



# POLICY AND PROCEDURES

NUMBER: 144

SUBJECT: Overtime

ACA STANDARDS: None

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/97 REVISION DATE: 5/01, 7/03, 7/07, 7/08  
4/11, 1/15, 12/18

## I. POLICY

The St. Louis County Department of Justice Services shall require employees to work overtime when shifts are below minimum staffing or when an emergency situation arises.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Custody staff are responsible for the following procedures.

## III. DEFINITIONS

**Mandatory Overtime List:** A list updated by the Watch Commanders and Lieutenants that tracks when an officer works mandatory overtime and who is next on the lock-in list to work mandatory overtime. The Watch Commander or Lieutenant will move the officer's name to the bottom of the list once he/she has worked at least one (1) hour mandatory overtime.

**Year To Date:** A list regularly provided by the Accountant IV, which indicates each officers year to date overtime total.

## IV. PROCEDURES

### A. Mandatory Overtime

1. Both the confinement area and the Intake Service Center shall utilize a separate mandatory overtime list. This list shall be

maintained by the Watch Commanders, Unit Managers and Intake Supervisors. The list will denote the officers last mandatory overtime. The list will be updated daily and the area supervisor is responsible for updating the mandatory overtime list.

**Example:** There is overtime needed in the Intake Service Center and no one volunteers for it. The Intake Supervisor looks at the lock-in list and chooses the next person from Intake who is at the top of the list.

2. Employees may be required to work mandatory overtime when a shift is below minimum staffing or when an emergency arises. Employees must work mandatory overtime in their own division/section before they can volunteer for overtime in another division/section.
3. The Watch Commander or Intake Supervisor will announce over the radio or at shift briefing that overtime is available. If more than the required number of officers volunteer, the officer with the least Year to Date overtime total will be selected. Watch Commanders may need to make adjustments in assignments to ensure qualified officers are assigned to the position. The Unit Manager, Intake Supervisor, Watch Commander, Lieutenant and other supervisors will work together to ensure the overtime is equally distributed among staff.
4. Every effort will be made by the supervisor to find a relief officer for an officer who works overtime in conjunction with their eight (8) hour shift. Employees will be limited to a consecutive twelve (12) hour shift. In an emergency situation, these hours may be extended by the supervisor.
5. The supervisor can excuse an employee from working the mandatory overtime if he/she determined it is for a good reason, otherwise employees may not refuse the mandatory overtime.
6. If a supervisor excuses an employee from working mandatory overtime, the reasons why the employee was excused, along with who authorized the refusal, must be documented in the shift report. Refusal to work mandatory overtime will result in disciplinary action.
7. All off-duty officers are subject to being called in for mandatory overtime under emergency conditions. The officers will report directly to the Watch Commander's office, Roll Call Room or designated Command Center for assignments and instructions from the Watch Commander/Supervisor in charge.

8. Staff shortages may be considered an emergency situation and the Watch Commander may direct officers to report for duty.
9. It is the responsibility of each employee to make certain the Watch Commander or area supervisor has a current and valid phone number(s) for the employee.

B. Voluntary Overtime

1. Officers and support staff may work voluntary overtime on their days off or on other shifts. The officers' and support staffs' priority for overtime will be to the unit they are assigned. If a unit has enough staff for that shift, then the staff member will be allowed to work overtime in other units of the Department.
2. Employees will only work a four (4) hours of overtime if it is in conjunction with their assigned eight (8) hour shift. Employees will be allowed to work up to eight (8) hours of overtime, provided the employee does not exceed eight (8) hours of overtime in one (1) week. In an emergency situation, these hours may be extended by the supervisor.

**NOTE: Staff will not be scheduled to work a sixteen (16) hour shift.**

3. At every shift briefing the Watch Commander will ask if any officers will work voluntary overtime, if necessary. These officers will be utilized if an overtime situation arises, in order of least accumulated overtime on the Year To Date list. The Watch Commander or the Shift Supervisor is responsible for calling a relief officer to ensure the officer working overtime departs within the recommended time, unless an emergency situation has occurred.
4. Officers using eight (8) or more hours of unscheduled time off (UTO) will not be allowed to volunteer to work overtime in the next pay period. The Payroll Clerk will publish a list of UTO use of all Officers after each pay period.

**NOTE:** This restriction does not apply in instances of a mandatory lock-in.

- C. If an employee is on "light duty" (restricted duty ordered by a doctor) whether through workman's comp or not through workman's comp, that employee will not be allowed to work any overtime.

- D. For an employee to move to the bottom of the mandatory overtime list he/she must work a minimum of one (1) hour of mandatory or volunteer overtime within the officer's work section. If an officer from the County Jail volunteers to work overtime in a section, such as Transportation, that will not allow an officer to be moved off the mandatory overtime list.
- [E. Officers will work no more than *twelve (12)* hours of overtime during a work week, except in emergency situations. Officers will work no more than *twenty-four (24)* hours of overtime during a pay period, except in emergency situations.]
- F. It is the officer's responsibility to inform the supervisor (i.e., Watch Commander, Transportation Supervisor, Intake Service Center (ISC) Shift Supervisor) that he/she has exceeded or has nearly exceeded the overtime limit for the week or pay period. Failure to report this information, may lead to disciplinary action. The Supervisor will make his/her decision as to whether or not that officer will be able to work overtime due to the situation. The Supervisor may be required to write a report stating the reasons that officer was needed for overtime.
- G. The amount of overtime used by individual staff needs to be limited so that staff remains alert during the performance of their duties and that overtime is spread more evenly among staff in compliance with Civil Service Rules. There are also, economic considerations in distributing overtime to more staff in order to remain in budgetary limitations.
- H. All correctional and support staff that are eligible to earn overtime will not be able to earn more than 25% of their salary annually in overtime pay. The total number of hours equal to the 25% will be divided into two (2) six (6) month periods. A staff member will be able to earn 12.5% of their salary in overtime pay from January through June and 12.5% from July through December. The total number of hours of overtime used will include any overtime hours converted into comp time.
- I. The Department's fiscal staff will be in charge of keeping track of the number of overtime hours, including compensatory time in lieu of overtime pay, used by each staff member. Both the staff member and his/her supervisor will be advised of the total overtime hours being used so the staff member and his/her supervisor will be aware as to when the 12.5% and the 25% totals have been reached. When the staff member reaches the 12.5% for the six (6) month period, he/she will be removed from mandatory overtime list and will not be allowed to volunteer for overtime unless an emergency situation occurs and all staff are needed to respond.

