

**Side Letter between the Maryland Department of Transportation,  
Maryland Transportation Authority Police and Fraternal Order of  
Police Lodge #34**

**OVERTIME SIDE LETTER**

**Purpose**

To define and set specific procedures for the issuance of overtime for employees in Collective Bargaining Unit "J" which are not specifically codified in the existing MOU with the MDTAP or addressed by current Directives.

**Definitions (Below definitions only apply to this side letter)**

**Immediate Shift Overtime** – overtime which occurs in a shift with less than 48 hours' notice as the result of an immediate and unpredicted manpower shortage caused by, but not limited to, sick leave, emergency vacation, etc.

**Projected Overtime** – overtime that occurs in a shift with 48 hours or greater notice, and results in manpower shortage caused by, but not limited to, sick leave, emergency vacation, vacancy, etc.

**Extra Duty Overtime** – overtime that results from a special event or detail; including, but not limited to, construction overtime, cruise ship overtime, etc. (Excluding grant funded overtime)

**Procedures**

Immediate Shift Overtime shall be offered to the most senior employee at the vacant rank who is on duty at the detachment/unit when the overtime vacancy becomes available. If the available positions (s) are not immediately filled, the overtime can be announced to any applicable employee(s), regardless of assignment and then approved on a first come first serve basis.

Projected and Extra Duty Overtime – will be announced to the detachment/unit employees at the detachment/unit where the overtime exists. If the overtime requires a supervisor (s), the rank needed will be stated in the announcement. If no rank is specified, the overtime will be considered to be at an officer rank.

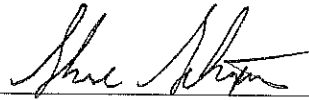
Interested employees at the detachment/unit will be given 24 hours to submit their interest before anyone is selected to fill the available position(s). From those submissions, the available position(s) will be filled based on agency seniority in the applicable rank classification.

If the position(s) within the applicable classification/rank cannot be filled via seniority after 24 hours, then the position(s) will be announced agency-wide and will be filled on a first come first serve basis, regardless of the employee's assignment. Supervisors may then also be considered for the available positions.



---

Chairman Pete K. Rahn  
Maryland Department of Transportation



---

Shane Schapiro  
Fraternal Order of Police, Lodge #34