

EFFECTIVE: 1 December 1993

REVISED: 1 August 1994  
1 October 1996  
1 December 2008  
1 January 2010  
1 January 2011  
20 June 2011  
31 August 2015

the overtime are to be completed and filed in the Overtime Book for record purposes.

- (3) Employees receiving overtime requests from outside the Department are to report the request to the Watch Commander as soon as possible to allow for expedient announcing of overtime.
- (4) Overtime requests from outside agencies will be announced via text messaging as soon as possible. It is the responsibility of the officer filling the assignment to coordinate with the requesting agency.
- (5) Bargaining unit members who are assigned overtime from another campus shall notify their division commander in writing at the time when they accept an overtime assignment from another campus. At a minimum the employee will notify themsilow for

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- b. If more than one employee can be assigned to an event, the next eligible employee is then assigned until the event staffing has been satisfied.
  - c. Employees who are eligible to work the entire overtime assignment will be given priority to the shift using the wheel, prior to assigning employees who wish to work a partial shift or split shift. An employee may not choose to split overtime shifts after assignment, without going through the wheel assignment process and checking for employees who are eligible for the entire shift. All reassignments will be done consistent with this general order.
- (3) The individual assigning the overtime is to fill out the Overtime Announcement Sheet with the officers assigned. In addition, they are to fill out the appropriate Wheel Log to indicate who is next available for overtime.
- a. Overtime with advanced notice will be assigned on the day noted on the sign-up sheet whether or not the sign-up sheet has been completed by all members. Generally, this date will be no later than 7 days prior to the event if possible.
  - b. Overtime for events with advance notice may also be assigned when all bargaining unit employees have indicated whether they wish to work or not; however all overtime events with advanced notice should be posted for at least 48hrs prior to making an assignment. Advanced notice for purposes of this section are notifications made more than 72hrs in advance.
  - c. Overtime requiring immediate assignment will be filled immediately regardless of whether all members have responded to the text or not.
  - d. Overtime not filled by a CSU Long Beach Unit 8 member may be offered to other Unit 8 members at nearby campuses.
  - e. The individual assigning the overtime is responsible for notifying overtime officers. This can be done in person, phone call, or text. For overtime with advanced notice of two weeks or greater, updating schedule express and email is sufficient notification.
  - f. The individual assigning the overtime is responsible for updating overtime recording keeping forms in the Overtime Book.
- (4) Overtime for blocks of events occurring on the same day (example Homecoming), or multiple similar events over a short period of time (example Book Buyback) may be batched together for the purposes of assigning.





