



EFFECTIVE: 1 December 1993

REVISED: 1 August 1994
1 October 1996
1 December 2008
1 January 2010
1 January 2011
20 June 2011
31 August 2015
21 June 2016
24 June 24, 2016
6 June, 2017

SUBJECT: Overtime Accumulation and Assignment

ISSUED BY: Fernando Solorzano

I. PURPOSE

To provide a standard and consistent method for the distribution of overtime assignments.

II. POLICY

It shall be the policy of this Department to offer and assign overtime on as equitable a basis as possible. It shall not be necessary for each employee to receive identical amounts of overtime during a set period of time, however, the Department will strive to present the opportunity for overtime on a uniform basis.

III. PROCEDURE

To help promote an equitable dispersion of overtime in a transparent manner the following procedures will be adhered to for announcing and assigning overtime to Unit 8 members:

(a) Announcement of Overtime and Notification

- (1) Overtime for planned events is officially announced by placing signup sheets in the Overtime Book maintained in Briefing. As a courtesy text messaging and/or phone calls regarding the existence of the overtime may be sent, but are not required.
- (2) Overtime of an emergency nature, or with a short turnaround time may be announced by telephone contact, text messaging, or email. Not all Unit 8 members need respond to the request to assign the overtime. Sheets regarding

the overtime are to be completed and filed in the Overtime Book for record purposes.

- (3) Employees receiving overtime requests from outside the Department are to report the request to the Watch Commander as soon as possible to allow for expedient announcing of overtime.
- (4) Overtime requests from outside agencies will be announced via text messaging as soon as possible. It is the responsibility of the officer filling the assignment to coordinate with the requesting agency.
- (5) Bargaining unit members who are assigned overtime from another campus shall notify their division commander in writing at the time when they accept an overtime assignment from another campus. At a minimum the employee will notify their division commander the date, time, location and event type.

(b) Assignment of Overtime

- (1) The Department will utilize the rotating “Wheel System” in which each employee is randomly assigned a place on a wheel-like board.
 - a. Overtime for Patrol coverage or patrol/court related events will be filled using the Patrol Overtime Wheel.
 - b. Overtime for Special Events or requests not related to patrol will be fill using the Special Event Overtime Wheel.
 - c. Overtime shifts announced with advanced notice will be assigned by the Sergeant assigned to supervising events and overtime; a Division Commander or their designee in their absence.
 - d. The Watch Commander will be responsible for assigning overtime for Immediate Staffing needs and other last minute special event overtime needs.
 - e. If multiple shifts have the same assignment date, the assignments shall be made in the order the shift occurs. Assignment dates shall be determined with consideration regarding the advanced notice and posting requirements of this policy.
- (2) To fill an overtime slot, the next available individual, on the appropriate wheel, who has indicated a desire to work the event, is given the additional duty.
 - a. Employees already working, on leave, and/or out of the area are ineligible under most circumstances.

- b. If more than one employee can be assigned to an event, the next eligible employee is then assigned until the event staffing has been satisfied.
 - c. Employees who are eligible to work the entire overtime assignment will be given priority to the shift using the wheel, prior to assigning employees who wish to work a partial shift or split shift. An employee may not choose to split overtime shifts after assignment, without going through the wheel assignment process and checking for employees who are eligible for the entire shift. All reassignments will be done consistent with this general order.
- (3) The individual assigning the overtime is to fill out the Overtime Announcement Sheet with the officers assigned. In addition, they are to fill out the appropriate Wheel Log to indicate who is next available for overtime.
- a. Overtime with advanced notice will be assigned on the day noted on the sign-up sheet whether or not the sign-up sheet has been completed by all members. Generally, this date will be no later than 7 days prior to the event if possible.
 - b. Overtime for events with advance notice may also be assigned when all bargaining unit employees have indicated whether they wish to work or not; however all overtime events with advanced notice should be posted for at least 48hrs prior to making an assignment. Advanced notice for purposes of this section are notifications made more than 72hrs in advance.
 - c. Overtime requiring immediate assignment will be filled immediately regardless of whether all members have responded to the text or not.
 - d. Overtime not filled by a CSU Long Beach Unit 8 member may be offered to other Unit 8 members at nearby campuses.
 - e. The individual assigning the overtime is responsible for notifying overtime officers. This can be done in person, phone call, or text. For overtime with advanced notice of two weeks or greater, updating schedule express and email is sufficient notification.
 - f. The individual assigning the overtime is responsible for updating overtime recording keeping forms in the Overtime Book.
- (4) Overtime for blocks of events occurring on the same day (example Homecoming), or multiple similar events over a short period of time (example Book Buyback) may be batched together for the purposes of assigning.

- a. Officers who indicate a desire to work multiple events with conflicting times should be assigned the event providing the greatest amount of overtime hours available.
- (5) Unit 8 members may request they be exempted from voluntary overtime. Each member must file a written request with the Field Operations Division Commander for exemption from the overtime process on a yearly basis.
- a. Unit 8 members who make this request will not be considered or offered voluntary overtime unless they rescind the request in writing
 - b. Requests to be exempted must be filed each year in January.
 - c. Nothing in this section exempts a Unit 8 member from being assigned mandatory overtime if operational needs dictate.
- (6) In matters of immediate need, where time is of the essence, and to ensure adequate staffing levels, this procedure may be avoided by using the procedures set forth in section (c) Involuntary Overtime Assignment Procedure. For example, if an officer calls in sick just before a shift, and a block of time needs to be filled immediately, the Watch Commander can hold over on-duty personnel (or first available) without going to the Overtime Wheel. These exceptions should be noted in the Watch Commanders end of shift log so that this exception is not abused and can be monitored for fair use.
- (7) Changes or cancellation of overtime assignments, once assigned, are to be made only by a Division Commander or their designee. Changes or cancellations of events are to be announced via text messaging.

(c) Involuntary Overtime Assignment Procedure

- (1) **Patrol and Immediate Staffing Needs-** For overtime related to minimum staffing requirements for patrol shifts and unplanned immediate events such as disasters, protests, officer involved shootings and civil disobedience, overtime will be offered, assigned and distributed in an equitable and impartial manner to the extent possible. If there is an insufficient number of bargaining unit members on our campus desiring to work the overtime shift, the Watch Commander or Division Commander may designate the overtime as a “mandatory assignment”. Employees may not decline such overtime assignments.

Overtime should be assigned using the wheel system procedures described in this General Order except in matters of immediate need. For matters of immediate need, the Watch Commander may hold over on-duty personnel or the first available until the overtime can be filled as a voluntary assignment using the wheel system. These exceptions should be noted in the Watch

Commanders end of shift log so that this exception is not abused and can be monitored for fair use.

The person assigning the overtime should seek unit members from other campuses instead of involuntarily assigning unit members from the campus whenever practical and may use unit members from other campuses to relieve unit members who have been involuntarily assigned to work.

(2) **Planned Special Event Overtime-** For overtime related to planned events, overtime will be offered, assigned and distributed in an equitable and impartial manner to the extent possible. If there is an insufficient number of bargaining unit members desiring to work the overtime shift, the person assigning the overtime may designate the overtime as a “mandatory assignment” only after the following procedure has been followed.

- a. After bargaining unit members on the CSULB campus have had a minimum of 72 hours to sign up for the planned event overtime and if there are insufficient numbers to fill the needed shifts, the overtime shifts will be posted to unit members from all other campuses. The date and time of notification will be documented on the overtime signup sheet.
- b. After bargaining unit members from all other campuses have had a minimum of 72 hours to sign up for the overtime shifts and if there is still an insufficient number of bargaining unit members desiring to work, the person assigning the overtime may designate the overtime as a “mandatory assignment” for CSULB Unit 8 members. Employees may not decline such overtime assignments. The overtime will then be assigned using the wheel system procedures described in this General Order.

The person assigning the overtime may reevaluate the overtime staffing levels required for the event to determine if the event can be safely staffed with the number of voluntary Unit 8 members assigned before making involuntary assignments.

(d) After Action Reports

(1) All special event overtime requires an after action report be submitted by an officer assigned to work the event to the Field Services Division Commander. The content and length of the report is relative to the event and incidents that occurred.

- a. Special Event After Action Reports should contain:
 1. Identifying information for the event (name, date, time)
 2. Summary of the event
 3. Summary of significant events and/or arrests

4. List of all personnel working the event and hours worked
5. Recommendations for improvements.

IV. COMPENSATED TIME OFF (CTO)

Members of the Department represented by Unit 8 may accrue CTO, at the agreed upon rate, for up to a maximum of one hundred and twenty (120) hours. Any CTO eligible time worked beyond the 120 maximum will be paid at the current overtime rate.

As per current Unit 8 agreement, compensatory time off may be used on any date mutually agreed upon by Unit 8 employee and the Chief of Police. Employee requests to use CTO time will normally be granted were efficient operation and departmental workload are not adversely affected.

(a) VOLUNTARY ACCRUAL OF CTO

Unit 8 members may elect, up to the 120 hour “bank” maximum, to receive CTO time for any overtime worked.

(b) MANDATORY ACCRUAL OF CTO

The Department will credit Unit 8 members with CTO for overtime hours worked in the following areas:

- (1) Firearms Qualification shoots
- (2) CSU Critical Response Unit
- (3) Travel hours to attend training.
- (4) Overtime during training assignments
 - a. The Chief, or his designee, shall at his discretion, determine whether or not overtime during training assignments for Unit 8 members will be compensated as CTPR or OTPR (paid).
 - b. Notwithstanding GO2 IV(b)(4)(a) overtime associated with training assignments issued 21 or more days in advance will accrue as CTPR.

APPROVED