



# *Winters Police Department*

*John P. Miller, Chief of Police*

*702 Main Street, Winters, CA. 95694*

## **GENERAL ORDER #16-02 ASSIGNING OVERTIME**

**Date: September 30, 2016**

### **I. PURPOSE**

This General Order is intended to establish a model for the fair and equal opportunity in offering and assigning employees to work overtime assignments.

### **II. POLICY**

Nothing in this General Order should be interpreted as an amendment or “side letter” to the current Memorandum(s) of Understanding entered into between the City of Winters and the Winters Police Officers Association or the City of Winters and the Winters Police Sergeants Association. There is no employment right as to the assignment of overtime details, special events, or shifts; therefore, management retains all management rights in regards to this matter.

Outside extenuating or exigent situations, each separate overtime opportunity will follow the procedure outlined below regardless of the hourly length of the assignment.

If the overtime detail, special event, or shift is specifically for a supervisory position, Police Sergeants represented by the Winters Police Sergeants Association will be offered the assignment, following the process outlined below. If no Police Sergeants are available or accepts the overtime assignment, Police Corporals represented by the Winters Police Officers Association will be offered the overtime assignment.

If the overtime detail, special event, or shift is specifically for a Police Officer position, employees represented by the Winters Police Officers Association will be offered the assignment. If no Police Officers or Police Corporals are available or accepts the overtime assignment, Police Sergeants represented by the Winters Police Sergeants Association will be offered the overtime assignment.

### **III. PROCEDURE**

#### **A. RECORDS**

- a. Supervisors filling overtime assignments will utilize a perpetual record keeping instrument to memorialize their efforts in their attempts to fill, and subsequent final assignment, of the overtime detail, special event, or shift.

#### **B. PROCESS**

- a. The Supervisor tasked with filling the overtime assignment will follow the seniority list established by the City of Winters Police Department. Seniority will



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be based in the employees current rank and only if the promotion caused the employee to be moved and represented by a different employee association.

- b. Employees on accrued leave, whether vacation, compensatory time off , or sick leave, will be considered to have declined the overtime assignment, which will be noted as such on the record keeping instrument. If the overtime assignment is not filled after following the procedure outlined, employees on vacation or compensatory time off may be contacted to determine if they wish to work the detail at their normal hourly rate in lieu of utilizing leave banks.
- c. Employees on other prescriptive leave, including bereavement and injury, or on modified work restrictions and the overtime assignment is outside of those restrictions, will be considered unavailable but not to have declined the overtime assignment, which will be noted as such on the record keeping instrument.
- d. Employees not wishing to be contacted regarding overtime assignments during certain time periods or on specific dates should note this on the Master Schedule. The employee will be considered to have declined any overtime assignments during this time period, which will be noted as such on the record keeping instrument.
- e. Utilizing the record keeping instrument, the Supervisor will determine who the next eligible employee is for the assignment and contact the employee. Depending on the urgency of the assignment, the Supervisor will give the employee reasonable opportunity to respond. If, after a reasonable time has passed, the employee has not responded the employee will be considered to have declined the overtime assignment, which will be noted as such on the record keeping instrument.
- f. After receiving a response from the employee, or giving a reasonable opportunity to respond as outlined above, and indicating the response on the record keeping instrument, the supervisor will continue down the seniority list until the overtime assignment is filled.

John P. Miller  
Chief of Police