

1 PRS ENTERS FIFA-CODED OVERTIME



Coded OT for FIFA events will only be entered by PRS.

3 OVERTIME SLIP PROCESS



AT THE EVENT

1. Complete overtime documentation.
2. Documentation stays at the venue.
3. Incident Command coordinates submission to PRS.



TIMEKEEPERS

Timekeepers will receive the completed documentation back through established processes.

2 ONLY THE FOLLOWING QUALIFY FOR CODED OVERTIME WITH FIFA EVENTS

- A** Matches at Stadium
- B** FIFA Fan Festival
- C** Traffic Escorts for FIFA approved motorcades
- D** Select FIFA used hotels
- E** Swope Soccer Village
- F** EOD/K9 sweeps of venues related to FIFA events
- G** Regional Command Center (tournament operations center) & Emergency Operations Center support to events
- H** Park & Rides
- I** Possible activation of CPKC stadium for training
- J** Pre-approved (by Fiscal) administrative tasks related to FIFA events

4 TIMEKEEPING RESPONSIBILITIES



MEMBER'S ASSIGNED TIMEKEEPER HANDLES:

- Sick Leave
- FMLA
- Partial-Day Exception Time
- Other Routine Timekeeping Functions



IF A MEMBER CALLS IN SICK FOR A FIFA SHIFT:

1. Follow normal sick leave notification procedures.
2. Supervisor/Timekeeper immediately notifies:
 - **Major Abigail Martinez**
 - **Captain Jennifer Crump**
3. Event staffing personnel will be notified accordingly.

5



POLICY REMINDER

Policy Series 400: Compensation 418 – Overtime / Court Time Policy

ANNEX A OVERTIME

D. Overtime from any grant program, regardless of the funding source, will be authorized only when a member is working a grant program:

1. Prior to or after normal duty hours on either a duty day or compensated day off.
2. During any hours on a regularly scheduled day off.



PRS ENTERS ALL FIFA-CODED OVERTIME



NORMAL LEAVE AND EXCEPTION TIME REMAIN THE RESPONSIBILITY OF THE MEMBER'S ASSIGNED TIMEKEEPER



NOTIFY COMMAND STAFF IMMEDIATELY OF SICK LEAVE AFFECTING FIFA ASSIGNMENTS