

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 026
SUBJECT: OVERTIME**

I. PURPOSE

To designate authorization of overtime and to outline restrictions.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that compensation for overtime shall be in accordance with the Fair Labor Standards Act (FLSA). Compensation for overtime will follow Fairfax County Personnel Regulations, Procedural Memorandums, and existing Standard Operating Procedures.

III. DEFINITIONS

Overtime Thresholds - Overtime thresholds for FLSA and FLSA Exempt employees are defined in Chapter 4 of the Fairfax County Personnel Regulations.

IV. PROCEDURE

A. Overtime Authority

1. Overtime must be authorized by an employee's direct supervisor.
2. As operational needs dictate, overtime can be authorized by a Division Commander, Staff Duty Officer, or designee regardless of the restrictions outlined in this policy.

B. Overtime Restrictions

1. Unless prior authorization is obtained from a Division Commander, Supervisors are prohibited from working in excess of their scheduled hours in non-supervisory roles.
2. Supervisors may give priority to the lowest grade eligible for a particular job function when assigning overtime personnel.
3. All personnel are limited in the amount of overtime they may work. Employees may not exceed the following number of hours of overtime worked without the Branch Chief's approval:
 - a. No more than 4 hours on a regularly scheduled work day.
 - b. No more than 12.5 hours on a regularly scheduled day off.
 - c. No more than 50.0 hours within any pay period.
4. An employee is required to have a seven (7) hour break, or period of rest before beginning a new shift or duty assignment.
5. Upon consideration of an employee's total compensation, a Branch Chief may, at his/her discretion, restrict an employee from working in excess of scheduled hours.
6. Supervisors will not authorize employees to work overtime if their sick leave balance is below 40 hours (20 hours for part time merit employees). Certified Family Medical Sick Leave hours utilized in the prior ten (10) pay periods will not

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be used to determine the employees' current sick leave balance.

7. Employees are not permitted to work overtime in any pay period in which they have coded Leave Without Pay – Discipline (L302).

01/10/01
DATE APPROVED

12/12/18
EFFECTIVE DATE

Revised: July 2002, April 2018, December 2018


STACEY A. KINCAID
SHERIFF