

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 220	Rescinds: New Issue
Subject: Overtime/Compensatory Time	NYS Accreditation:
Effective Date: 07/01/13 By Order Of: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish policy and procedure for overtime and compensatory time.

II. POLICY

- A. Overtime worked shall be compensated in accordance with the Town of Seneca Falls Handbook.
- B. Procedures for accurate reporting and accounting of overtime shall be consistent with the payroll system of the Town of Seneca Falls.
- C. All overtime must have the prior approval of the employees' supervisor or other established authority.

III. OVERTIME COMPENSATION

- A. Time-and-one-half shall be paid for all overtime worked beyond the member's normal work schedule, as defined in the handbook.
- B. Minimums - Minimum compensation for overtime worked shall be handled per the handbook.
- C. Compensatory Time: - Per the Handbook.
- D. FTO: Per the Handbook.

IV. PROCEDURE

A. Reporting for Overtime

Employees reporting for overtime will:

- 1. Report as directed by established authority.
- 2. Report for all "Court Appearances" at least fifteen (15) minutes prior to their scheduled time of appearance.
- 3. When reporting for all other overtime, report to a person or place as directed by a supervisor or other established authority.

B. Reporting of Overtime

1. General Provisions

- a. Court notifies, summonses, subpoenas, personnel orders, etc., will be submitted with the overtime form and timesheet at the end of the pay period for verification by the Chief of Police.
- b. Overtime will not be allowed for rewriting illegible or incorrect reports or correcting other duty-related activities.
- c. Time spent between the end of any tour of duty and scheduled "Court Appearances" will not be considered overtime (e.g., "B" shift ending at 0700 and a court appearance at 1000 hours).

- d. Off-duty appearances before the Chief of Police relative to disciplinary hearings against that member will not be considered as overtime.
2. Responsibilities of Employees Working Overtime
- a. Employees will submit the Authorization of Overtime Form (attachment A) to the Chief of Police for each instance of overtime worked, with necessary documentation. Submissions will be made within the payroll period in which the overtime occurred, whenever practical. In any case, submissions will be made no later than the following payroll period.
 - b. When requesting compensatory time off, employees will request it with sufficient notice to allow adjustments to be made to work schedules.
NOTE: Compensatory time off will be granted, or cancelled, in keeping with the needs of the Seneca Falls Police Department.
3. Responsibilities of Supervisors
- Supervisors will indicate their approval of all overtime by notifying the Chief of Police via e-mail that the overtime was authorized and why.

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