




**Division of State Patrol  
Policy and Procedure**

Number <b>11-21</b>
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Subject <b>OVERTIME POLICY FOR SUPERVISORS</b>	
Author/Originator  Office of the Superintendent	Approved by   <b>Superintendent</b>
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**I. POLICY**

It is the policy of the Division of State Patrol (DSP) to ensure that supervisory overtime is governed in accordance with applicable laws and state service guidelines.

**II. BACKGROUND**

Provisions for overtime compensation for DSP supervisors are contained within specific compensation plans managed by the Office of State Employment Relations.

**III. DEFINITIONS**

- A. **Exempt Employee** – classification exempt from the overtime compensation provisions of the federal Fair Labor Standards Act.
- B. **Overtime Hours** – hours worked in excess of 40 in a standard workweek that are permitted under this policy to be compensated at the premium rate.
- C. **Personal Time Off (PTO)** – approved personal time off of less than (1) standard workday for an exempt employee for whom no deduction is made in pay or personal leave credits. PTO should not be coded as such in timesheet reports.
- D. **Premium Rate** – one and one half times an employee’s hourly salaried rate plus applicable differentials.
- E. **Timesheet** – the time report in PeopleSoft Employee Self Service (ESS) submitted weekly by employees.

**IV. POLICY STATEMENT**

- A. Salaries paid to exempt employees are generally intended to compensate them for the total responsibilities of their positions regardless of the number of hours worked.
- B. Overtime should be held to a minimum consistent with the needs of the Division. Each level of supervision is responsible to explore alternatives before permitting employees to work hours that may result in overtime compensation.
- C. Exempt employees may be granted personal time off (PTO) of less than (1) standard workday for which no deduction is made in annual or personal leave credits (see Wisconsin Department of Transportation TAM-9). When making a decision regarding PTO for exempt employees, supervisors shall ensure that the statutory requirement of a standard 40- hour workweek is maintained and that the unit's workload and priorities are considered. Supervisors shall also consider whether the employee is willing to work extra hours when requested or required.
- D. A supervisor must approve the use of PTO or working overtime qualifying for cash payment.
- E. Overtime hours may be taken off in lieu of cash payment only as approved PTO. PTO cancels compensable overtime worked on an hour-for-hour rate.
- F. Other applicable provisions regarding hours of work, overtime, or employee compensation may be considered in determining whether to grant overtime to supervisors.
- G. As a general rule, overtime qualifying for compensation will be limited to the call out or extension of a supervisor beyond his/her regularly scheduled or normal hours of work and be related to:
  - 1. A significant man-made or natural disaster or emergency or special event.
  - 2. An approved enforcement campaign or construction mitigation contract where overtime costs is reimbursed by another entity.
- H. Supervisors may be eligible for overtime if they actually participate in large-scale oversize escort movements (more than 4 troopers/inspectors) or when participation is limited to scheduling the escort/inspection.
- I. Nothing in this policy requires employees to claim compensation nor does it prevent an employee's supervisor from approving PTO in appropriate circumstances.

**V. PROCEDURE**

- A. Employees should attempt to obtain prior supervisory approval before working overtime for which compensation is requested. PTO may not be taken without prior supervisory approval.
  - 1. Employees shall use the appropriate timesheet combination code to identify overtime hours for which compensation is requested.
  - 2. Justification for the overtime shall be included in the “Comments” section of the weekly timesheet report.
- B. Supervisors will review timesheet reports and approve compensation for overtime consistent with this policy. Overtime for sworn supervisors at the rank of lieutenant and above should be approved at the Bureau Director level.
- C. Where a major incident or emergency is statewide in nature or involves more than one region, the appropriate Bureau Director (or his/her designee) shall issue guidelines to establish reasonable uniformity in how overtime will be managed for the incident. Where personnel from more than one bureau are involved, the Deputy Superintendent/Colonel or his/her designee will promulgate such guidance.

**VI. REFERENCES**

Transportation Administration Manual (TAM) Directive 9  
Office of State Employment Relations Compensation Plan  
Federal Fair Labor Standards Act