

VICE CHANCELLOR FOR BUSINESS AND ADMINISTRATIVE AFFAIRS
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MEMORANDUM

April 8, 2014

To: Ronald Doucette, Chief of Campus Police
 From: Ronnie Rodriguez, Vice Chancellor for Business and Administrative Affairs
 Subject: Overtime Compensation for Police Officers *Effective April 14, 2014*

In accordance with the College's Policy BAA-L09, *Overtime Compensation for Commissioned Police Officers in the Classified Service*, the options for overtime compensation are administered in accordance with FLSA regulations and Civil Service Rules, as applicable, and based on budget availability.

Effective April 14, 2014, overtime compensation will be administered as follows:

- (1) **When a commissioned Police Officer has actually worked in excess of 40 hours in a regularly scheduled 7-day work period:**

Actual Hours Worked in Excess of 40 Hours	Form of Compensation
Commissioned Police Officer has worked more than 40 hours in a regularly scheduled work period. <i>(FLSA Overtime)</i>	Compensatory Leave earned at 1.5 rate

- (2) **When a commissioned Police Officer has NOT actually worked in excess of 40 hours due to paid leave taken or a holiday observed, or non-emergency office closure:**

Did the work occur on a holiday or during a non-emergency office closure?	Form of Compensation
Yes <i>(State Overtime for up to 40 hours actually worked; Converts to FLSA Overtime for over 40 hours actually worked)</i>	Cash payment at regular hourly rate up to 40 hours actually worked; Cash payment at time and one-half (1.5) rate for over 40 hours actually worked
No <i>(State Overtime)</i>	Compensatory Leave earned at hour-for-hour rate

(continued)

(3) **When a commissioned Police Officer is performing work ON emergency duty during official closures due to weather conditions or natural disasters, a security risk to the public safety, or similar occurrences of an extraordinary nature:**

Did employee actually work in excess of 40 hours?	Form of Compensation
Yes, employee actually worked more than 40 hours. (FLSA Overtime)	Cash payment at time and one-half (1.5) rate
No, employee actually worked less than 40 hours. (State Overtime)	Cash payment at time and one-half (1.5) rate

(4) **Other Provisions**

Description	Form of Compensation
Waiting Time Spent by commissioned Police Officers on the job who have already completed their shifts and are waiting for shift relief.	Compensatory Leave earned at hour-for-hour (1.5) rate
For externally-sponsored events on the College's facilities for which commissioned Police Officer presence is paid for by an external organization/entity or funded through external funds.	Cash payment at time and one-half (1.5) rate.

In accordance with Policy BAA-L09, *Overtime Compensation for Commissioned Police Officers in the Classified Service*, the College reserves the right to amend the above-mentioned forms of overtime compensation in accordance with state and federal law and Civil Service Rules, as applicable, and based on budget availability.

Copies: Carla Major, Assistant Vice Chancellor for Human Resources and Professional Development
 Rodney Johnson, Assistant Vice Chancellor/Controller
 Lela Saballos, Payroll Manager