

UW Whitewater Police



Conditions of Work- Extra Duty

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Special Instructions:			
Approved By: Chief Kiederlen	Effective Date: 11/21/2012	Revised Date: 8/9/2022	Revision number: 2

I. Purpose

The purpose of this General Order is to provide guidance on Extra Duty Assignments at the UW-Whitewater Police Department.

II. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) to cover special events, vacant shifts and other extra duty assignments in the most practical way that not only supports the mission of UWWPD but, whenever possible, creates the least amount of disruption to personnel at UWWPD.

III. Procedure

- A. All extra duty assignments will be handled as stated in The State of Wisconsin's Compensation Plan and in accordance with the Fair Labor Standards Act. When UWWPD Management determines there is a need for an extra duty assignment the following principles will guide the decision on who gets the assignment.
 - 1. Skill: The employer will determine the skill set needed to complete the job and then offer the extra duty assignment to employees that have the skills needed to perform the tasks. An example would be the need for an Evidence Technician at a crime scene.
 - 2. Convenience: If an employee capable of performing the work is already on campus, there should be an opportunity to offer that employee the extra duty before someone away from campus.
 - 3. Budget: If an employee who will not incur an overtime cost can perform work, it is an option to assign it to that employee.
 - 4. Equity: To ensure that all employees have opportunity to work extra duty.
 - 5. Seniority: If all other considerations are "equal", then assigning extra duty by seniority is a valid means to decide who gets the assignment.
- B. **Unscheduled Extra Duty:** This is when the extra duty is not scheduled in advance of 48 hours; extra duty will be awarded according to the principles above, in the listed order. Other normal procedures for this situation are as follows:

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1. Management will first attempt to fill the assignment by LTE Staff that meet the skill set and other principles.
 2. In so far as possible, it will be offered by seniority first to the officer(s) currently scheduled and on-duty, if declined then:
 - a. The least senior officer currently schedule and on-duty will be extended.
 - b. Management may, at its discretion, try a “call in” of officers to fill the shift.
 3. Extra Duty Assignments shall not be made or accepted that require a police officer to work more than sixteen (16) hours in a twenty four (24) hour period of time unless it is an emergency situation or the officer voluntarily accepts and the employer approves.
- C. Scheduled Extra Duty: This is when the extra duty is known in advance of 48 hours. The extra duty will be assigned in according the principles listed under Section A.
1. When time allows, the primary means of notifying officers of extra duty will be a posting on the squad room bulletin board.
 2. Officers will be allowed to sign up for overtime with the overtime being voluntary given by seniority and forced by reverse seniority.