



<b>Policy Name:</b>	<b>OVERTIME</b>		
<b>Policy #:</b>	AD 4.1.4	<b>Last Updated:</b>	2024-10-29
<b>Issued By:</b>	SUPPORT SERVICES BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
<b>Version</b>	1.0	<b>Review Frequency:</b>	AS REQUIRED

**RELATED POLICIES**

AD 4.1.1 *On-Call System*

AD 8.4 *Financial Audit*

**1. PURPOSE**

- 1.1. To provide Members guidance regarding the submission and authorization of Overtime claims.
- 1.2. To ensure that Overtime expenditures are used in a fiscally responsible manner to meet operational necessities when alternative options are not available.
- 1.3. To ensure that Overtime expenditures are managed and approved at the appropriate supervisory level.

**2. SCOPE**

- 2.1. This policy applies to all Members below the rank of Inspector.

**3. POLICY**

**Categories of Overtime**

3.1. There are five categories in which a Member may accrue Overtime hours/pay:

- i. *Extended Tour of Duty:* A Member is required to continue to work beyond the end of their regular duty hours. Extended tours of duty require the authorization of a Supervisor that the Member is working for.
- ii. *Operational Callout:* A Member is required to report to work other than during the Member's regular duty hours. Operational callout refers to a callout for unplanned, unfolding, or critical

incident, or a callout to meet minimum staffing level, and follows a “first come first served” model.

- iii. *Planned Callout*: A member may volunteer to report to work other than during the Member’s regular duty hours. Planned callout refers to events that are planned ahead of time that require additional policing resources such as community and civic events. Planned Callout should be equally distributed amongst interested Members throughout the given year.
- iv. *Standby*: A Member is required by their Supervisor to monitor or utilize their electronic device outside of their regularly scheduled hours of work. There are two categories of Standby overtime:
  - a. *Operational Readiness*: when an off-duty Member is required for immediate operational policing response; and,
  - b. *Operational Availability*: when an off-duty Member is required for operational policing within a reasonable time frame.
- v. *Phone Calls and Electronic Communication*: An off-duty Member receives a duty-related communication of more than ten (10) minutes that results in work, made or authorized by the Member’s Supervisor.

3.2. No task or function shall be performed on Overtime that could otherwise be performed during regular work hours.

3.3. All tasks and functions that require the use of Overtime shall be evaluated by a Member’s Supervisor to assess cost-effectiveness, the necessity of the Overtime, and to identify alternatives if applicable.

3.4. Overtime must be authorized in advance of its occurrence, except when resulting from an exigent circumstance.

3.5. In the event of a conflict with this policy, applicable Collective Agreements or written Employment Contracts take precedence.

### **Health and Welfare**

3.6. For the health and well-being of Members, the following rules apply, unless there are extenuating circumstances or recognized operational needs as approved in writing by a Duty Officer or Inspector:

- i. Members must have at least eight (8) consecutive hours free between the conclusion of an Overtime shift and the commencement of their regularly scheduled tour of duty;

- ii. Members cannot voluntarily accept an Overtime shift if the total hours between the Overtime shift and any other scheduled work/shift exceeds 18 hours over any 24-hour period (excluding Extended tours within the same work unit);
- iii. Members must have at least one (1) day off (e.g., no Overtime Callouts) per weekly leave cycle; and,
- iv. Members must not voluntarily take Overtime Callouts while on Wellness Leave.

3.7. A Supervisor requiring Overtime to fill a planned or unplanned vacancy should ensure all other available Members within that unit/section are canvassed prior to filling the vacancy with a Member on leave from that unit/section.

#### **4. PROCEDURE**

##### **Member Responsibilities**

- 4.1. Members requesting Overtime pay or credit must complete an Overtime Reporting form.
- 4.2. Members should submit the Overtime Reporting form to the Supervisor authorizing the Overtime immediately upon the conclusion of the Overtime hours worked. Where this is not practicable, Members must submit the Overtime Reporting form as soon as practicable, but no later than the first Friday of the following year (year-end financial closeout). Overtime claims submitted after this deadline will not be paid.
- 4.3. Members working extended tours of duty are required to obtain approval from their Supervisor prior to the end of their regular duty shift.

##### **Supervisor Responsibilities**

- 4.4. Supervisors must take reasonable measures to limit operational Overtime expenditures. This includes, but is not limited to:
  - i. Managing leave requests, and other circumstances to minimize resource deficiencies; and,
  - ii. If applicable, assign non-emergency work received near the end of a shift to on-coming personnel to avoid excessive extended tour of duty Overtime claims.
- 4.5. The Supervisor receiving an Overtime Reporting form must ensure that that Overtime claim is complete, follows this policy and the relevant Collective Agreement.

##### **Call-out to Meet Minimum Staffing Requirements**

- 4.6. Frontline Supervisors must receive authorization from a District Inspector or the Duty Officer before calling out additional Members to meet minimum frontline staffing requirements. Prior to requesting a Callout, the Supervisor must ensure that all other on-duty districts have been

canvassed for resources consistent with Collective Agreement and/or existing Letters of Understanding between the Surrey Police Union and the employer.

## **APPENDIX A: DEFINITIONS**

“Callout” means a Member is required to report to work other than during the Member’s regular duty hours.

“Extended Tour of Duty” means a Member is required to continue to work beyond the end of their regular duty hours.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“Operational Availability” means an off-duty Member is required for operational policing within a reasonable time frame.

“Operational Readiness” means an off-duty Member is required for immediate operational policing response.

“Overtime” means work performed outside of the normally scheduled work time of an SPS Member.

“SPS” means Surrey Police Service.

“Standby” means a Member is required by their Supervisor to monitor or utilize their electronic device outside of their regularly scheduled hours of work.

“Supervisor” means a Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

**APPENDIX B: REFERENCES**

*2022-2024 Collective Agreement Between the Surrey Police Board and the Surrey Police Union, ratified March 3, 2022*