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## COMPENSATION AND BENEFITS

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### OVERTIME COMPENSATION

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**Purpose:** The purpose of this policy is to establish procedures to document and claim compensation for authorized overtime worked.

**Policy Statement:** It is the policy of the North Little Rock Police Department to compensate members in accordance with applicable State and Federal Law and agreements between the City and member associations. Generally, non -exempt members will be paid overtime for all hours worked in excess of forty (40) hours during any seven-day period. Compensation for overtime may be provided financially or in the form of compensatory time.

**Summary of Changes:** Changed all references to NLRPD Overtime Form and Form 40, Request for Compensatory Time to NLRPD Time Off / Comp Time Claimed Request Form

**Definitions:**

**Direct Association:** Arising as a direct result of the performance of duties as a member of the North Little Rock Police Department.

**Nonexempt:** Positions for which compensation is based on an hourly wage.

**Work Week:** Defined as the 40 hours worked within the 7 day work period that begins at 12:01 a.m., Saturday and ends at 12:00 a.m. Friday.

**Procedure:**

- 1 **Compensatory Time** may be claimed by nonexempt members for overtime worked in excess of 40 hours within the 7-day work week at the rate of 1-1/2 times the number of hours actually worked. Compensatory time will not be granted for less than 15 minutes overtime worked in one day. [CALEA 22.1.1e]
  - 1.1 Compensatory time may be claimed for work scheduled on the member's day off. Supervisors may schedule another day off during the member's work week to prevent members from working more than 40 hours per week.
  - 1.2 Compensatory time may be claimed for overtime worked as a result of a court appearance in direct association with the member's performance of duties.
    - 1.2.1 Members will be granted a minimum of 3 hours compensatory time for court appearances while off duty when a special trip must be made to the location of court.
    - 1.2.2 Members attending court longer than 2 hours will receive compensatory time at the rate of one and a half (1-1/2) times for the actual time spent in court.
    - 1.2.3 Members attending court immediately before or after their scheduled work times will be granted compensatory time for the actual time spent in court.
    - 1.2.4 Requests for compensatory time for court appearances will be submitted on an NLRPD Time Off / Comp Time Claimed Request form along with a copy of the subpoena signed by the court bailiff.
  - 1.3 Sworn and non-sworn members will not accumulate more than 240 hours of compensatory time. After accumulating the maximum number of hours of compensatory time, members will be compensated for overtime in wages at one and a half (1-1/2) times the regular rate of pay.
  - 1.4 Sworn supervisory and non-supervisory members will accrue compensatory time in accordance with the limitations set forth in their respective contracts with the City of North Little Rock.
  - 1.5 Non-sworn members will accrue compensatory time in accordance with the Non-Uniformed Employees Handbook currently in effect.
  - 1.6 Members claiming compensatory time will complete the NLRPD Time Off / Comp Time Claimed Request form and submit said form to their supervisor within 48 hours of working the overtime.
  - 1.7 Members requesting compensatory time off will submit NLRPD Time Off / Comp Time Claimed Request to their supervisor for approval.
    - 1.7.1 Compensatory time will be taken in 15 minute increments.

- 2 **Overtime Pay** may be claimed by nonexempt members for overtime worked in excess of 40 hours within the 7-day work week at the rate of one and a half (1-1/2) times the regular rate of pay. [CALEA 22.1.1f]
- 2.1 Determining the number of hours worked per week will be in accordance with the sworn supervisory and non-supervisory member's respective contracts with the City of North Little Rock.
- 2.2 Determining the number of hours worked per week for non-sworn members will be in accordance with the Non-Uniformed Employees Handbook.
- 2.3 With the exception of court appearances, members will not work overtime without prior supervisor approval.
- 2.4 Members claiming overtime pay for overtime worked will complete the Overtime Form and submit said form to their supervisor for approval within 48 hours of working the overtime.
- 2.5 Overtime pay may be claimed for overtime work as a result of a court appearance in direct association with the member's performance of duties.
  - 2.5.1 Members will be granted a minimum of 2 hours overtime for off-duty court appearances when a special trip must be made to the location of court.
  - 2.5.2 Members attending court longer than 2 hours will receive overtime pay for the actual time spent in court.
  - 2.5.3 Members attending court immediately before or after their scheduled work times will be granted overtime pay for the actual time spent in court.
- 2.6 Requests for overtime pay for court appearances must be submitted on the NLRPD Overtime Pay Request form along with a copy of the subpoena signed by the bailiff from the court attended. Overtime for court appearances will not be approved without the signed subpoena, with the exception of appearances in Mental Health Court.
- 2.7 Since Mental Health Court does not issue subpoenas, officers attending Mental Health Court will list Mental Health Court along with the name of the individual they are required to appear for in the comments section of the Overtime Form.

### **3 Restrictions**

- 3.1 Overtime or Compensatory time compensation will only be granted for court appearances in direct association with the member's performance of duties as a North Little Rock Police Officer.
- 3.2 Members subpoenaed as a witness to give a deposition or testimony in any court, at a hearing or before any entity with the power to subpoena, will be entitled to wages, including overtime compensation if applicable, provided:
  - 3.2.1 The member's involvement in the matter is in direct association with his/her employment at the North Little Rock Police Department; and
  - 3.2.2 The member is an unpaid witness to the matter.
- 3.3 Members subpoenaed for civil proceedings will collect the required witness fee. If the member claims wages or overtime compensation for the court appearance, the witness fee will be surrendered to the City.
  - 3.3.1 The witness fee will be attached to the request for overtime or comp time payment.
  - 3.3.2 If the court appearance is during duty hours the witness fee will be given to the member's supervisor with a copy of the subpoena.
- 3.4 Members will be required to take annual leave to attend a deposition, hearing or appear in court if:
  - 3.4.1 The member is on duty; and
  - 3.4.2 The member is attending court for personal reasons; or
  - 3.4.3 The matter is not in direct association with his/her employment at the North Little Rock Police Department; or
  - 3.4.4 The member is serving as a paid expert/witness; or
  - 3.4.5 The member is a party to the matter; or
  - 3.4.6 The member is serving as a character witness.
- 3.5 A member who makes an off-duty felony arrest will receive a minimum of 2 hours overtime pay.
- 3.6 The term "off-duty felony arrest" does not include an arrest made while privately employed in a law enforcement capacity.
- 3.7 All requests for overtime compensation must be submitted within 48 hours of the overtime worked.

### **4 Supervisor Responsibilities**

- 4.1 Supervisors will review every overtime compensation and Compensatory time request for completeness and accuracy.
- 4.2 Division/Unit Commanders are responsible for the proper accounting of overtime compensation for their respective divisions/units.
  - 4.2.1 Commanders will monitor compensatory time accrual to ensure compliance with limitations set forth in Section 1.3 of this policy.

- 4.3 Division/Unit Commanders will establish procedures for the timely and efficient flow of completed forms to the Support Services Division.
- 4.4 The Commander of the Support Services Division is responsible for the proper accounting of overtime compensation requests received by the Support Service Division.

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Mike Davis  
Chief of Police