

ILLINOIS STATE POLICE PER-026, OVERTIME

RESCINDS: PER-026, 2013-064, revised 09-25-2013.	REVISED: 03-23-2017 2017-018
RELATED DOCUMENTS: PER-025	RELATED CALEA STANDARDS: 22.1.1, 83.1.1

I. POLICY

The Illinois State Police (ISP) will use its overtime resources in the most efficient manner possible to ensure the public receives the highest level of ISP service.

II. DEFINITIONS

- II.A. eTIME – Central Time and Attendance system utilized by code employees to report required timekeeping data.
- II.B. Hireback Overtime - overtime worked in a federal grant or other reimbursement program.
- II.C. Hours of Work - all authorized hours of work performed by an employee for the Department, including all periods of paid time-off except for sick leave. Employees should refer to appropriate labor agreements.
 - II.C.1. Code Workday - the normal workday consisting of seven and one-half consecutive hours. There are exceptions for flexible work schedules.
 - II.C.2. Code Workweek - a seven-day period, normally beginning at 12:01 a.m. Monday and ending at 12:00 midnight Sunday, and normally consisting of 37 and one-half hours of work.
 - II.C.3. Sworn Workday - except for specific provisions in RC-164, the workday will commence at the start of the officer's shift and end 24 hours later.
 - II.C.4. Sworn Workweek - a seven-day period normally beginning at 12:01 a.m. Sunday and ending at 12:00 midnight Saturday, and normally consisting of 40 hours of work.
- II.D. Overtime - hour(s) of work in excess of the normal workweek or workday. Overtime may be accrued in fifteen-minute increments for code union employees and in one-half hour increments for sworn employees.
- II.E. Sworn - ISP officers with a permanent rank classification pursuant to 20 ILCS 2610/8. (Note: this definition pertains solely to overtime-related issues and does not otherwise affect the use, assignment, or authority of appointed inspectors or other designated positions.)

III. RESPONSIBILITIES

- III.A. Employees are responsible for:
 - III.A.1. requesting prior authorization before incurring overtime and for notifying their supervisor as soon as possible in situations where special or emergency circumstances prevent the employee from obtaining prior authorization; and
 - III.A.2. accurately reporting overtime worked.
- III.B. Managers and supervisors will:
 - III.B.1. critically evaluate the need for overtime to ensure overtime is warranted to meet operational needs; and
 - III.B.2. be held accountable for processing overtime requests to the appropriate timekeeper.
- III.C. The appropriate Commander/Bureau Chief/Lab Director is responsible for monitoring overtime and ensuring the accuracy of overtime accounting within his/her command/bureau/lab./

- III.D. Colonels will closely monitor overtime hours accrued within their respective division to ensure the maintenance of controls necessary to keep accurate written records for overtime, and of all documentation reflecting the necessity of overtime, including the overtime hours earned by each individual. Supervisory signature indicating approval is required.

IV. PROCEDURES

IV.A. Authorization

- IV.A.1. All overtime must have prior authorization before being worked unless:

- IV.A.1.a. Special circumstances (undercover operation, etc.) prevent the employee(s) from contacting his/her supervisor.
IV.A.1.b. An emergency (something requiring immediate attention, e.g., crime scene protection, accident scene, apprehension of a felon, etc.) has occurred.

- IV.A.2. Under such special circumstances, employees must notify their supervisor as soon as possible.

IV.B. Command Officers

IV.B.1. Paid compensation

Command officers may earn paid compensation consistent with the applicable bargaining agreements (SRC-18 for Lieutenants and Captains; SRC-120 for Master Sergeants).

IV.B.2. Compensatory time

- IV.B.2.a. Master Sergeants who have selected "Option A" and Lieutenants may earn compensatory time for call-outs and court time in accordance with their respective collective bargaining agreement.
IV.B.2.b. Master Sergeants who selected "Option B" are eligible to earn compensatory time for hours worked in accordance with their collective bargaining agreement.

IV.B.3. Day Off Due for Regular Day Off

Lieutenants and Captains are eligible to earn eight hours of Day Off Due for Regular Day Off Worked (code 502) time when operational necessity requires the completion of eight hours or more of non-routine work on a regular day off with the Director's approval.

- IV.B.3.a. Lieutenants and Captains may earn code 502 time by reporting hours through the chain-of-command to the Director's Office for approval. The officer who worked the hours must initiate the requests to add time within 15 calendar days from the date the time was worked.

- IV.B.3.b. The total balance of code 502 time for each command officer cannot exceed a total of 80 hours.

- IV.B.3.c. Command officers may not be paid for code 502. All code 502 hours must be taken as time off by reporting code 502 as a Computer Aided Dispatch (CAD) entry for the appropriate number of hours.

IV.B.4. Command Time

Command Officers will earn Command Time in accordance with their collective bargaining agreement.

- IV.B.4.a. Command officers may carry over unused balances of command time up to two years (a total of 24 months). Command Time will have no cash value at retirement or separation. Command officers may not purchase service credit for Command Time at retirement.

- IV.B.4.b. Activity code 530 (command time) will be used.

IV.C. Other overtime reporting

| IV.C.1. Code Overtime

IV.C.1.a. Code employees who utilize the eTIME system must request and receive supervisory approval for working overtime in a timely manner via the eTIME system. Code employees unable to use the eTIME system must submit requests for overtime utilizing an Illinois State Police Compensatory and Overtime Documentation, form ISP 2-245. (The ISP 2-245 is available in the ISP Document Library at <http://maphome/documentlibrary/>). Department timekeepers will prepare an electronic department attendance report on a semi-monthly basis for code employees unable to use the eTIME system and will follow the process for timekeeping records reporting as per PER-025.

NOTE: An equivalent electronic form can be authorized by a supervisor provided it collects, at a minimum, the employee's name, supervisor's name, quantity of time in hours or days to the nearest quarter hour, starting and ending time and date, type of time being utilized and supervisor's approval.

IV.C.2. Officer Reports

IV.C.2.a. Supervisors and timekeepers will verify the "Stat 4" overtime reports no later than three business days after the completion of the semi-monthly overtime cycle for each officer.

IV.C.2.b. With routing determined by each Colonel and upon verification of the Stat 4 overtime report, the Stat 4 overtime report is to be submitted to the Payroll Section.

IV.C.2.c. "Stat 6" amendment reports will be used to amend any errors for a previously reported overtime cycle in the current fiscal year. Supervisors will prepare and submit a Stat 6 amendment report to the Payroll Section.

IV.C.2.d. Authorized overtime will be recorded on an Illinois State Police Compensatory and Overtime Documentation, form ISP 2-245, or equivalent (The ISP 2-245 is available in the ISP Document Library at <http://maphome/documentlibrary/>), and entered into CAD on a daily basis.

IV.C.2.d.1) The Colonel of the Division of Forensic Services may waive this requirement for Crime Scene Investigators by establishing an approved procedure to encompass standby and call out responsibilities along with overtime earned.

IV.C.2.d.2) Written documentation with supervisory approval will be the determining factor in resolving all overtime discrepancies.

IV.C.3. RC-164 Bargaining Unit Members

IV.C.3.a. All overtime earned in excess of the workday will be compensated at one-and-one-half times the hourly rate.

IV.C.3.b. If the officer has both a sick time entry and a regular overtime entry in a single workday, sick time taken will be offset by an equal amount of overtime earned. (Includes all sick codes: 512, 515, and 516.)

IV.C.3.c. At the discretion of the officer, they will be compensated for all authorized hours of overtime work at a rate of pay equal to one-and-one-half times the officer's equivalent hourly rate or receive at a rate of one-and-one-half hours of compensatory time off for each hour worked.

IV.C.3.d. Officers assigned to serve as duty officers (Activity Code 452 - Standby) on weekends and holidays and officers who are restricted to their residence and assigned to emergency standby duty (Activity Code 451) outside their normal hours of work, will receive:

IV.C.3.d.1) One hour straight time of pay (or compensatory time at the officers' option) after two hours of standby up to eight hours.

IV.C.3.d.2) Two hours after ten hours of standby, and up to 16 hours.

IV.C.3.d.3) Three hours after 18 hours of standby and up to 24 hours.

- IV.C.3.e. Standby hours will not otherwise be considered hours of work for the purpose of computing overtime.
- IV.C.3.f. Officers must be ordered by, or receive express approval of, a superior to be in such standby status.
- IV.C.3.g. An officer may not earn overtime and take compensatory time in the same workday. Exception: Springfield (Activity Code 505G) and DuQuoin State Fair (Activity Code 505J) compensatory time.
 - IV.C.3.g.1) Supervisors will correct any Off Duty (Code 402) entry with overtime that is recorded in conflict with this provision.
 - IV.C.3.g.2) If called out, an officer will be allowed to substitute other accumulated time (except sick time) in lieu of compensatory time taken.
- IV.C.3.h. For officers planning to end ISP employment, the Department may, at its discretion, schedule the officer to take the accrued compensatory time off or pay any unused compensatory time.
- IV.C.3.i. Upon depletion of the Department's overtime budgetary allotment, excess hours worked during the remainder of the fiscal year will be credited as compensatory time.
- IV.C.4. Troopers, Special Agents, and Sergeants not included in the RC-164 bargaining unit will be compensated in accordance with the RC-164 collective bargaining agreement.
- IV.C.5. Hireback Overtime
 - IV.C.5.a. Personnel from the Division for whom a grant is secured will be offered hireback overtime prior to personnel from other Divisions (see ISP Directive ENF-043, "Hireback Activity").
 - IV.C.5.b. All authorized overtime worked in a hireback program will be paid compensation.
 - IV.C.5.c. The supervisor of a hireback detail will ensure officers working the detail are aware of the proper timekeeping codes to be used.
- IV.C.6. Officers through the rank of Sergeant may accrue a maximum of 240 hours of compensatory time that may temporarily be increased to a maximum of 480 hours with authorization, in order to meet operational needs.
 - IV.C.6.a. Compensatory time will be taken in no less than one-half hour increments at times mutually agreed upon.
 - IV.C.6.b. If an officer's accrued hours of compensatory time exceed 150 hours, the officer may be scheduled to take compensatory time at the sole discretion of the Department upon 48 hours' notice.
 - IV.C.6.c. The Department may:
 - IV.C.6.c.1) Choose to pay an officer for compensatory time that the officer has accrued or earned in excess of 150 hours.
 - IV.C.6.c.2) Offer to pay an officer for any accrued or earned compensatory time.

| Indicates new or revised items.

-End of Directive-