

Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	1	Administrative and Management	1. 2. 10
SECTION:	2	Fiscal Management	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	10	OVERTIME	
STANDARDS: ACA – 4 – ALDF: None			
APPROVED: _____			REVIEW DATE: 7 / 21 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE 7 / 30 / 20
Rescind: 1.2.10 dated 7/11/17 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to require employees to work overtime in accordance with The City of St. Louis Personnel Administrative Regulation (AR) No. 134, and as provided by the provisions of this procedure and work rule. All overtime/compensatory time is subject to advance approval by the Appointing Authority or designee.

III. RESPONSIBILITIES

All Division of Corrections staff are responsible for adhering to the following procedures.

III. DEFINITIONS

Extreme Business Hardship: The term “extreme business hardship” shall mean dangers to the safety and security of the facility and its occupants. Only the Commissioner/ Detention Center Superintendent determine 'extreme business hardship.'

Mandatory Overtime Roster: A listing of Correctional Officers on each shift, used to assign mandatory overtime in the event of required staffing.

Mandatory Post: A post that requires staffing coverage as determined by the Shift Supervisor or above. This post cannot be shut down to avoid overtime payment.

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Overtime: All hours approved and worked in excess of the regularly scheduled 8 or 10 hours work shift or work cycle under provisions of the Fair Labor Standards Act, the City of St. Louis Civil Service Regulations, and Department of Personnel AR No 134.

Seniority: Each employee's seniority is determined by their City of St. Louis date of hire.

IV. PROCEDURES

A. General Information

1. The Division maintains a 24 hour operation based on 8 hours and 10 hours work schedules. Staff may be assigned to any of the work schedules and may be required to work mandatory overtime in the event of staffing shortage or other emergencies.
2. Staff assigned to the 8 hours or 10 hours work schedules are limited to four (4) and two (2) hours of mandatory overtime respectively on a work day.
3. The Mandatory Overtime Roster will list staff names in reverse order of seniority. Any Officer may volunteer to work overtime from this roster regardless of ranking order.
4. The first two (2) days following a staff regular days off is designated as mandatory overtime days if necessary. A voluntary overtime may be used to satisfy mandatory overtime.
5. The Shift Supervisor/Unit Head will find relief personnel for an on-duty employee working mandatory overtime immediately following an eight (8) hours or the ten (10) hours work schedule.
6. An employee in one facility may be utilized to off-set overtime usage in the other facility. If an employee is utilized at another facility, the officer must be working their regular work schedule only unless otherwise approved by the Appointing Authority.
7. Employees working at a sister facility will be provided with transportation to and from their facility of original assignment.
8. Employees cannot volunteer or be mandated to work more than 15-1/2 hours on a work day unless the Appointing Authority declares an extreme business hardship.
9. Mandatory and Voluntary overtime will not exceed a combined total of 24 hours per pay period or 48 hour per month for any employee regardless of the shift from which the overtime is worked except when an "extreme business hardship is declared by the Commissioner.

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10. Employees must notify their Supervisor whenever they accept overtime work and the number of hours worked on a shift other than their assigned shift.
11. The Shift Supervisor/Unit Head and staff tracks and ensures that employee has not exceeded the overtime limit for the pay period or month.
12. Employees will not be allowed to work voluntary overtime in the same pay period in which they were under discipline that would result in loss of pay. They will be allowed to work mandatory overtime if need.

B. Volunteering for Overtime

1. Shift Supervisor will ask for volunteers prior to assigning mandatory overtime.
2. Staff requesting voluntary overtime must confirm with their Shift Supervisor that they have not exceeded the 24/48 hours overtime limit prior to accepting the assignment.
3. In the event of insufficient number of volunteers to fill overtime slots, the Shift Supervisor will select Officers from the Mandatory Overtime Roster to make overtime adjustments.
4. If an Officer works overtime their name is moved to the bottom of the Mandatory Overtime Roster for both days.
5. All voluntary overtime will be for a minimum of 12 hours for staff working their regular scheduled hours. The employee may choose to volunteer for up to 15-1/2 hours. Staff volunteering on their off-day will work a minimum of 4 hours but no more than 15-1/2 hours for that day.
6. The assignment of overtime to Administrative staff will be approved by the Appointing Authority.

C. Mandatory Overtime for Custody Staff

1. The Shift Supervisor will maintain a list for each work day identifying employees assigned to work mandatory overtime on those days. Employees will be selected to work mandatory overtime in reverse order of seniority.
2. The Mandatory Overtime roster will be posted at the beginning of the shift in the briefing area by the Shift Supervisor who will maintain an accurate copy. The Shift Supervisor will update the roster daily.
3. The Shift Supervisor will issue mandatory overtime assignment based on the names listed on the Mandatory Overtime Roster, in the appropriate order. Staff name will go to bottom of the list for both days if they work overtime.

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4. The Shift supervisor will notify Duty Officer of concerns or difficulty filling mandatory posts.