

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: June 17, 2016
NUMBER: 1.20
SUBJECT: OVERTIME COMPENSATION
RELATED POLICY: 1.20
ORIGINATING DIVISION: FISCAL SERVICES
NEW PROCEDURE:
PROCEDURAL CHANGE:
SUPERSEDES: DP 1.20 –10/05/2010

I. PURPOSE

This Department procedure establishes guidelines for record keeping and responsibilities associated with overtime guidelines and compensation.

II. SCOPE

This procedure applies to all members of the Department. It should be noted that differences occur between Memoranda of Understanding and, therefore, they should be referenced, as necessary.

III. BACKGROUND

A need for overtime work frequently arises during day-to-day operations of the Department. The Personnel Manual authorizes the use of overtime under specifically defined “emergency” conditions. These are generally to:

- A. Prevent the interruption of a necessary public service;
- B. Protect property from damage;
- C. Remove hazards that threaten the public safety; and,

NEW

- D. Complete an activity, project or work assignment within an established legal time limitation.

IV. **DEFINITIONS**

- A. Call-back – when members who have been released from work and have left the work premises are called back to duty from home or any other non-work location (Refer to Police Officers Association MOU Article 29). All Department members are subject to emergency call-back whether or not they are assigned to stand-by duty.
- B. Holiday Overtime – non-premium overtime paid to members when recognized holidays fall on days that are not part of their regular work schedule.
- C. Overtime Compensation – paid at the premium compensation rate. Overtime compensation will be in the form of pay or compensatory time given at the discretion of the Chief of Police or designated representative subject to the availability of funds and workload considerations.
- D. Premium Compensation – pay at the rate of one and one half times the base rate for all represented members.
- E. Stand-by Compensation
 - 1. Sworn member compensation is provided through Discretionary Leave awarded based on the amount of time scheduled for stand-by duty.
 - 2. Civilian member compensation is regulated by the appropriate MOU.
- F. Stand-by Duty – in order to ensure operational effectiveness, the Department may require or request its employees to be available to return to work during off-duty hours. When this condition occurs, the employee is deemed to be on stand-by duty. When employees are on stand-by duty, they must be available by telephone or other electronic communication device and able to return to duty within one hour of receiving a request to do so. The determination for the need to place an officer on stand-by duty is at the sole discretion of the Department.

V. **OVERTIME POLICY REQUIREMENTS PER FAIR LABOR STANDARDS ACT (FLSA)**

For sworn employees at the rank of Sergeant and below (including those with supervisory responsibilities) and civilian employees who are eligible to receive overtime compensation:

A. No work may be done outside the employee's scheduled work hours unless approved in advance by his/her immediate supervisor. Court appearances and emergency situations requiring immediate law enforcement intervention are exceptions. In emergencies, the employee shall notify a supervisor of his/her overtime status as soon as the incident allows the employee to do so, but in no event later than the end of the employee's scheduled end of watch for that day. However, donning and doffing uniforms and safety equipment is not compensable and MAY be done on SDPD premises before and after shift.

B. The employee shall not perform Department duties outside his/her scheduled work hours without promptly submitting an overtime report. **The Department has no "unwritten" policy that officers should work overtime without compensation. Department policy is that all legitimate overtime shall be compensated. Anyone who believes that they are being "pressured" or coerced to work overtime without compensation shall report the facts to the authority in their chain of command above the source of the "pressure" or coercion, or to Internal Affairs.**

NOTE TO SUPERVISORS: Per the FLSA, all hours worked must be compensated, and the employer is liable for hours worked if the employer knew or should have known that the employee worked. One such rule is that overtime work must be pre-approved. However, you cannot deny a request for overtime compensation because the rule was broken. You must approve the overtime request and then counsel the employee on the need to get pre-approval of any overtime worked. Repeat violators may be subject to discipline. The goal of any discipline should be to change the employee's behavior. Supervisors who fail to ensure their subordinates are complying with the Department's overtime policies may also be subject to discipline.

C. Under no circumstances may an employee who is eligible to receive overtime compensation record or maintain overtime hours in an informal manner or any other method that is inconsistent with established Department policies and procedures.

D. All supervisors (including sworn and civilian command and staff officers) shall monitor the activities of their subordinates at the rank of Sergeant and below and civilian employees who are eligible to receive overtime compensation to ensure those employees are not working unapproved or uncompensated overtime.

NEW

NOTE TO SUPERVISORS: If you see employees in the vicinity of your office or station during hours that are not part of their normal work hours and it appears that they may be working, it is your responsibility to find out what they are doing. If they are working on Department business and are doing it without pre-approval, they are violating Department policies and procedures. You must then ensure that they are compensated

for the time worked, you must counsel the employee to ensure that such violations of the overtime policies do not occur in the future.

- E. It is misconduct to inhibit by action, statements, or other means any employee's legitimate submission of a report of lawfully-earned overtime. Any statements to the effect that one-tenth of an hour or overtime slips for missed Code 7 somehow may reflect unfavorably upon the employee submitting such requests are inappropriate and strictly prohibited. If the employee worked the overtime, even for one-tenth of an hour, and was authorized to work the overtime, then the employee is required to submit a request for the overtime, and shall do so without adverse comment or action. (If the employee was not authorized to work the overtime and it was legitimate Department business conducted by the employee, it shall still be compensated, but as indicated previously, appropriate counseling should be initiated with the employee for violating Department policies and procedures regarding obtaining advance approval for working overtime.)

NOTE: Any employee who requests overtime compensation for hours or fractions of hours worked and is denied compensation, regardless of whether the overtime was pre-approved or not, shall notify his or her commanding officer as soon as practicable, or in the event the commanding officer denied the overtime request, the next level supervisor.

- F. Sergeants and other supervisors shall not work uncompensated overtime to prepare for line-up or any other duties. If a Sergeant or supervisor must report for line-up preparation prior to the start of his or her scheduled shift, he or she shall normally obtain prior approval from the immediate supervisor. If the Sergeant or supervisor receives approval to report early for a shift, his or her schedule ordinarily shall be adjusted so that no more than the normal number of hours (ten hours) is worked during the shift. (Thus, if a Sergeant designated to perform preparatory line-up duties arrives early by a certain number of minutes, he or she must end his or her shift earlier by the same number of minutes.) If the schedule is not adjusted, the employee shall obtain specific prior approval from his or her superior officer to work the overtime.
- G. Every sworn and civilian employee is responsible for reading and understanding this procedure and shall have a signed "Department Procedure 1.20 Acknowledgement of Receipt" in their Personnel and Division files. A copy of the "Department Procedure 1.20 Acknowledgement of Receipt" is available via the LAN at F:\Human Resources\Forms\DP 1.20 Receipt.

VI. STAND-BY COMPENSATION

- A. Members who are required or agree to stand-by for potential call-back to duty that restricts their ability to leave the county or engage in recreational activities are eligible for stand-by compensation.
- B. The Department will maintain a stand-by duty position list, which will be reviewed and approved by the Chief of Police. The Chief of Police may revise the list, as necessary.
- C. Any changes in stand-by status must be approved by the scheduling supervisor or their designee. It shall be the employee's responsibility to notify the scheduling supervisor of any time periods when they are scheduled for stand-by duty, but are not available for call-back.
- D. Members who are required or agree to be on stand-by duty on their scheduled workday shall accrue up to 14 hours of stand-by time during the time they are not working. Members who are required or agree to be on stand-by duty on their scheduled day off shall accrue up to 24 hours of stand-by time.
- E. For every 300 hours of stand-by time accrued, members will be awarded one day of Discretionary Leave time. Members may accrue up to ten days of Discretionary Leave per fiscal year (July 1-June 30) even if they serve in a stand-by status for more than 3,000 hours in that fiscal year.
- F. All Discretionary Leave must be taken within six months from the date the Discretionary Leave is earned. Under unusual circumstances, the employee may request an extension of the six-month deadline with a memo addressed to the Payroll Unit, signed by their commanding officer.
- G. If an employee has not already accrued the maximum of ten Discretionary Leave days by the end of the fiscal year, any remaining Discretionary Leave hours, up to 300, may be carried forward into the next fiscal year.
- H. Sworn members are responsible for tracking the accrual of their own stand-by time. Sworn members shall utilize the Stand-by Tracking Log to track all stand-by time. The Tracking Log can be found in Excel format in the "F" drive by opening the "Templates" sub-folder (Excel F:\ Templates\Payroll\Standby Tracking Log).
- I. Sworn members shall maintain their Stand-by Tracking Log and have it available for supervisory review.
- J. Supervisors are responsible for:

1. Scheduling and maintaining a Stand-by Duty Roster;
 2. Providing a copy of the current Stand-by Duty Roster to the Watch Commander's Office;
 3. Verification of hours on individual employee Stand-by Tracking Logs; and,
 4. Entering the Stand-by assignment into the OneSD system. All investigative sergeants who are responsible for maintaining a Stand-by roster shall have access to the "PY Standby Administrator" folder in OneSD. Request for access can be made to the Payroll Supervisor.
- K. Commanding officers are responsible for ensuring that:
1. Each unit maintains an accurate procedure and inspection process for tracking stand-by time and instances of call-back;
 2. Supervisors enter Stand-by assignments into OneSD in a timely manner.

VII. CALL-BACK PAY

- A. When an officer or eligible civilian has been released from work, has left the work premises, and is called back to duty from home or any other non-work location, the member shall receive premium compensation for the reasonable estimate of the time required to travel from and to his or her residence and the work site and for the time the member actually works.
- B. The total time of call-back pay, including travel time, shall not be less than four hours of premium compensation in each such instance.
- C. This provision does not apply to instances when:
1. A member is already present at the work station and is required by a supervisor to start work early or to continue work following the end of shift.
 2. The member is requested or pre-authorized to report to an assignment/meeting that is contiguous with the member's normal work shift. In these situations, the member will receive compensation only for the time actually worked. When the assignment/meeting is contiguous with the member's normal work shift, travel time will not apply.
 3. The member is from an ineligible job classification.

- D. When an employee is eligible for Call-back Pay they must select on their OneSD time card “CALLBACK (0150)” in the Att./abs. type box. They then must indicate pay or comp in the “OT Comp Type” box by using the following indicators:
1. Leave the box blank if the employee wants to be *paid* for the overtime.
 2. Enter the number three (3) if the employee wants to receive compensatory time.
 3. Enter the ACTUAL HOURS for Call-back – The system will automatically compensate four hours. You do not need to enter a Receiving Order number or a Receiving Cost Center for Call-back.

VIII. SCHEDULED AND VOLUNTARY OVERTIME

- A. Overtime which is scheduled in advance (not a call-back due to an emergency) and voluntary overtime are generally compensated at a premium rate for actual time worked.
1. When a member is ordered or directed by a supervisor to work outside of, and not contiguous with, normally scheduled work hours, the member may be eligible for the call-back pay minimum.
 2. When a member is offered a voluntary overtime assignment, the member will receive premium pay for the hours worked only. A self-initiated and approved assignment would fall under this category.
- B. Voluntary overtime assignments are those where the member will not suffer any negative consequences for declining an offer of an overtime assignment.
- C. Supervisor’s meetings are considered scheduled overtime and are compensated at a premium rate for actual time worked. Enter Extension of Shift for time worked.

NEW

IX. SHIFT REASSIGNMENT AND WORK SCHEDULES

- A. Work shift refers to an officer/civilian’s predetermined hours during a normally scheduled work day (e.g., 0730-1600 or 1430-0030).
- B. A member’s work schedule refers to the number of hours per workday, the number of workdays per work week, and assigned days off.

- C. Except in an emergency, members shall receive at least five working days notice prior to a permanent or extended work schedule change. MEA employees shall be notified in writing.
- D. An officer's permanent work shift hours may be adjusted with at least 72 hours notice without the necessity of paying premium overtime. The revised work shift will be in effect for the remainder of the shift.
- E. If a permanent/extended change is made in an officer's work shift hours and the officer is required to report to work earlier than their regular assigned shift without 72 hours notice, except for court, he/she shall be paid four hours minimum premium compensation in each such instance up to the 72 hours notice, unless they voluntarily waive this provision.
- F. Officers impacted by a change in shift hours to meet unforeseen emergency circumstances will be compensated with four hours call-back pay the first day. Once an officer has been given a temporary shift schedule directed to meet emergency needs, no additional compensation will be made as a result of the shift adjustment for the duration of the emergency.
- G. Emergencies will be defined as unforeseen crime problems, natural or man-made disasters, and special events of which the Department has little or no advance knowledge, e.g., demonstrations, accidents of significant proportions, riots or any other event requiring unusually large numbers of personnel.
- H. Temporary emergency assignments shall not extend beyond the period of such emergency.
- I. Members required to work beyond their normal shift shall be paid premium pay for the time of the shift extension.
- J. Supervisors will not temporarily change a member's days off solely to avoid overtime. When unforeseen special events or emergencies arise necessitating that members are required to work on their scheduled days off, they will be paid overtime, or at their election, and with command approval, be assigned other days off as a substitution.
- K. When permanent scheduling changes are required (e.g., an adjustment in the number of personnel working on any one day to meet a change in staffing demands), commanding officers will provide as much advance notice as possible, but not less than five days. The revised schedule will be in effect for the remainder of the shift.
- L. Overtime will not be paid for schedule changes affecting an officer's work hours or days off, including a temporary loss of the 4/10 plan to accommodate in-service or POST training, military leave and jury duty. Members shall adjust their

work week, with their supervisor's knowledge, to conform to a forty-hour work week for these activities.

- M. The Fair Labor Standards Act specifically prohibits employers from requiring or allowing their members to work overtime without maintaining official time sheets on all time worked. Keeping separate logs or records unofficially so that a member can take time off at some point in the future is illegal.
- N. All time worked shall be accurately recorded on OneSD and all overtime shall be compensated at premium rate for eligible members. The only exception to this is an adjustment in work hours during a 40-hour work week. This must be voluntary on the part of the member. Such adjustments in an officer/civilian's work hours must be made during the same work week (Saturday to Friday). If this is not possible, then the member shall take leave time for the hours missed, or receive overtime compensation for any extra hours worked.
- O. Nothing in this section prohibits members, with prior approval, from adjusting their work schedule to accommodate personal needs or work requirements. When a member initiates a change in hours or trades days with another member, no overtime will result.

X. COURT OVERTIME PAY

- A. When an officer is required under subpoenas or other formal notification to appear in court or any other administrative hearing (excluding telephone hearings) during non-duty hours, he or she shall receive premium pay for all such court time (excluding noon recess) with a four hour minimum of compensation in each such instance, except as follows:
 - 1. If an officer's court appearance and work are contiguous, the officer/civilian will be compensated for the extended shift only.
 - 2. If an employee makes an appearance in court and is dismissed by the attorney representing the City, within four hours of reporting, the employee is considered dismissed. The employee is not eligible for separate or additional compensation for a different assignment within the original four-hour period. The employee is eligible for separate and additional compensation including court pay for a new or separate case and/or assignment only after the original four-hour time period has expired. (The new or separate case must have a different case number.) For purposes of this procedure, dismissed means the officer is no longer needed (as determined by the prosecutor) for the case in which they were required to appear and have not been requested to return later on the same case.

3. An officer's schedule may be adjusted up to two hours prior to the beginning of his/her shift to correspond to a court appearance, eliminating the need for overtime pay. The intent of this change is to align the beginning of the shift with court appearances and minimize the incidence of court pay for hours not actually spent on court duty. If an officer is ordered by his/her immediate supervisor, the Watch Commander or Communications Division staff to work beyond the regular number of hours per day on the adjusted shift, the four-hour minimum would apply, plus relevant overtime for the shift extension. However, the four-hour minimum would not apply in situations in which an officer/civilian works beyond the adjusted shift as a result of self-initiated action, e.g., a vehicle or person stopped, detained, and arrested.

NEW

4. TWO overtime slips must be submitted for court time; one for the morning session BEFORE lunch (four hours) and one for the afternoon session AFTER lunch (actual time worked). Time used for a lunch break is not paid.

NEW

- B. When an officer is directed to telephone a specific court or agency at a designated time during non-duty hours (e.g., DMV hearings) for the purpose of a telephonic hearing, and he/she does not have to place the call from a designated location, he/she shall receive premium pay for such time with a thirty-minute minimum of compensation for each such instance.
- C. Officers shall not be compensated for "standing by" for court at any other location than court. No officer shall be required to "stand by" without compensation without his/her consent.
- D. Those MEA represented employees eligible for four-hour call-back pay who are required as a result of their employment responsibilities to make court appearances during off-duty hours, shall receive premium pay for all such court time (excluding noon recess) with a four-hour minimum of compensation in each such instance. MEA represented employees in any other classification shall receive premium pay with a two-hour minimum of compensation. Neither provision applies to court appearances within one hour of the beginning or end of the shift.
- E. If the officer/civilian makes a court appearance during the morning session and at least part of the afternoon session, after he/she has just completed working a night shift, and if the officer/civilian is scheduled to work the next succeeding night shift, the officer/civilian shall have the option of receiving compensation at his/her normal overtime rate for the actual, or four-hour minimum, court appearance time, or having the succeeding scheduled night shift off as compensatory time. If an officer/civilian is scheduled off on his/her next shift following such court appearance, he/she may not exercise the second option.

- F. Compensatory time will be calculated from the appearance time on the subpoena. Any required earlier appearances for pretrial conferences required as part of the court process will be verified by signature and noting of time on the subpoena by the Deputy District Attorney or other official conducting the meeting. Required reports will be assembled on duty prior to the actual appearance date.
- G. All subpoenas must be validated by the Court Liaison Unit, assigned Deputy District Attorney or prosecutor, or Court Clerk. If the actual time in court is in excess of four hours, the actual time the officer is excused and the signature of the Deputy District Attorney or prosecutor is also required.
- H. The employee's immediate supervisor is responsible for receiving and verifying the subpoena and resulting overtime claim.
- I. Supervisors shall periodically review and "spot check" to ensure that officers/civilians review the court recording for potential call-off notifications prior to court appearances.
- J. After verifying, the supervisor shall return the subpoena to the officer/civilian for his/her record.
- K. When an employee is eligible for Court Overtime Pay they must enter the correct Receiving Order number on their OneSD timecard to document what type of overtime is worked. If multiple court types are applicable, only enter the first type of court.
 - 1. Court – City Attorney cases 11001539
 - 2. Court – Traffic Court 11001540
 - 3. Court – DA/Parole/Juvenile/Others 11001541
- L. The employee must then select on their OneSD timecard "PD Court OT (0155)" in the Att./Abs. type box. They then must indicate pay or comp in the "OT Comp Type" box by using the following indicators:
 - 1. Leave the box blank if the employee wants to be *paid* for the overtime.
 - 2. Enter the number three (3) if the employee wants to receive compensatory time.
 - 3. **IMPORTANT** – Enter the **ACTUAL HOURS** worked for Court overtime Pay – the system will automatically compensate four hours.

NEW

XI. HOLIDAY OVERTIME PAY

NEW

A. The following three situations entitle officers to holiday overtime. To account for these situations, the OneSD system uses different attendance and absence types to identify how to pay an employee.

1. Holiday on scheduled work day and employee takes the holiday off
 - a. Employee receives one hour of non-premium holiday credit for each hour he or she is scheduled to work a normal shift (8, 9 or 10.)
 - b. On the OneSD timecard, select “Holiday Scheduled (1100)” as the Att/Abs.type and enter the number of hours on the date of the holiday that is worked on the employee’s normal shift.
2. Holiday on scheduled work day and employee works
 - a. Select “Holiday Worked Premium (0035)” as the Att./abs. type and enter the actual hours worked.
 - b. The system will pay the employee “holiday pay” for the holiday at the employee’s regular rate.
 - c. The system will also pay the employee at the premium rate for actual hours worked.
 - d. In the OT comp type box, leave the box blank if the employee chooses to be paid for the overtime or enter the number three (3) if the employee chooses to receive compensatory time.
3. Holiday occurs on regular scheduled day off and employee works
 - a. Select “Overtime Premium (0020)” as the Att/Abs.type and enter the number of hours on the date of the holiday that is worked.
 - b. The system will pay the employee at the premium rate for actual hours worked.

Note: Employees represented under the POA MOU do not receive “Holiday Credit on Day Off.”

NEW

B. The following three situations entitle civilians to holiday overtime. To account for these situations, the OneSD system uses different attendance and absence types to identify how to pay an employee.

1. Holiday on scheduled work day and employee takes the holiday off

- a. Employees receive one hour of non-premium holiday credit for each hour they are scheduled to work a normal shift (8, 9 or 10).
- b. On the OneSD timecard, select “Holiday Scheduled (1100)” as the Att/Abs.type and enter the number of hours on the date of the holiday that is worked on their normal shift.

2. Holiday on scheduled work day and employee works

- a. Select “Holiday Worked Premium (0035)” as the Att./abs. type and enter the actual hours worked.
- b. The system will pay the employee “holiday pay” for the holiday at the employee’s regular rate.
- c. The system will also pay the employee at the premium rate for actual hours worked.
- d. In the OT comp type box, leave the box blank if the employee chooses to be paid for the overtime or enter the number three (3) if the employee chooses to receive compensatory time.

3. Holiday occurs on regular scheduled day off

- a. Example: Employee works Tuesday through Friday and holiday occurs on Monday.
- b. Select “Holiday Credit on Day off (0030)” as the Att./Abs. Type.
- c. Enter eight (8) hours on the date of the holiday regardless of the employee’s regular shift.
- d. The system will pay the employee for eight hours at regular rate.
- e. In the OT Comp Type box, leave the box blank if the employee chooses to be paid for the overtime or enter the number three (3) if the employee chooses to receive compensatory time.

NEW

C. Eligible employees represented under the POA MOU shall receive premium compensation for all hours worked on the actual holiday when the employee performs required work on that day in excess of normal hours. In such instances holiday overtime will not be paid on the day the holiday is observed by the City.

NEW

D. Eligible employees represented by MEA who work at a facility which must remain operational on holidays that fall on a Saturday or Sunday, shall receive holiday compensation for work performed on either the actual holiday (e.g., January 1st, July 4th,

November 11th, or December 25th) or the day the City observes as the official holiday for the above dates.

XII. ADMINISTRATION OF OVERTIME PAY

- A. Overtime is to be reported in hours and will be computed to the nearest one tenth (1/10) of an hour. One tenth of an hour is equivalent to six minutes.
- B. In most cases, approval from a supervisor must be received prior to working the overtime. Some exceptions to this are:
 - 1. When an officer/civilian is required to remain in the field actively handling an incident, late radio call, etc.
 - 2. Attendance at court in response to a properly executed subpoena.
 - 3. When emergency conditions make approval impossible to obtain.
- C. Approval must generally be obtained from the immediate supervisor. An exception to this might be if the immediate supervisor is not available, such as end of shift. In this case, approval will be obtained as outlined by procedures established at the unit level.
- D. At no time will overtime be approved by a co-worker of equivalent rank or classification unless an official OCA assignment is present.

XIII. MISCELLANEOUS NOTES CONCERNING OVERTIME

- A. **Overtime is not allowed while on a leave of absence** unless for court appearances or call-back. An officer/civilian will be determined to be on leave when a Request for Leave of Absence Form CS-14-25A (Rev. 08-04) is required for any absence.
- B. No overtime will be allowed for an officer/civilian who is on military leave.
- C. When overtime occurs immediately following the completion of a shift, the overtime is claimed on the same date the shift began. Example: If the shift was from 2130 hours on Monday until 0730 hours on Tuesday, followed by two hours of overtime, the overtime would be entered in the Monday column on OneSD.
- D. Travel time to and from classes cannot be claimed as overtime. Travel time to approved training will be administered in accordance with Department Procedure 5.19, Travel Time to Approved Training.

XIV. AUTHORIZATION OF OVERTIME

- A. Overtime Authorization Request Forms (PD-621) (Rev. 02-10) are to be completed by all personnel requesting overtime and must be submitted for approval within three calendar days of the overtime worked. Any submitted after three days shall have a memorandum attached from the commanding officer outlining the reason for the late request.
- B. The appropriate overtime box must be checked and the reason for overtime entered in detail (e.g., nature of call, identification of victim or suspect, court). If “call-back” is the reason checked, indicate the name of the supervisor who made the call-back. If the overtime was previously approved, indicate the name of the supervisor granting prior approval.
- C. The officer/civilian will indicate the actual (not four hours for Court) hours worked (From: _____ To :_____). The number of hours for which he/she is to be compensated shall also be entered to the nearest one tenth (1/10) of an hour.
- D. The immediate supervisor or person in an official designated “acting” capacity (approved OCA) should, after reviewing and determining the validity of the request, sign his/her signature and identification number in a legible manner. Overtime requests shall be approved or disapproved within three calendar days of submittal to the supervisor.
- E. Authorization of overtime claims will not be delegated to a lower ranking officer/civilian.
- F. Stamped supervisor signatures are not to be used on the authorization form.
- G. Overtime Authorization Request Forms that do not have a legible supervisor’s signature, or do not have a supervisor’s signature in the appropriate box, will not be accepted by Payroll. They will be returned to the division for supervisory signature and resubmission.
- H. Copies of the Overtime Authorization Request Forms are distributed as follows:
1. White (original) to Payroll.
 2. Yellow retained by command for one year.
 3. Pink retained by officer/civilian for own record.

NEW

XV. SUPERVISOR/COMMANDING OFFICER RESPONSIBILITIES

- A. Supervisors are responsible for:
1. Reviewing all overtime claims and determining their validity.
 2. Scheduling or otherwise assigning personnel so as to minimize the need for overtime.
 3. Providing periodic reports on overtime hours worked by subordinates to their immediate supervisor in the form and manner determined by individual units.
- B. In addition to the above, commanding officers are responsible for the following:
1. Administration of overtime in a fiscally conservative manner, in keeping with accepted management practices.
 2. Periodic personal review and “spot checking” of overtime authorization requests submitted by officer/civilians at different levels within their unit.
 3. Ensuring the yellow (unit) copy of the Overtime Authorization Request PD-621 (02-10) is maintained for one year.