

**POLICY  
209**

**EFFECTIVE  
DATE  
9-1-00**

**Eugene  
Police Department**



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## **Overtime**

### **PART I - Responsibilities and Procedures for All Personnel**

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### **PART II - Responsibilities and Procedures for Supervisors and Command Personnel**

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### **PART I - Responsibilities and Procedures for All Personnel**

#### **A. Generally**

1. We will schedule overtime according to department needs, and assign and compensate according to the applicable labor agreement and City policy.
2. You may not perform work-related duties outside work without approval from a supervisor.
3. Whenever possible, complete assignments, including training and instructing, during normal work hours or by adjusting hours or work day with the required minimum notice. Overtime will be used only as a last resort when other arrangements are not possible.

#### **B. Late calls and reports**

1. Only a supervisor in your division can approve overtime for late calls and their subsequent reports.

2. We will grant overtime only if completion of the assignment is necessary and cannot be done by an on-duty employee.
3. Inform your supervisor when you become aware that a call or situation is likely to incur overtime.
4. Reports are to be completed during normal work hours if possible.
5. Overtime may be approved in these circumstances:
  - ◆ Custody report where the suspect is incarcerated.
  - ◆ Custody report where the suspect is to be arraigned before your next scheduled work.
  - ◆ When the report is needed immediately (e.g., for follow-up of serious crimes).
  - ◆ Any report documenting a pending arrest warrant, stolen vehicle, probable cause for an arrest, or when an active locate for a person or vehicle exists.
  - ◆ Any other situation as determined by your supervisor.
6. Complete a Delayed Report notice for all held-over reports and obtain supervisory approval. You must obtain a supervisor's approval to do the report on overtime *or* to hold the report.

**C. Work performed while off duty**

If you are called and required to perform actual work, the supervisor will grant overtime pay when applicable. Submit an overtime slip to the assigning supervisor for approval.

**D. Informational calls at home**

1. If we call to ask for information about a case or incident, you are not authorized overtime unless you are an FLSA-covered employee and the call exceeds seven and one-half (7.5) minutes.
2. We will try to limit these interruptions. All such calls must be approved by a supervisor.
3. Generally, we will call only if:
  - ◆ the information needed cannot reasonably wait until you return to duty;
  - ◆ the information is not available through other sources such as records, reports, or other documents; and
  - ◆ the timing of the call is reasonable, given the urgency of obtaining the information and your "regular" work/sleep and day-off schedule.

**E. Travel time (FLSA-covered employees)**

2. Travel time will be paid in accordance with the Fair Labor Standards Act, City policy, and applicable labor agreements. (Contact HRRS for questions and clarification.)
3. Overnight travel: Employees travelling overnight on business must be paid for the time spent in travel during normal working hours even on their non-working days such as Saturday and Sunday. Travel time as a passenger on an airplane, train, boat, bus, or automobile outside of regular working hours is not considered work time and is not compensable. Travel time is compensable outside of regular work hours only if the employee actually drives a vehicle. (If there is a question, the decision as to who will drive will be made by the person of highest rank, or by the most senior person if all are of equal rank.)
4. One-day travel: Travel to and from a compensable training program is considered “hours worked” for the driver and passengers.

**F. Documentation**

1. Submit overtime slips as soon as you are finished to the assigning supervisor for approval. If the assigning supervisor is not available, submit to the on-duty Watch Commander (for Patrol personnel) or another on-duty supervisor in your division/section.
2. Fill in overtime slips completely, including the actual starting and ending times, the assigning supervisor's name, the appropriate overtime code, and a description of the overtime assignment. Include applicable case number(s) and activity code(s). The hours requested should reflect time worked.

**G. Overtime drafting (EPEA personnel)**

1. We may draft personnel for overtime positions not filled via posting or announcement, or for situations where additional personnel are needed and there is not sufficient advance notice to post the assignment.
2. To determine exceptions to drafting for overtime assignments, we will consider the following hardships. You must inform us at the time you are notified.
  - ◆ Sick leave or family illness as defined by the applicable contract and the APPM.
  - ◆ Interference with department-authorized training course or course of study. Authorized course of study is not meant to include those courses of study in which employees enroll of their volition, which are authorized by the department for reimbursement of fees, unless specific prior approval for exemption from

- overtime drafting has been requested and approved.
  - ◆ Conflict with a scheduled court appearance.
  - ◆ When the draft would require you to work more than 15 hours in a 24 hour period. (This does not apply to emergencies.)
  - ◆ Interference with vacation or other scheduled time off.
3. We will also consider other situations creating an unreasonable burden upon you.

#### **H. Inability to report for overtime**

1. Once you are assigned an overtime assignment, you have the same obligation to report for work as for any work assignment. If you are unable to report for an assignment (e.g., due to illness), notify an on-duty supervisor in your division as soon as possible.
2. That supervisor will attempt to notify other employees who have signed up to work, but were not assigned, in the order of their seniority to offer them the overtime.
3. If the supervisor cannot otherwise fill the assignment (e.g., is unable to contact anyone, no employee accepts the assignment), s/he will draft the most junior employee available to work, in accordance with provisions of the applicable labor agreement.

## **PART II - Responsibilities and Procedures for Supervisors and Command Personnel**

### **I. Overtime approval**

1. Supervisors should ensure that Communications holds low priority late calls which would require overtime for the oncoming watch whenever possible.
2. Supervisors should not approve overtime unless they can verify that the employee worked the overtime.

JAMES R. HILL  
Chief of Police