

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER: MULTI-BUREAU	DATE OF ISSUE: September 24, 2024	EFFECTIVE DATE September 24, 2024	No: 04-24
SUBJECT: Overtime		DISTRIBUTION: All Personnel	AMENDS:
REFERENCE: NYSSA CIVIL 98			RESCINDS: 04-18

Purpose: To establish policy governing the authorization and use of overtime by agency personnel.

Policy: Proper compensation will be provided for time worked beyond normal working hours in compliance with county regulations and current contractual agreements. Employees of the department shall be obligated to ensure against abuse of overtime and will comply with the procedures as outlined in this order.

I. Contract Language

- A. Overtime shall be distributed as equitably as possible among qualified employees within the limits of practicability. Overtime records shall be made available to employees within their work unit at reasonable times, and to union representatives upon reasonable notice (MCDSA, MCSPBA, and MCLEA contract).
- B. The County agrees to distribute authorized overtime on a fair and equitable basis among qualified employees performing similar work within a functional unit (CSEA contract).
- C. Overtime rules as specified in County regulations and the following applicable labor contracts shall be observed:
 - 1. MCDSA, MCSPBA, MCLEA contract, Article 10
 - 2. CSEA contract, Article 35
 - 3. CSEA Sheriff's Supervisory supplement, Article 51
 - 4. CSEA Sheriff's Civilian supplement, Article 52

II. Procedures

- A. All overtime must be authorized by the appropriate supervisor.
- B. Overtime usage should be considered as a last resort and the supervisor should expect to provide full justification for use of such as a resource.
- C. Employees must submit a verified overtime form to their supervisor for approval no later than the last day of the payroll period in which the overtime was accrued.

- D. In lieu of the MCSO Overtime Form, Court Security Bureau will utilize the OCA form "Court Security Daily Log" to record overtime. Daily log must be verified by a supervisor.
- E. Employees shall enter the date of the overtime, the time of the overtime, and the time concluded to the nearest quarter hour. (i.e. 0900, 0915, 0930, 0945) Actual time is to be used on the overtime sheets not any guaranteed time.

Employees are responsible for maintaining this form until the end of the pay period.

- F. Overtime request forms (MB #94) shall be made available through the MCSO Intranet and will be filled out completely and signed by the employee.
 - 1. Select the code from MB #94 that best describes the reason for overtime.
 - 2. Verification must be made by:
 - a. An assistant district attorney
 - b. A judge, court clerk or hearing officer
 - c. A supervisor or command officer
 - 3. The employee's supervisor/command officer must approve each entry for overtime pay, and complete the "Credit on time card" and "Pay period number" entries at the bottom of the form.

- G. All overtime will be recorded by the employee in the SAP Portal to include the hours worked and the overtime code from the overtime form. If an employee works overtime using different overtime codes (i.e., A04, C01), he/she will enter each code on a separate line in the SAP Portal. The employee's supervisor must approve all time entered into the SAP Portal at the end of each pay period.

- * H. Completed overtime request forms will be retained by each bureau and kept in according to NYS Records and Retention schedule (SARA).

By Order Of the Sheriff,



Todd K. Baxter

* Indicates additions or deletions from previous order -