

## **Overtime for Campus Police (Council 82/NYSCOPBA)**

The Campus Police Department has department specific guidelines related to overtime, as outlined below.

### **Purpose:**

The purpose of this General Order is to establish guidelines for the effective utilization of the overtime process to maintain adequate shift patrol coverage by the University Police Department.

### **Role:**

It will be the responsibility of the A Tour Supervisor to maintain a calendar of approved leave for all uniformed employees of the University Police Department. The A Tour Supervisor will insure that necessary posts are covered in a manner that will maintain the essential services of the University Police Department while affording members the opportunity to use accrued leave credits in accordance with the Agreement between Council 82/NYSCOPBA and the State of New York.

### **Procedure:**

In order to efficiently and uniformly distribute scheduled overtime to members of the University Police Department while maintaining minimum staffing coverage for the campus.

With these staffing requirements in mind the following procedure will be utilized for staffing any vacancies that arise.

1. When overtime is created by a department member on leave (sick, personal, vacation, military, or employee organizational leave,) that member's shift will be staffed by another member of the same title.
  - a. **For example:** UPO 1's will be replaced by UPO 1's, supervisors shall replace supervisors, CPSO 1's shall replace CPSO 1's, and Orchard SSAs will replace Orchard SSAs.
2. However, when classes are in session (Monday thru Friday 8am till 10pm,) a supervisor is preferred over a UPO 1 when vacancies are created and there is no supervisor already assigned to that specific tour. When classes are not in session, rule number 1 applies.
  - a. **For example:** A Monday shift becomes necessary for B Tour due to a UPO 1 using vacation time and there is no supervisor specifically assigned to that shift. This overtime shift shall be filled by a supervisor.

3. In the instance that both a supervisor and a UPO 1 utilize some form of leave on the exact same shift and create a need for just one overtime shift, that shift shall be staffed by a supervisor when classes are in session and an officer when classes are not in session. When both a supervisor and a CPSO 1 utilize some form of leave on the exact same shift and create a need for just one overtime shift, that shift shall be staffed by a supervisor when classes are in session and a CPSO 1 when classes are not in session. When both a UPO 1 and a CPSO 1 utilize some form of leave on the exact same shift and create a need for just one overtime shift, that shift shall be staffed by a UPO 1 when classes are in session and a CPSO 1 when classes are not in session. Rule number three only applies to conflicts created when multiple members of this department utilize leave on the exact same shift.
4. When a shift vacancy is created at Orchard Hall, the following order for the offering of overtime is to be utilized: Orchard SSAs, student SSAs, CPSO 1's, UPO 1's, then supervisors.
5. None of these rules shall supersede the current ability of individuals to take

order-ins from individuals who are forced to work a specific shift. The current procedures and practices are to remain in effect.

It will be the responsibility of the supervisor or senior member on duty to insure that established procedures are utilized in the assignment of overtime to meet this tour coverage.

At a minimum the following posts must be covered:

Orchard Hall (with an SSA or CPSO)

University Police Desk Officer (with either a CPSO or UPO 1)

Patrol Officer (2) (in the following order of priority 1 UPO and 1 UPO 2 then 2 UPO 1's then 2 UPO 2's)

When special events or incidents occur additional manpower may be required. It will be the responsibility of the Supervisor/ Officer in charge to coordinate these needs with the Chief of Police or his designee.