

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 3.30	PAGES: 1 of 4
	RELATED ORDERS: G.O. 3.10 P&P 3.02, 3.21	
	ISSUED DATE: March 1, 2003	
	REVIEW DATE: September 24, 2014	
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CHAPTER: Personnel	SUBJECT: Mandatory and Voluntary Overtime Assignments	

- I. **PURPOSE:** To establish terms and conditions to regulate voluntary and mandatory assignment of personnel to vacant operational positions within the Detention and Corrections (D&C) Division.
- II. **POLICY:** All authorized overtime in the Detention and Corrections Division (D&C) shall be posted at least six days in advance and in a manner which allows staff from throughout the Sheriff's Office to sign-up for overtime on a voluntary basis. When posted positions are not voluntarily taken, D&C personnel may be assigned to work mandatory overtime. Mandatory overtime assignments shall be made at least 48-hours prior to the assignment date. Equitable assignment of personnel to work overtime shall be determined by use of an overtime assignment list that contains the names of all staff members eligible to work overtime at a specific duty station. This policy is the result of collective bargaining between the Sheriff's Office and the Deputy Sheriff's Association. Any changes to this policy shall be subject to the meet and confer process.
- III. **DEFINITIONS:**
- A. **MANDATORY OVERTIME:** Non-voluntary assignment of personnel to work overtime to fill an essential vacancy at least 48-hours prior to the assigned shift. For the purpose of this order, mandatory overtime does not include assigning personnel to fill a critical and unplanned vacancy with less than 48-hours notice.
 - B. **OVERTIME ASSIGNMENT LIST:** A sequential list of all personnel assigned to a duty station available to work overtime. The last overtime date worked determines the sequential listing.
 - C. **OVERTIME SIGN-UP LIST:** A list of all available overtime positions for each pay period that identifies the position, date and shift hours, and contains a space for personnel to sign up for the advertised position.
 - D. **OVERTIME MASTER LIST:** The list of actual overtime assignments that is maintained by the scheduling sergeant. The data contained in the overtime master list shall mirror the data in the overtime sign-up list.
 - E. **SCHEDULING WEEK:** For mandatory overtime purposes, the scheduling period runs from Sunday through Saturday of each week.

IV PROCEDURE:

A. POSTING THE OVERTIME SIGN-UP LIST

1. Posting the overtime sign-up list will be done by 1700 on Tuesday of the first week of each pay period for the next complete pay period. The attachment to this order provides a summary of the entire scheduling cycle.
2. The list shall include all known operational vacancies approved by the Personnel Lieutenant to be filled with overtime.
3. The list will be posted in a centralized location, approved by the Commanding Officer, at each duty station.
4. The scheduling sergeant, at the direction of the Personnel Lieutenant, shall be responsible for the timely posting and updating of the overtime assignment list as indicated in this order.

B. VOLUNTARY OVERTIME PROCEDURE

1. Staff may sign-up for an overtime position at any time during the posting period.
2. The scheduling sergeant shall review the list on a regular basis and transfer the voluntary overtime sign-up information to the master list. Upon such transfer, the scheduling sergeant will mark the list to indicate that the assignment has been made.
3. Once the scheduling sergeant has marked the voluntary overtime list, personnel are held accountable for working the marked overtime position and shall not line-out, white-out or otherwise erase or alter any name on the list. Instead, they are to contact the scheduling sergeant or Personnel Lieutenant at the earliest opportunity to resolve the conflict.

C. MANDATORY OVERTIME ASSIGNMENT GUIDELINES

1. Staff shall not be assigned to work more than one mandatory overtime assignment per week.
2. Staff may be assigned to work up to a total of 12-hours in any 24-hour period.
3. Staff shall not be assigned to work any shift that does not allow them eight hours off before returning to work.
4. Gaps between regular and overtime shifts may occur. All attempts will be made to minimize such occurrences. If a gap occurs, the affected staff will be monetarily compensated at the premium rate. Under no circumstance shall the gap exceed more than two hours.

5. Every effort shall be made to assign mandatory overtime to like shifts.

D. MANDATORY OVERTIME ASSIGNMENT PROCEDURE

1. The scheduling sergeant shall utilize the overtime assignment list to make the mandatory overtime assignments.
2. The scheduling sergeant shall follow the list in strict sequential order and shall only pass over a name on the list when:
 - a. The overtime assignment conflicts with the person's regular work schedule.
 - b. The person is on approved leave and cannot work the overtime shift.
 - c. The person is already signed up to work a voluntary overtime shift on Wednesday, Thursday, Friday, Saturday or Sunday, at that duty station, of at least six hours at SRJ or six hours at Glenn E. Dyer Detention Facility (GEDDF) during that same week.
 - d. The person has already worked a mandatory overtime shift that week.
3. Every effort will be made to assign personnel to mandatory overtime positions on shifts similar to their regular assignments.
4. Mandatory overtime assignment to vacant operational positions shall be completed, and notification made to the affected employees by Wednesday of each week for overtime to be worked beginning on Friday of that same week.
5. With the exception of persons who are on scheduled full-week vacations, the scheduling sergeant will reassign any employees not available for notification to the next comparable vacant overtime position.
6. If an insufficient number of deputies are available to fill vacant overtime positions, sergeants may volunteer to fill those positions. The use of sergeants to fill deputy overtime is to be minimized. Deputies shall be afforded first priority to sign up for overtime. Sergeants may sign up for overtime beginning on Wednesday of each scheduling week on a first-come, first-served basis. Sergeants shall be compensated at the Deputy Sheriff premium rate for all overtime worked in the capacity of a Deputy Sheriff.

E. HOLIDAY OVERTIME ASSIGNMENTS

1. Voluntary and mandatory overtime on holidays will be handled in the same manner as on regular workdays.
2. All efforts will be made to minimize mandatory overtime on holidays.

- F. Staff may find a replacement to work their overtime, but they will stay at the top of the list until such time as they complete a voluntary or mandatory overtime shift assignment.
- G. Hardship requests will be reasonably accommodated. Requests should be brought to the attention of the scheduling sergeant or, in his/her absence, the Personnel Lieutenant, at the earliest opportunity.
- H. This policy does not prohibit the Watch Commander or Sergeant from ordering staff to work mandatory overtime, with less than 48-hours notice, when necessary due to an unusual occurrence or unplanned vacancy that must be filled to carry out essential tasks or to ensure the proper and safe operation of the jails.
- I. Any team sergeant presented with a signed overtime card shall update the automated mandatory overtime list without undue delay.