

PREMIUM PAY AND PREMIUM TIME REPORTING

2.01 PURPOSE

This regulation establishes policies and procedures to ensure personnel entitled to premium **time** compensation receive proper payment without unnecessary delay. This regulation **also contains** guidelines to be followed in the administration of the **Systems, Applications, and Products (SAP)** Cross Application Time Sheet (CATS) reporting system.

2.02 GENERAL INFORMATION

- A. Premium Time: Premium time may result from alert/standby time, holiday time, call time, overtime, shift differential, and other non-overtime special situations required by labor agreements.
- B. Authorization Required: Premium time must be approved by the authority listed in this regulation and/or other applicable Department directives.
- C. Exclusion: Cadets and Liquor Enforcement Officer Trainees do not qualify for any premium pay compensation during the period they are undergoing initial training at the Academy.

2.03 DEFINITIONS

When used in this regulation, the listed terms are subject to conformance with applicable labor agreements and shall have the following meaning, unless the context clearly indicates otherwise:

- A. Alert/Standby Time:
 - 1. The term "alert time" is used in conjunction with members and is defined as off-duty time when a member is restricted as to where they may go or what they may do in order to permit return to duty quickly upon call. Alert status is not meant to cover regular or rotational duty which may result in a member being recalled to active duty status.

2. The term "standby time" is used in conjunction with employees covered by the current AFSCME agreement, and is defined as that period of time during which an employee is required to remain at home and be available for emergencies.
- B. Call Time: Compensable time which occurs when personnel are notified to report to duty as soon as possible outside of a scheduled shift.
 - C. Day Shift: Any regularly scheduled shift which begins after 6:00 a.m. or before 12:00 p.m. for civilians, and at or after 6:00 a.m. or before 12:00 p.m. for enlisted.
 - D. Evening Shift: Any regularly scheduled shift which begins at or after 12:00 p.m. or before 10:30 p.m. for civilians, and at or after 12:00 p.m. or before 10:00 p.m. for enlisted.
 - E. Holiday Time: Time worked on days designated as holidays by the applicable labor agreement.
 - F. Night Shift: Any regularly scheduled shift which begins at or after 10:30 p.m. or before 6:00 a.m. for civilians, and at or after 10:00 p.m. or before 6:00 a.m. for enlisted.
 - G. Overtime: Work performed in excess of a regularly scheduled workday or regularly scheduled workweek.
 - H. Overtime Compensation: Compensatory time or pay at straight time or premium rates, whichever is applicable.
 - I. Scheduled Overtime: When personnel are informed in advance of a time to report for duty which is outside his/her five scheduled shifts for the workweek.
 - J. Shift Differential: Compensation at rate designated by applicable labor agreement for hours worked on evening and night shifts.

2.04 ELIGIBILITY AND AUTHORIZATION

A. Overtime:

1. Eligibility: Department personnel may be authorized to work overtime to perform job assignments of an emergency or high priority nature that cannot be accomplished by the efficient use of regularly scheduled time available. A supervisor may authorize and approve overtime only if such overtime is considered to be justified and consistent with Department policies.
 - a. Supervisors shall, to the extent possible, schedule work assignments to permit the performance of job assignments within the regularly scheduled work shift.
 - b. Personnel performing job assignments outside the geographical jurisdiction of their assigned Station shall be subject to the same limitations as personnel who are performing assignments within the geographical jurisdiction of their assigned Station. Personnel performing job assignments outside their assigned Station shall:
 - (1) Be considered on duty while making the initial trip from their assigned Station to the location of the assignment, and the return trip to their assigned Station after completion of an assignment.
 - (2) Perform their assignment by regular periods of work as prescribed in this regulation unless otherwise authorized by their immediate supervisor.
 - c. Travel time in conjunction with in-service training, as well as time spent in receiving such training, will be included in calculating overtime.
 - d. Personnel attending out-service training shall not be eligible for overtime compensation while attending or traveling to or from such training.
2. Authorization: Area/Troop Commanders and Bureau/Office Directors may authorize overtime. They may

delegate this authority to Section/Station Commanders and Unit Supervisors to the degree necessary to maintain operational effectiveness. In the event of a Task Force operation, the Task Force Commander may authorize overtime if required. Overtime for Area/Troop Commanders and Bureau/Office Directors shall be authorized by their immediate superior.

- a. Authorization should be obtained prior to the actual use of overtime.
- b. If, in unusual circumstances, it is impossible to secure prior authorization, the individual shall notify their immediate supervisor as soon as practicable. Authorization may be granted only if such overtime is considered to have been justified by the intent of this regulation.
- c. If working an overtime assignment will result in a member being scheduled to return to work with fewer than eight hours off duty, a supervisor shall determine whether or not the member will be rescheduled and, if so, inform the member of the new starting time prior to their going off duty. No member shall make their own determination to return to work with fewer than eight hours off duty. If a supervisor is not available when overtime has been worked and the next shift is scheduled to start in fewer than eight hours, the member shall be responsible for contacting the Troop Officer-of-the-Day for a determination. If it is determined that it is necessary for the member to return to duty at the time originally scheduled, the member shall receive double time and one-half pay for any time worked with fewer than eight hours off duty.

B. Call Time:

1. Eligibility: Personnel shall only be eligible for call time compensation when placed in that status by their Section/Station Commander or Unit Supervisor. Call time will only be authorized to perform job assignments of an emergency or high priority nature that cannot be accomplished by the efficient utilization of scheduled

time available. Supervisors shall, to the extent possible, schedule work assignments to permit the performance of job assignments within the regularly scheduled work shift.

2. Authorization: Under normal circumstances, call time will be authorized by the individual's immediate supervisor. In the event of a Task Force operation, the Task Force Commander may authorize call time if required. Area/Troop Commanders and Bureau/Office Directors may be placed in call time status by their immediate superior.

C. Alert/Standby Time:

1. Eligibility: Personnel are eligible for alert/standby time compensation only when placed on alert/standby status in accordance with Department directives. Supervisors shall, to the extent possible, alternate personnel in alert/standby status to permit a reasonable distribution of such assignment among all personnel.
2. Authorization: Alert/standby status must be authorized by supervisory personnel. In the event of a Task Force operation, the Task Force Commander may authorize alert/standby time if required. Area/Troop Commanders and Bureau/Office Directors may be placed in alert/standby status by their immediate superior.

D. Holiday Time:

1. Eligibility: Personnel who work on specified holidays are eligible to receive holiday compensation for hours worked on days designated as holidays by the applicable labor agreement.
2. Authorization: When such assignment has been appropriately scheduled, no prior authorization is required.

E. Shift Differential:

1. Eligibility: Personnel who are assigned to work an evening or night shift shall be eligible for shift differential in accordance with the applicable labor agreement.

2. Authorization: When such assignment has been appropriately scheduled, no prior authorization is required.

2.05 REPORTING AND APPROVAL

- A. **Reporting:** Personnel who have been assigned premium time requiring supervisory approval shall utilize the SAP CATS reporting system for entry and submission of all such premium time data to their immediate supervisor for review. Instructions for entering premium time data into the SAP CATS reporting system are available via the PSPiNet, Personnel Center, PSP HR Document Library, SAP-ESS References, and can also be accessed by clicking on the following hyperlink: [SAP-ESS References](#).

NOTE: Personnel shall utilize the long-text function to describe the circumstances associated with the premium time worked when entering premium time data into the SAP CATS reporting system.

- B. **Approval:** Supervisors shall review all premium time entries received via the SAP CATS reporting system, and shall approve or reject the premium time entry(s), as appropriate. Instructions for reviewing and approving/rejecting premium time entries in the SAP CATS reporting system are available via the PSPiNet, Personnel Center, PSP HR Document Library, SAP-ESS References, and can also be accessed by clicking on the following hyperlink: [SAP-ESS References](#). Supervisors have 48 hours from the time a member/employee submits a premium time entry(s) via the SAP CATS reporting system to approve or reject the entry(s). After 48 hours, approvals/rejections can be done by either the supervisor or the reviewing officer. If the premium time entry(s) is not approved or rejected after 96 hours, it is automatically routed via SAP to the Time Advisor in the Personnel Services Office for appropriate action.