

# Overtime Compensation Requests

## 1019.1 PURPOSE AND SCOPE

It is the policy of the Agency to compensate non-exempt and qualified employees who work authorized overtime either by payment of wages as agreed and in effect through the collective bargaining agreement or by the allowance of accrual of compensatory time off (Milwaukee County General Ord. 17.16).

### 1019.1.1 POLICY

Because of the nature of law enforcement work, and the specific needs of the Agency, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt employees are not authorized to volunteer work time to the Agency. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked. Working unauthorized overtime may be subject to discipline.

The individual employee may request compensatory time in lieu of receiving overtime payment. However, the employee may not exceed the number of hours compensatory time identified in the collective bargaining agreement or Milwaukee County Ordinance.

## 1019.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall submit all overtime compensation requests to their immediate supervisors as soon as practicable for verification.

### 1019.2.1 SUPERVISOR RESPONSIBILITIES

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.

Supervisors are responsible for managing overtime of employees under their supervision.

## 1019.3 ACCOUNTING FOR OVERTIME WORKED

Employees are to record the actual time worked in an overtime status. The collective bargaining agreement, where applicable, and Milwaukee County General Ordinance govern the minimum number of hours to be paid (Milwaukee County General Ord. 17.14).

### 1019.3.1 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same activity, case or court trial, and the amount of time for which payment is requested varies between the two, the approving supervisor may require each employee to include the reason for the variation on the back of the overtime payment request.