



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 13.15

TITLE: OVERTIME PAYMENT REQUESTS

EFFECTIVE: 01/14/2018

REVISED: Replaces Policy 1038

PURPOSE

This Chapter establishes guidelines for the compensation of overtime within the department.

POLICY STATEMENT

1. It is the policy of the Department to compensate non-exempt salaried employees who work authorized overtime.
2. All overtime hours worked by employees of NOPD shall be documented in the ADP payroll system.
3. Employees of NOPD may be permitted to work paid overtime outside their permanent assignment.
4. Employees working over their normal scheduled hours in a pay cycle may be permitted to utilize flex time. If the flex time hours are not used within the same pay cycle, it will automatically revert to overtime pay.
5. Employees who are suspended, sick, injured on-duty, on annual leave, or being carried in a non-working pay capacity shall not be permitted to earn paid overtime, except for mandatory court appearances.
6. No employee, including Reserve officers, shall work more than 16 hours and 35 minutes within a 24-hour period (the 24-hour period begins the first time the employee reports for either regular duty or secondary employment). These hours are cumulative and include normal scheduled work hours, overtime, off-duty secondary employment, and outside employment. If an employee works over the 16 hour and 35 minute limit, for reasons beyond his/her control (i.e., regularly scheduled duty hours coupled with a mandatory court overtime appearance), the employee shall submit a Form 105 via the chain of command to the Superintendent or his/her designee explaining why he/she worked over the limit.
7. Scheduled off-duty approved police secondary employment opportunities or outside employment that could have been adjusted shall not be considered as a valid reason to exceed the 16 hour and 35 minute work limitation. Exceptions to the 16 hour and 35

minute limit may be authorized in advance by the Superintendent of Police or his/her designee in situations involving a declared state of emergency or security concerns over the availability of personnel for coverage related to a major special event.

8. An employee's work hours are limited as follows:
 - (a) Employees shall not work more than 16 hours and 35 minutes in a 24 hour period.
 - (b) Employees shall not work more than 24 hours of overtime per week, Sunday through Saturday. Up to 32 hours of overtime may be worked per week with the permission of the employee's Deputy Chief.

REQUEST FOR OVERTIME FORMS

9. Employees desiring to work paid overtime in an assignment other than their permanent assignment shall complete a **Request to Work in Unit Other than Permanently Assigned Unit (Form 90)** and obtain the approval of their immediate supervisor, or the on duty supervisor in their permanent assignment, and their Commanding Officer.
10. Approval shall be obtained on **each separate occasion** the employee desires to work overtime outside their assignment except when employees are engaged in the following activities and the conditions and duration of the assignment are listed on the Form 90:
 - (a) Task Force operations, or
 - (b) Regularly scheduled overtime (code 25, directed enforcement grant, etc.)

EMPLOYEE RESPONSIBILITY

11. Employees shall complete and submit all payroll and overtime request forms promptly.

ACCOUNTING FOR OVERTIME WORKED

12. Employees are to record the actual time worked in an overtime status.

ACCOUNTING FOR PORTIONS OF AN HOUR

13. When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour by the ADP payroll system.

J AND T TIME (FLEX TIME)

14. When unscheduled hours are worked by members of the department on a regularly scheduled work day (with the exception of mandatory court overtime), the unit of assignment shall enter the unscheduled hours worked in the ADP system under status code J, along with charge code 02 and the appropriate shift code.
15. T time shall be entered to off-set the unscheduled J time entered. T time hours are one for one (i.e., an employee works 2 hours of unscheduled overtime, the employee shall take 2 hours off). Charge code 01 shall be the only charge code used when an employee is carried in status code T.
16. Members shall be scheduled equal hours off (one for one) within the two week pay period. If an employee works unscheduled hours in week one of the pay period on a regularly scheduled work day, the employee must be given equivalent hours of time off prior to the last regularly scheduled work day of week two of the same pay period.
17. If the unscheduled hours are worked in the second week of the pay period on a

regularly scheduled work day, then the time off must be given to the employee prior to the employee's last scheduled regular working day of that pay period.

18. An employee having to work unscheduled hours on the last regularly scheduled work day of the two-week payroll cycle, the employee shall be carried W-02 for all such hours worked.
19. Employees cannot work J time on an AWP day (scheduled day off). J time can only be worked on a regularly scheduled working day.

EXAMPLES

- (a) An employee works 2 hours of unscheduled overtime on a regularly scheduled work day prior to his/her last regularly scheduled work day of the two-week payroll cycle shall be carried J time for those two hours. This same employee shall take two hours off (T-01) within any regularly scheduled work day prior end of the two-week cycle.

J Time

7:25am - 4:00pm W 01 1

4:00pm - 6:00pm J 02 2

T Time

7:25am - 2:00pm W 01 1

2:00pm - 4:00pm T 01 1

- (b) An employee works two hours of unscheduled overtime on his/her last regularly schedule work day of the two-week payroll cycle shall be carried W-02.

VARIATION IN TIME REPORTED

20. Where two or more employees are assigned to the same activity, case or court trial, and the amount of time for which payment is requested varies between the two, the approving supervisor may require each employee to include the reason for the variation on the entry.

OVERTIME DURING EMERGENCY EVENT

21. All grant related overtime and special assignment overtime will be suspended during an emergency event. Any overtime worked outside the emergency event must be approved by the Superintendent