



BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-56 SECTION L-2

OVERTIME, COMPENSATION, AND HOLIDAYS Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

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- II. Purpose
- III. Definitions
- IV. General
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- VI. Procedures for Assigning Overtime
- VII. Preparation
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- IX. Review
- X. Court Compensation Rate
- XI. Individual Overtime Report
- XII. Attendance Report
- XIII. Authorization of Overtime for Civilian Employees
- XIV. Effective Date

I. DIRECTIVE

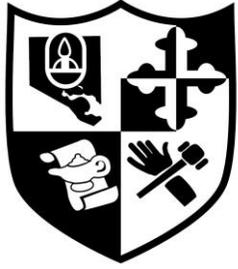
It is the intent of the Baltimore City School Police Force (“BCSPF” or “department”) that all full-time employees of the BCPSF who are required to work overtime shall be compensated pursuant to the Baltimore City Board of School Commissioners policy and applicable negotiated agreement. For specific examples on recording overtime, refer to the current negotiated agreement. In addition, employees shall be compensated for working on identified holidays as per the negotiated agreement.

II. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the effective and economical use of overtime. It is the intention to make all possible effort to minimize overtime, consistent with carrying out the department’s mission and responding to emergencies.

III. DEFINITIONS

All compensatory details are subject to the current labor agreement.



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- a. **Call-Back:** Employees called to work outside of their regular shift to address emergency situations.
- b. **Compensable Overtime:** Under the Fair Labor Standards Act, employees will be compensated for work that is performed in excess of the regular workday and approved by a supervisor.
- c. **Compensatory Leave:** Employees are eligible to earn compensatory leave in lieu of overtime or holiday pay.
- d. **Emergency Situation:** An unforeseen serious situation or an occurrence that happens unexpectedly and demands immediate action.
- e. **Exempt Employees:** Employees with the rank of Lieutenant or above, are not eligible to receive overtime pay. They are eligible for compensatory leave accrual.
- f. **Holiday Compensation:** If an employee is required to work on a recognized school calendar holiday, they shall receive compensation as agreed upon in their negotiated labor contract.

IV. GENERAL

Deviation from the requirements and conditions set forth in this General Order is only authorized upon the specific direction of the Chief of School Police.

Authority to approve the incurrence of overtime will normally be limited to the Field Operations Lieutenants, and will be required in advance of the incurrence of the overtime. However, in those instances wherein the exigencies of the situation requires an immediate decision by an officer of equivalent officer will first be obtained, and the Captain shall be notified via channels on the next working day of the conditions surrounding the requirements for the overtime. This authorization is limited to individual unit requirements and does not apply to large scale demands.

NOTE: It is the responsibility of each Sector Sergeant to review the overtime usage within their sectors to ensure that overtime is not abused and that when required, overtime is assigned equitably among qualified personnel.

Additionally, overtime shall be limited so that effective performance of duty of any officer may not become impaired.



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V. AUTHORIZATION AND REPORTING

Normally authorization to incur overtime for which payment must be made, must be granted by the Captain or higher authority where appropriate, prior to the incurrence of the overtime. Where the requirement for overtime is known in advance, a written request to incur overtime for law enforcement personnel shall include the following:

- A. Statement of the conditions requiring the overtime;
- B. The number of officers required;
- C. The number of overtime hours being requested; and
- D. The date on which the overtime will be worked.

Requests for overtime will be signed by the Sector Sergeant/Corporal or Lieutenant as appropriate. In those situations where an operational requirement demands an immediate decision to incur overtime, the supervisory officer concerned shall apprise the Sector Sergeant/Corporal equivalent officer of the requirement and request authorization to incur the needed overtime. The Sector Sergeant/Corporal shall evaluate the basis of the request, and if deemed necessary may approve the overtime; however, in each such instance the Sector Sergeant/Corporal shall inform the Captain of the situation at the commencement of the next working day. This authorization is limited to individual unit requirements and does not apply to large scale demand.

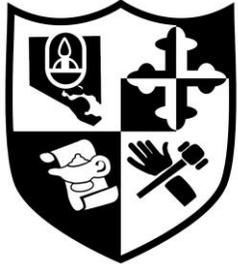
Sector Sergeant/Corporal are authorized and directed to impose any procedures in addition to the above considered necessary to insure positive control of overtime. Special approval to incur overtime in connection with scheduled sports events shall be coordinated through the Field Operations Lieutenant will be authorized based on scheduled activities.

VI. PROCEDURES FOR ASSIGNING OVERTIME

The procedures for assigning and requiring officers to work overtime are addressed in the negotiated labor agreement. Supervisors and command officers are expected to follow these procedures when assigning and requiring officers to work overtime.

VII. PREPARATION AND SUBMISSION

The below procedures must be followed in preparation and submission of the Individual



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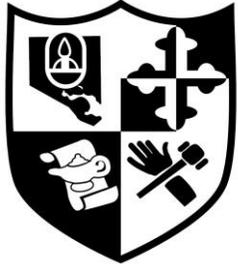
Overtime Report Form, recording of overtime on the Bi-Weekly Payroll Attendance Report.

- A. Complete an Individual Overtime Report Form
- B. A member who has cases scheduled in different courtrooms must fill out a separate Off-Duty Appearance Form for each appearance.
- C. Members failing to have their Off-Duty Appearance Form properly timed and certified shall forfeit compensation.
- D. Under no circumstances shall on-duty members have an Off-Duty Appearance Form certified.
- E. Court appearance slips must be submitted to Sector Sergeants/Corporal the same day as the court appearance or explained on reverse side (ie. vacation, medical, travel, etc.)- Exceptions apply primarily to criminal court appearances.
- F. Members shall turn in Off-Duty Appearance Forms for all appearances made in the same calendar day.
- G. Members shall attached their court summons or verification letter to the Off-Duty Appearance Form prior to submitting the form to their Sector Sergeant/Corporal. If there is no summons or letter, a full explanation shall be written on the reverse side of the form.
- H. Any member arriving for court later than the time specified on the summons must explain lateness on the reverse side of the Off-Duty Appearance Form. Should a member's late arrival in Court be the cause of a dismissal or postponement, they shall not be paid. An exception to this shall be allowed when a member is directed by the prosecution or the Court to appear at a specific time and, in spite of this direction, the case is heard prior to their arrival. In these instances, an explanation must be written on the back of the appearance slip, to include names of persons who advised the appearance time other than the time reflected on the summons. In postponed cases, the statement must reflect whether the member had prior notice the case would not be heard.

VIII.SUPERVISOR RESPONSIBILITIES

Supervisory review is critical to equitable disbursement of off-duty overtime pay. Upon receipt of a completed and certified Off-Duty Appearance Form, the immediate supervisor shall:

- A. Review court overtime slips and insure a factual explanation of date/time frames reflecting extremely short appearance time.



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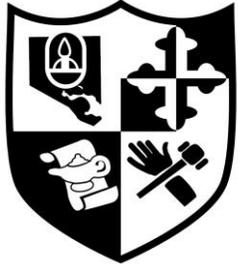
1. Time frames reflecting other than the same time-in date/time-out date shall not be honored for payment.
 2. Conflicts in dates between the summons and the court appearance must be explained.
- B. Compute the total overtime hours and record as appropriate on the Off-Duty Appearance Form.
1. In determining overtime, supervisors shall consider the officer's normal working shift and record only that number of hours spent in court before or after the regular working shift- only the off-duty hours spent in court.
 2. The court appearance time beyond the normal work day shall be paid as regular overtime.
 3. When summoned to court prior to the start of the officer's shift, court overtime provisions shall prevail—2 hour minimum applies as per the negotiated labor agreement. (The normal work day begins at the time designated for the start of roll call).
- C. After thoroughly reviewing the Off-Duty Appearance Form, including entries on reverse side, indicate approval by endorsement and forward to the Field Operations Lieutenant, Officers-in-Charge, Corporal, Sergeants, and Lieutenants applying for court overtime must have their court appearance slips signed by the next higher rank.

IX. REVIEW

- A. Upon receipt of a completed and certified Off-Duty Appearance Form, the Captain shall after review indicate approval by endorsement. After the form has been approved and signed by the Captain or designee, it shall be recorded on the bi-weekly payroll attendance report in the block provided which corresponds to the calendar date on which the overtime was worked.
- B. The Captain shall ensure that an individual record of off-duty court appearances is maintained in accordance with procedures.

X. COURT COMPENSATION RATE

- A. A minimum of two hours shall be paid at a rate of 1 ½ times the normal hourly rate of pay for off-duty court appearance.
1. The two-hour minimum applies to the calendar day and not the number of court



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appearances as may be on any one day. If more than one court appearance is made on any one calendar day and the total time spent in court is less than two hours, the minimum two-hour rule shall apply and the member will be compensated for two full hours of overtime.

| | | |
|----------|-----------------|------------------|
| EXAMPLE: | District Court: | 15 minutes |
| | Circuit Court: | 30 minutes |
| | Juvenile Court: | 20 minutes |
| | Total Time: | 1 hr. 05 minutes |

The member must be paid the minimum of two hours at a rate of 1 ½ times the normal hourly rate of pay.

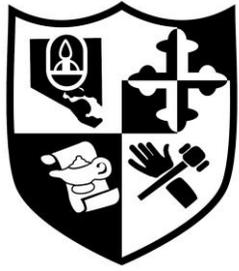
2. Compensation for off-duty time beyond the minimum two hours shall be calculated according to the following schedule as prescribed by city policy.

| | |
|----------------|-----------|
| 0-18 minutes= | .3 hours |
| 19-30 minutes= | .5 hours |
| 31-48 minutes= | .8 hours |
| 49-60 minutes= | 1.0 hours |

3. Under no circumstances will compensation begin before the starting time of the court or division as stated on the summons.

EXAMPLE: A member receives a summons to appear at a Juvenile Court with a starting time of 0900 hours and stamps the form at 0845 hours. Hours for compensation shall be calculated beginning with 0900 hours.

4. When a member is required to attend two or more courts on the same day, with a starting time of two or more hours between each court, they shall receive a minimum compensation of four hours at a rate of 1 ½ times the normal hourly rate of pay.
5. The Department may vary or rearrange work scheduled of unit employees to accommodate court appearances, and this shall not be considered varying or rearranging schedules to avoid the payment of overtime.



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B. Payment of Meal Allowance

Payment of a \$6.00 meal allowance shall only be provided employees required to work three or more hours of overtime.

C. Departmental Hearings

Only police officers and civilian employees who are required to appear as witnesses at departmental hearings in their off-duty time will be paid overtime at a rate of one and one-half times their regular hourly rate. This procedure is not to include the defendant in the case. Defendants in a departmental hearing shall be considered as working a “tour of duty” and their work schedule shall be adjusted accordingly.

XI. INDIVIDUAL OVERTIME REPORT

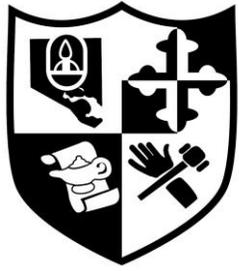
In every instance where overtime is required and performed, such overtime shall be approved and recorded utilizing the Individual Overtime Report Form.

The completion of the Individual Overtime Report Form is a triple responsibility. The individual performing the overtime shall initiate the form, filling in all information except the signatures of the authorizing and certifying supervisors directing the overtime; the authorizing supervisor requesting the overtime shall sign in the appropriate space; and the supervisor on duty, when the work is completed, shall sign as the certifying officer. It is possible for the authorizing and the certifying officer to be the same person. The certifying officer shall insure the forms are completed promptly, and immediately submit such forms to the individual within their unit having responsibility for the maintenance of the Bi-Weekly Payroll Attendance Report.

All civilian personnel must submit an overtime form to their immediate supervisor.

XII. BI-WEEKLY ATTENDANCE REPORT

- A. Overtime shall be recorded on the Bi-Weekly Payroll Attendance Report in the block provided which corresponds to the calendar date on which the overtime was worked. Overtime shall be recorded as directed by Central Payroll.
- B. Overtime worked for which payment is to be made shall be marked in red ink.



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- C. Overtime worked for which compensatory time will be granted shall be marked in blue ink.
 - D. At the end of the pay period, the total overtime hours for which payment is authorized shall be shown in the column headed "Exception Total Time", sub column "Act", in red ink.

XIII. AUTHORIZATION FOR OVERTIME FOR CIVILIAN PERSONNEL

A. Required Action

All personnel must submit an overtime form to their immediate supervisor- Individual Overtime Report Form

XIV. EFFECTIVE DATE

This Order shall be effective on the date of publication.

I certify that I have read and fully understand this Order.

Signature _____ Date _____