

Overtime Policy

1. Purpose – To provide guidance on the issuance and tracking of overtime work hours.
 - 1.1. Officers must be present at the time overtime is distributed in order to volunteer or be mandated (one exception to this is listed in OT policy Section 7.2, Transition Weekends).
 - 1.2. Officers may only be mandated once during any break period unless they must be mandated to meet minimum manning levels.
 - 1.3. During a transition weekend, **officers may work more than one (1) overtime slot, so as long as ESOM's permits**. Any officer that accepts overtime during a transition weekend **can be forced for another slot, so as long as ESOM's permits**. Officers cannot be forced **a second time during the same transition weekend**, unless minimum manning must be met and their schedules would then be adjusted.
 - 1.4. **During transition weekends, the crew changing from nightshift to dayshift will cover overtime for Friday nightshift and Saturday and Sunday dayshift. The crew changing from dayshift to nightshift will cover overtime for Friday dayshift and Saturday and Sunday nightshift.**
2. Overtime Hours Distribution – Normal weekly overtime will be distributed on the Monday, Wednesday or Friday prior to the upcoming break days. Unforeseen situations such as call-offs, new posts, etc., will be distributed as they occur. If mandating officers must take place, follow the steps in 2.1 below as soon as possible, regardless of the day.
 - 2.1. Normal distribution of overtime hours will be as follows; proceed down the crew seniority list asking for volunteers. Officers may only accept one (1) slot of overtime until the crew seniority list has been cycled through entirely. At that time, if any additional overtime is available, the list will be cycled through again asking available officers if they wish to volunteer for a second day of overtime. If you cycle through the entire crew seniority list, distribution will begin with the same individual when overtime is next handed out. If no personnel from the affected shift volunteer, then the overtime will be offered in the same method to those individuals from the opposite shift if possible. Forcing officers will only occur after this process has taken place (For planning/scheduling purposes, officers will be tentatively forced pending the results of

offering the overtime to the opposite shift and can be contacted at home if necessary to cancel forced overtime).

- 2.2. In cases where accepted overtime needs to be turned back in due to unforeseen circumstances incurred by the officer, those hours will be treated as new overtime hours. Re-issue the overtime turned back in starting with the next officer on the shift overtime tracking list. The officer turning in the hours will lose those hours from the shift overtime tracking log. The officer must turn back in accepted overtime not later than 0000/1200 hours of the officer's last scheduled workday prior to the day of accepted overtime.
- 2.3. During any scheduled shift, if individual overtime slots are cancelled and later a different slot becomes available, offer the new overtime first to the officer that was cancelled before proceeding down the seniority list. **Should more than one (1) officers overtime be cancelled, issue any new overtime to the more senior officer first.**
- 2.4. If all overtime handed out is cancelled, begin next time with those officers that had originally accepted the cancelled overtime, then resume where the shift overtime tracking log left off.
- 2.5. If several forced overtime slots are available, determine which officers are required to be forced by lowest hours worked. Offer the officer **with the most hours** the first choice of the forced overtime and continue until all forced slots are filled. **All forced slots will be notated by an "(F)" on the shift schedule. Any cancelations should be done in accordance with Section 2.6 and 5.1.**
- 2.6. Prior to the officers going on their break days, overtime will only be re-issued to the entire crew if the supervisor made a mistake in the issuance process. Additional slots of overtime will be issued in accordance with this policy or the CBA. If overtime is cancelled, it will only affect the day it was scheduled on. Mandated officers will be cancelled first starting with the most hours worked. Volunteers will be cancelled by asking the most senior officer through the least senior officer if they want to accept the cancellation. If no officer who accepted overtime volunteers to cancel their overtime, the least senior officer's overtime will be cancelled. Cancelled personnel are allowed to work other officers mandated overtime if acceptable to both parties.
- 2.7. When mandated overtime is available for the opposite crew, supervision will distribute their crew's overtime first. Only after all required slots have been filled or mandated

will they offer the mandated overtime for the opposite crew. Supervisors will always start with the most senior officer when distributing forced overtime from the opposite crew. Volunteers covering mandated overtime for other crews will have no effect on the starting/stopping position of the crew seniority overtime list. The list only changes when handing our regular crew overtime. **Mandated officers will be cancelled from most hours down when taken by members of the opposite crew.**

- 2.8. Officers in on overtime or a swap when overtime is handed out will not be mandated unless the supervisor must do so to meet minimum manning levels. They may volunteer only after the on-duty crew has been offered the available overtime. If an officer must be mandated, they will be from the on-duty crew.
- 2.9. Military members **will** be offered an overtime slot as a **“make-up day”** when they miss work because of duty if there is an available day within that pay **week**. It is the officer’s responsibility to request the **“make-up day”**. They will not be allowed to work a holiday as their make-up day unless they are offered it as part of normal overtime distribution. **Accepted make-up days will be notated with an “(MIL)” on the shift schedule. All hours taken as make-up days will not be recorded on the shift overtime tracking log since they are not being worked as overtime. Military make-up days will always be canceled last (after mandated and volunteer).**

3. Tracking Overtime Hours

- 3.1. Hours accepted by an officer will not be deleted from the shift overtime tracking log if cancelled by the supervisor after the officer’s departure from the **day overtime was issued**.
- 3.2. Mandated officers may have another officer work for them. The officer working will not have the hours recorded on the shift overtime tracking log. The mandated officer will keep the hours on the shift overtime tracking log and cannot be mandated again for the same time period unless the supervisor must do so to meet minimum manning levels.
- 3.3. **Officers returning from extended leave of ninety (90) days or more (ie. – Short Term Disability, Military deployment, etc) will be “averaged in” with the same amount of hours as the lowest officer on the Overtime Tracking Log after accepting their first overtime slot upon their return. If the officer has accumulated hours prior to their leave, the officer will keep whichever is higher.**

3.4. New hires will be mandated for one (1) overtime slot before being placed on the shift overtime tracking log with the same amount of hours as the lowest officer on the list. If new hires volunteer for overtime prior to being mandated, their placement on the shift overtime tracking log will be based on their accumulated hours or the hours of the lowest officer on the list, whichever is higher.

4. Call-offs

4.1. Officers calling off when scheduled for overtime will lose those hours from the shift overtime tracking log and will be charged STO for the appropriate hours.

5. Calling Officers at Home

5.1. When calling officers at home to cancel overtime, mandated officers will be called first followed by volunteers. **Mandated officers will be cancelled first starting with the most hours worked. Volunteers will be cancelled next by calling the most senior officer through the least senior officer if they want to accept the cancellation. If no officer who accepted overtime volunteers to cancel their overtime, the least senior officer's overtime will be cancelled. Military make-up days will always be canceled last.**

5.2. **When an officer is called at home to cancel overtime, the officer will then be called first when and if there is a need to fill a non-scheduled (call-off) overtime position for that shift. The supervisor will place the officer's name at the top of the call-out volunteer list ahead of those already listed.**

5.3. When notifying officers at home of cancelled overtime, a message left on an answering machine or with a third party is an acceptable means of notification.

6. Sending Officers Home Early

6.1. If it becomes necessary to send officers home before their scheduled departure time, mandated officers will be offered to go home first followed by volunteers. For mandated overtime, the officer with the most hours worked will be asked first if they want to leave. For volunteers, the most senior officer will be offered to leave first. If there are no volunteers to depart, officers will be released starting with the least senior officer. Original overtime hours will remain on the shift overtime tracking log. Exception – If an officer is in for a specific job or a specific time period (4 hours, 6 hours, etc. vs.

the normal 12 hour shift) and that job/time period ends early, that officer will be released first unless there is mutual consent among the affected parties for a different officer to depart first.

7. Overtime Sign-up List

7.1. At the end of the month a volunteer list will be provided to bargaining unit members to sign-up for overtime for the subsequent month. Supervisors will accept names beginning the last week of the current month for the following month's volunteer list. Each officer may sign-up for one (1) day at a time (this to be annotated in red). After everyone has had the opportunity to sign-up for one (1) day, all remaining slots will be on a first-come first-serve basis. There is no limit to the number of officers that may sign-up on any given day. Bargaining unit members may add or remove their names anytime during the month. **It is understood that by placing your name on the call-out list, that you will make every effort to come in when/if called in accordance with the CBA, Article 9 Section 3a.**

7.2. On the Wednesday prior to transition weekends, Echo team members may place their names on a list for **Saturday and** Sunday dayshift overtime, signifying they would like to be considered for overtime if the seniority list reaches them. If when going down the seniority list it comes to the Echo team member's name, they will be given one (1) of the overtime slots available. All of Echo team is available to be forced for the transition **Saturday and** Sunday dayshift in accordance with existing guidance.

NOTE: This document can be changed with the agreement of both Union Leadership and Security Management.

Document last revised on March 31, 2014.

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