handlers will be compensated for off-duty time spent in canine care, as outlined in the Department General Order entitled "*Police Canine*."
- E. Overtime credit will be authorized in increments of tenths of an hour (six minutes) and shall be accrued as compensatory time up to an 80-hour balance, or as paid compensation. The employee will have the option of accruing compensatory time or receiving monetary compensation. **If the employee chooses monetary compensation, it will be paid at one and one-half times the employee's regular rate of pay.**
- F. When an employee has been credited with a balance of 80 or more hours of compensatory time, all overtime worked shall be compensated monetarily at one and one-half times the employee's regular rate of pay.
- G. The monetary reimbursement for overtime will be computed upon the regular rate of pay when the overtime is paid. Payment will be made in the next appropriate payroll period.
- H. An employee's regular rate of pay is computed by adding the base hourly rate plus any applicable salary augmentation (educational incentive, flight pay, hazardous duty pay, service recognition pay, or shift differential) reduced to an hourly scale. Education reimbursement and uniform allowance for eligible employees are not used to compute the regular rate of pay.
- I. Commissioned employees at the rank of sergeant or below and civilian employees eligible for overtime compensation shall be paid double their base salary for the hours worked when working a shift on:
  - 1. New Year's Eve - a shift beginning at 4:00 PM or later; or New year's Day- a shift beginning before 4:00 PM; (an employee working two shifts which meet the preceding criteria will only be paid double their base salary for one of the two).
  - 2. Easter Sunday - day, afternoon or midnight shift;
  - 3. 4th of July - day, afternoon or midnight shift;
  - 4. Thanksgiving Day - day, afternoon or midnight shift;
  - 5. Christmas Eve - a shift beginning at 4:00 PM or later; or Christmas Day - a shift beginning before 4:00 PM; (an employee working two shifts which meet the preceding criteria will only be paid double their base salary for one of the two.)

In addition to double pay, those working the shifts described above on New Year's Day, 4th of July, Thanksgiving Day and Christmas Day will be authorized another day off as a holiday. Since Easter Sunday, Christmas Eve, and New Year's Eve are not authorized holidays; employees will not receive another day off.
- J. Department employees working shifts on authorized holidays other than those listed in Section III.I. of this order (see General Order - Leave Policy) shall be paid their base pay and authorized another day off as a holiday.
- K. Non-supervisory employees (field training instructors, public safety dispatchers, etc.) who provide training to newly assigned employees, shall be compensated with one

hour of additional overtime **(for an eight hour shift) or one and one half (for a ten hour shift) additional hours of overtime** for each day they provide training. The employee may request the overtime be credited as paid overtime or compensatory time.

- L. Upon termination of employment from the Department, all employees will be monetarily reimbursed for all overtime and compensatory time accrued and unpaid to the date of termination. Compensatory time accrued is converted and expressed as one and one-half times the overtime worked, and thus will be reimbursed on the basis of one hour compensatory time equivalent to one hour's pay. All monetary reimbursement will be made at the regular rate of pay in effect at the time of payment. Payment for accrued benefits shall be issued after the Vehicle and Supply Unit receives a receipt verifying that all Department-issued equipment has been returned.

#### IV. LATE FOR DUTY ASSIGNMENT

- A. In the event an employee will be late for duty, the employee will contact their respective supervisor or a supervisor currently on-duty and notify them of the tardiness, stating the reason and the estimated time of arrival. Employees reporting late for duty due to an off-duty resident officer vehicle incident must request the dispatcher to make notification to the employees work assignment of the incident and, if possible, an estimated time of its completion.
- B. When an employee is late for duty, other than an off-duty resident officer vehicle incident, the following actions will be taken:
  - 1. The immediate supervisor will prepare an EPR outlining the circumstances relating to the tardiness.
  - 2. The employee's supervisor will indicate on the EPR the length of time the employee was late and the number of times late for the year to date.
  - 3. The supervisor will indicate the tardiness on the back of the employee's attendance record by placing the date, letter "T", length of time involved and supervisor's initials. This should be a one-line entry. The facts should also be noted on the employee's performance evaluation record.
  - 4. Supervisors will not approve compensatory time for the period involved in the tardiness.
  - 5. Repeated offenses of tardiness will require disciplinary action to be initiated by the employee's supervisor.

#### V. SCHEDULING OVERTIME WORK

In scheduling overtime work, supervisors and commanders shall:

- A. Equitably distribute overtime among all qualified employees and, where practical, in the most appropriate job classification for the work to be performed.
- B. Give employees reasonable advance notice, where practical, of their assignment to overtime work.
- C. Credit an employee with a minimum of three hours overtime when said overtime interrupts a period of time off. However, an employee called to duty within three hours of the start of a scheduled work period shall be credited only for the actual amount of overtime worked.
- D. **Unscheduled overtime will be treated as follows:**

1. If the unscheduled overtime requires a physical response to a duty assignment building, crime scene, or other location based on type of assignment, then it will qualify for a minimum of three hours overtime. If this occurs within three hours of the start of a scheduled work period, the employee shall be credited only for the actual amount of overtime worked.
2. If the unscheduled overtime requires only a phone call or other type of correspondence (i.e., text message, etc...), and no response to another location, then the amount of time credited will only be that time it took to complete the work, authorized in increments of tenths of an hour.
3. Overtime occurring as a continuance of a tour of duty (i.e. working overtime to complete work on a call occurring late in a tour of duty, etc.) with no interruption, will be authorized in increments of tenths of an hour.

#### **VI. RESPONSIBILITY OF DEPARTMENT SUPERVISORS**

- A. Command and supervisory personnel will be responsible for authorizing overtime work and granting compensatory time off consistent with the maintenance of a high level of Department operations.
- B. In an effort to compensate for time worked in excess of 40 hours in a work week by employees who are not eligible for overtime, the Chief administers a program called Administrative Leave which can be taken if approved by the eligible employee's immediate supervisor, commander or commanding officer.

#### **VII. REPORTING PROCEDURES**

- A. After completing the overtime worked, an employee shall complete an Overtime/Leave Request Form (F-80) as soon as possible and submit it to his/her immediate supervisor. An explanation regarding the details for the overtime worked shall be written in the space provided. Failure to promptly and accurately report overtime work may result in disciplinary action.
- B. To request compensatory time off, an employee shall complete an Overtime/Leave Request Form (F-80).

#### **VIII. EMPLOYEE REFERRAL PROGRAM**

- A. Department employees will be credited with sixteen (16) hours of compensatory time or paid \$400.00 upon referring an inexperienced applicant for any full-time permanent commissioned or professional staff position.
- B. Department employees will be credited with twenty-four (24) hours of compensatory time or paid \$600.00 upon referring an experienced applicant for any full-time permanent commissioned or professional staff position.
- C. The Fiscal Services Unit will include the pay on the pay advice after the applicant is hired.
- D. Employees referring an applicant who is applying to be reinstated or reappointed are not eligible for the Referral Program.

Adopted by Command Staff

By order of:

COLONEL JON M. BELMAR  
Chief of Police

JB:km

Approved at the regular meeting of the Board of Police Commissioners dated June 14, 2017.

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MR. ROLAND J. CORVINGTON  
COMMISSIONER  
Chairman

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MS. LAURIE L. WESTFALL  
COMMISSIONER  
Secretary

Distribution  
All Department Personnel

CALEA Reference  
22.1.1; **22.2.1**; **33.7.1**