

# EXECUTIVE ORDER



Subject	Entering Overtime and Penalty Pay for Sworn Union Members
Number	EO-24-008
Effective Date	November 5, 2024
Related to:	GO-PER-206.01 (Time and Attendance)

## DISTRICT OF COLUMBIA

The purpose of this executive order is to provide information for entering mandated overtime and penalty pay for sworn union members pursuant to Article 24 Section 2 of the [Collective Bargaining Agreement between the Metropolitan Police Department \(MPD\) and the MPD Fraternal Order of Police \(FOP\) Labor Committee](#).

### A. Requirements

1. Additional half-time penalty pay for hours worked outside the sworn union member's fixed tour is owed when three specific conditions are met. Penalty pay applies when:
  - a. A change in shift occurs without 14 days' notice; **and**
  - b. 20 or more Civil Disturbance Units (CDUs) are deployed; **and**
  - c. Leave restriction is in place.
2. All regularly scheduled time (REG) (i.e., the sworn member's known and fixed shift) shall be entered first as REG. **No member shall make overtime (OT) during their known and fixed shift.**
3. All regular hours with penalty pay (RWP) shall be entered only for REG hours that fall outside of the member's regularly scheduled shift. RWP is only applicable to sworn union members.

### B. Examples

1. For a sworn member scheduled to work 0930-1800, but due to an activation works 0600-1830, hours shall be entered as:

Regularly Scheduled Shift	
8.5 hours REG	0930-1800 (paid at 1X rate)
3.5 hours OT	0600-0930 (paid at 1.5X rate) using the OT code
0.5 hours OT	1800-1830 (paid at 1.5X rate) using the OT code
2 hours penalty pay (entered as OT)	1830-2030 (paid at 1.5X rate) using the PEN OT code <ul style="list-style-type: none"> <li>• The 2 hours of OT is entered as ½ times the number of hours worked outside the member's shift. <b><u>This is only to capture penalty hours and does not reflect overtime worked.</u></b></li> </ul>

2. For a sworn member working a detail on their scheduled day off:

<b>Scheduled Day Off</b>	
12 hours OT	0600-1800 (paid at 1.5X rate) using the designated OT code
6 hours penalty pay (entered as OT)	1800-2400 (paid at 1.5X rate) using the PEN OT code

3. For a sworn member's schedule that was changed, resulting in the use of RWP, hours shall be included in the penalty calculation.

<b>Schedule Change</b>	
RWP + related OT = hours worked outside of the sworn member's regularly scheduled shift	These hours shall be multiplied by 0.5 and entered as OT using the designated OT code.

- a. For a sworn member's schedule that was changed, from 0930-1800 to 1800-0230, but due to an activation works from 1800 to 0630:

<b>Schedule Change Example</b>	
8.5 hours RWP	1800-0230 (paid at 1.5X rate)
4 hours OT	0230-0630 (paid at 1.5X rate) using the designated OT code
6 hours penalty pay (entered as OT)	0630-1230 (paid at 1.5X rate) using the PEN OT code



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