COLONEL TIM CAMERON
Adminlsüator

MARK GORDON

DARIN J. WESTBY, P.E.
Director, WYDOT

December 1 1,2025

SPECIAL ORDER NO. 25012

TO: All Members

SUBJECT: Overtime Reduction Guidelines

BACKGROUND

On December 5th, WHP ECS identified a significant deficit within the agency's payroll budget, driven primarily by overtime (OT) expenditures. For the 2025—2026 biennium, WHP was authorized a total labor budget of $64,411,088, of which $3,197,383 was designated for overtime. As of December 9, 2025, WHP has already expended $4,884,838 in overtime. If current spending trends persist, WHP is projected to exceed its authorized OT budget by approximately $7,000,000. Immediate corrective action is necessary to ensure fiscal responsibility and operational sustainability.

SOLUTION

All non-exempt members must follow the following guidance. OVERTIME

REDUCTION GUIDELINES

1. Overtime for Lieutenants, Sergeants, and Supervisors

Overtime for Lieutenants, Sergeants, and supervisors shall not be authorized without prior approval from a supervisor. Approval should be granted only in the most critical circumstances (e.g., 01S, UOF, employee injury, significant crash).

2. Schedules Shall Not Justify Overtime

Scheduling preferences, staffing challenges, or similar circumstances are not valid reasons for authorizing overtime. Supervisors should schedule accordingly to account for times of higher traffic volume and calls for service. Training and leave requests should be permitted judiciously, with coverage needs taken into account.

3. Operational Overtime Within Normal Duties

OT will not be paid unless it is approved in advance by a supervisory employee. OT will only be authorized when failure to do so would imperil the mission of the Agency. Supervisors must exercise prudent judgment in authorizing OT. Members may earn overtime when it occurs organically through regular law-enforcement duties (e.g., crash investigations, arrests). However, supervisors must make every effort to flex extra hours within the same workweek to avoid OT whenever possible.

4. No Overtime Authorized for Travel

Travel time does not qualify for overtime. Any additional hours incurred due to travel must be flexed off within the work week.

5. Training and Instructing

Overtime is not authorized for attending or instructing training, nor for travel associated with training. Any extra hours resulting from these activities must be flexed within the work week.

6. Holiday Overtime

Sworn members assigned to the Field Operations Bureau are encouraged to work the following holidays:

• Memorial Day • Independence Day • Labor Day

Schedule adjustments intended to generate holiday overtime on all other holidays are not permitted. Sworn members assigned to the Support Service Bureau are not authorized to work holidays without prior approval.

7. Supervisor Work Schedules

Lieutenants, SGTs, and Professional Staff supervisors are required to work a 4()-hour work week. Once 40 hours have been reached, the workweek has ended, and overtime is not authorized without approval from a higher-ranking official.

8. Overtime Authorization

A supervisor must authorize all OT before it is worked. Supervisors are responsible for overtime and its justification. (WHP Policy 3-12, Chapter 5, Section 5, Overtime, State of Wyoming Compensation Policy, Chapter I Section 5, and WYDOT Personnel Procedures 2-3 [Time Reporting]. Supervisors are responsible for justifying OT to ECS.

9. Grant Time

Occupant Restraint and DWUI Grant Overtime remains available and is encouraged to be utilized to enhance highway safety. Specific requirements apply to any grant time use, and supervisors are responsible for monitoring grant time.

10. Program Manager OT Review

Program managers are to generate a monthly OT report in the ERP system and conduct a monthly review with supervisors of OT worked within their respective workgroups. All Overtime will need to be justified to ECS, on a monthly basis.

BY ORDER OF:

Colonel Tim Cameron
Wyoming Highway Patrol