THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

It is the policy of the Public Safety Department to keep overtime to an absolute minimum. Overtime will only be used as a last resort, when all other means to meet minimum manning requirements have been exhausted. Supervisors will notify the Patrol Commander of shortages after they have exhausted all available means to fill these shortages. When it becomes necessary to fill a shortage, the following procedures will be followed:

A. SUPERVISORS

Supervisors will make every effort to insure that the shift always has a Supervisor available for each tour of duty. The Supervisors have the liberty of switching their days off; therefore, the need to fill in for a Supervisor should not occur, except for annual leave. If the Supervisor that is scheduled to work has an emergency, the Duty Supervisor will contact the Supervisor that is off and they will report for duty. During that week, the Supervisor who was called in will be given the day of their choice off.

When the On-Duty Supervisor is made aware of a shortage, and he is unable to fill it, he will notify the Patrol Commander who will fill the shortage, using the following procedures:

1. By utilizing the over-head personnel. These personnel will be assigned by the Patrol Commander in accordance with their availability. They can be assigned to any shift. When they stand duty as Shift Supervisor, they will be given the following day off. If this occurs on a weekend, personnel will be paid overtime or awarded compensatory time, whichever is appropriate?

2. By contacting all Supervisors that are off and requesting a volunteer.

3. By assigning the On-Duty Supervisor three (3) hours overtime, and calling in the On-Coming Supervisor three (3) hours early.
B. **OFFICERS**

Supervisors will make every effort to insure that his/her shift is properly manned at all times. Officers should keep the Supervisor advised of Military and Annual Leave, and any schools/classes, well in advance so these shortages can be planned for and covered.

Even with the best planning, there will be times when shortages occur because of Sick Leave, Emergencies, Annual Leave, and unplanned Military Leave. When these shortages occur, the Supervisor will obtain personnel in the following manner:

1. By contacting all officers who are off and requesting a volunteer to work overtime to fill the shortage.

2. To insure equity in assignment, each Supervisor will use and maintain a mandatory overtime list. The list must be posted for review by all personnel.

3. If the shortage is known in advance, and there are no volunteers, assign an officer from each of the other two shifts mandatory overtime list to fill the shortage. (The two officers should be already scheduled to work that day.) i.e., one officer held over three (3) hours and the other comes in three (3) hours early.

4. The required minimum manning is listed in Procedure # 68, concerning Patrol.

C. **Administrative Staff**

All administrative overtime must be approved by the Administrative Manager and in her absence the Administrative Coordinator II.

D. **Training Overtime**

All approved training classes will be on duty status. This includes core, legal up-dates, firearms and all specialized training. Unless approved by the Director/Patrol Commander, overtime will not be authorized for training.

All Supervisors will review the Monthly Training Schedule, then schedule their officers to work accordingly.

Classes offered by MUSC Human Resources must be approved by the Supervisor. Employees taking these classes will be in a duty status. Employees will complete the registration forms and fax them to Human Resources and send a copy to the Training Officer. Employees who fail to attend scheduled classes will be subject to disciplinary action.

E. **Excessive Overtime**
For safety reasons personnel will not be allowed to work excessive hours. Personnel will work no more than 12 hours without an eight (8) hour break. The only exceptions will be in case of an emergency and as authorized by the Director.