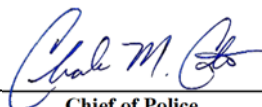
	MESQUITE POLICE DEPARTMENT
	108.00 OVERTIME
	Effective Date: January, 2019
	Approved: _____  Chief of Police

I. General Provisions

- A. The following definitions are applicable to this order:
 1. Work Period - Work periods are seven days in length, commencing at 12 a.m. on Sunday and ending at midnight the following Saturday.
 2. Offsetting Time - Time off, or to be allowed off during a normal tour of duty, for the purpose of offsetting excess time worked on a previous tour of duty within the same work period. Offsetting time will be on an hour-for-hour basis, and must be utilized within the actual work period in which it was earned, or converted to compensatory time on a one and one-half to one basis.
 3. Compensatory Time - Compensatory time will be credited at the rate of one and one-half hours for each hour of overtime worked. Compensatory time may be carried forward beyond the work period in which it was earned, and accumulated to the limit established by city policy.
- B. Overtime (other than that required to continue an assignment begun during a regular work shift) must be authorized in advance by a supervisor.
- C. Overtime must be documented by the employee in Telestaff. This includes all hours worked for any off-duty, part-time assignment related to security or law enforcement. A report of overtime will be submitted by the Bureau Commander to the Payroll Clerk no later than 10:00 a.m. Monday before a Friday payroll.
- D. Overtime compensation is based on the nearest minute. Enter the range of time worked in Telestaff and it will automatically be converted to a decimal value.
- E. City of Mesquite General Government Policies and Procedures permit all employees to accumulate up to 80 hours of Compensatory Time, representing up to 53.3 hours of actual overtime worked. The Meet and Confer agreement allows sworn officers to accumulate up to 120 hours of Compensatory Time, representing up to 80 hours of actual overtime worked. An employee who has accumulated the maximum number of compensatory hours shall thereafter be compensated by overtime payment or by offsetting time, subject to the provisions herein, for additional overtime worked until that employee's compensatory time balance has been reduced to or below the maximum.
- F. An employee who has accrued compensatory time may request the use of compensatory time off. The department will allow for the use of compensatory time within a reasonable period after the request is made unless the employee's absence from work would unduly disrupt departmental operations. Unduly disrupt is defined as "something more than a mere inconvenience."
- G. Requests for compensatory time off in excess of three consecutive days requires the approval of the Bureau Commander.
- H. Under unusual circumstances, a supervisor with the rank of lieutenant or above may approve compensatory time off which would result in a negative compensatory time balance for that employee. The employee shall eliminate a negative compensatory time balance before submitting a request for overtime payment for any subsequent overtime work (other than duty of the type discussed in Provision III. C. below). Compensatory time used to eliminate a negative compensatory time balance shall accrue at the rate of one-and-one-half hours for each hour worked; unless it is within the same work period (see Provision I. A. 2. above).

II. Court Overtime

- A. When overtime is required for a court or grand jury appearance, the employee has the option of requesting overtime payment at the rate of one and one-half times their normal pay rate, or compensatory time off, at the rate of one and one-half hours per hour. (If the employee has accumulated the maximum permissible amount of compensatory time, no option exists.)
- B. When overtime is required for a court or grand jury appearance within Dallas County but outside the city of Mesquite, travel time of thirty (30) minutes each way is authorized. Any travel time in excess of thirty minutes must be specifically justified on the overtime report and approved by a supervisor. When overtime is required for a court or grand jury appearance outside Dallas County, reasonable travel time will be allowed.
- C. When overtime is required for a court or grand jury appearance, a minimum of two hours of overtime will be allowed, if the overtime is not immediately contiguous to the employee's tour of duty or other overtime period. If the overtime period immediately precedes or follows a tour of duty or other overtime period, the overtime will be based on actual time. [For example, an employee assigned to Second Watch finishes his regular tour of duty at 4:00 p.m. He is required to testify in Municipal Court and is released at 4:30 p.m. He will be compensated for one-half hour of overtime. Another employee, on his day off, is required to report for Municipal Court and is released after 30 minutes. He will be compensated for two hours of overtime.] The allowed travel times, as listed in II.B., do not accrue for the two-hour minimum overtime pay when the time involved is less than two hours.
- D. When overtime is required for a court appearance and the employee is released for a lunch break, a thirty-minute lunch break shall be deducted from the overtime computation.

III. Recall to Duty or Special Assignment Overtime

- A. When an employee is recalled to duty or receives a special assignment beyond their regular tour of duty [For example: inclement weather conditions, personnel shortage, etc.] they have the option of requesting overtime payment at the rate of one and one-half times their regular rate, or compensatory time off at the overtime rate. (If the employee has accumulated the maximum permissible amount of compensatory time, no option exists.)
- B. When an employee is recalled to duty for an immediate response, the overtime will be calculated from the time the employee leaves home or other location en route to the police station or assignment location.
- C. Compensatory time may not be credited for work on an overtime project funded partially or fully by a source other than the City of Mesquite [For example: a federally funded Selective Traffic Enforcement Program, or a joint City of Mesquite/Mesquite ISD football game security program.]
- D. When an employee is required to report for a special assignment, such as a parade, traffic enforcement program, overtime shift, etc., the overtime will begin at the specified reporting time. A minimum of two hours overtime will be authorized, unless the overtime is immediately contiguous to another tour of duty of the employee. When an employee is required to work an overtime assignment they are entitled, when feasible, to a lunch break (up to thirty minutes) and to a refreshment break(s), (up to fifteen minutes), according to the following schedule:
 - 1. An assignment of four hours or more - one refreshment break.
 - 2. An assignment of six hours or more - one lunch break and one refreshment break.
 - 3. An assignment of eight hours or more - one lunch break and two refreshment breaks.Time spent on such breaks will not be deducted from the overtime compensation.
- F. The two-hour minimum overtime pay allowance or overtime pay contiguous to duty will be allowed once a quarter for firearms qualifications.

IV. Limitation on the Number of Hours Worked

- A. No employee will be allowed to schedule more than 76 hours of work during a work period, unless it is specifically authorized by a Bureau Commander. This will include the sum of all regular duty, overtime duty and part-time (off-duty) employment.
- B. No employee will be allowed to schedule more than 16 hours of work within any 24 hour period, unless it is specifically authorized by a Bureau Commander. This will include the sum of all regular duty, overtime duty and part-time (off-duty) employment.
- C. Officers will be held accountable for monitoring their total number of hours worked in a given day, not to exceed 16 hours, and during a work period, not to exceed 76 hours. Officers who work part-time and/or department overtime will be responsible to ensure that, after accounting for regular duty hours, they will not exceed the limits of total hours worked stated in this policy.

EFFECTIVE: April, 1986; REVISED: September, 1990; FORMERLY: B/86-41; REVISED: January, 1992; REVISED: January, 1996; REVISED: March, 2001; REVISED: August, 2003; REVISED: August, 2011; REVISED: June, 2015; REVISED: May, 2016; REVISED: January, 2019

