



WHITE PAPER

Guarding Overtime:

Navigating State Laws and Eliminating
Non-Billable Hours with Workforce
Management Technology

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Overtime Management Presents A Significant Challenge for the Security Sector

Guarding against excessive overtime is not just a matter of compliance with state regulations—it is also a strategic imperative to control costs and maintain workforce well-being. This whitepaper delves into the intricacies of overtime laws across different states and introduces advanced workforce management technology as a solution to tame the overtime beast. By implementing sophisticated technological tools and strategies, companies can optimize operations, reduce non-billable hours, and promote a well-balanced work environment.

In the following sections, we provide a deep dive into the specific overtime rules for California, Colorado, and Nevada, the intricacies of accounting for non-working hours, and how proactive scheduling and deployment of workforce management technology can revolutionize your approach to managing overtime.

Overtime Rules in California, Colorado, and Nevada for Security Guards

Employees who are not exempt, including security guards, are entitled to overtime pay according to both federal and state rules. Since federal laws about working hours and wages usually do not overrule state laws, employers need to figure out whether the federal or state law requires them to pay more for overtime. Whichever law is stricter about overtime pay is the one that the employer must follow.

In states like California, Colorado, and Nevada, rules about paying workers overtime are stricter than the federal government's rules. This means that in these states, employers have to follow state laws that require them to pay workers extra when they work more than the usual hours.

Exploring the nuanced regulations that shape overtime compensation for security guards in the western states, we uncover the obligations that employers must adhere to stay compliant and ensure fair payment practices.



California

In California, the rules say that if security guards work more than 8 hours in a day or more than 6 days in a row in a week, they get paid more for the extra hours. Specifically, they get 1.5 times their regular pay for the hours over 8 in a day and double their pay for hours over 12 in a day or for working more than 8 hours on the 7th day in a row.



Colorado

Colorado, security guards get 1.5 times their usual pay if they work more than 40 hours in a week, more than 12 hours in a day, or more than 12 hours in a row, depending on which of these will give them the most money. There's also a rule that allows for certain breaks not to count as working time.



Nevada

Nevada has rules for both daily and weekly overtime. Security guards get extra pay (1.5 times their normal rate) if they work more than 40 hours in a week or more than 8 hours in a day. However, if they agree to work four 10-hour days in a week, the daily overtime rule does not apply for those days. Employers can use the extra money paid for daily overtime towards the weekly overtime calculation.

Getting Paid for When You're Not Working: Reporting Time in California

California has specific rules about paying workers for times when they're not actively working but are still under the employer's control. For instance, if workers come to work as scheduled but end up working less than half of the day, they still get paid for half the day's work (but at least for two hours and not more than four hours). This also includes times when workers are called in for a meeting after their shift or if they must call their employer to find out if they need to come to work.

Travel Time

In general, the time a worker spends commuting from home to work is not paid. However, travel between job sites during work hours is paid. Some states, including California, have added more rules. For example, in California, if workers must report to a different location than their usual workplace or travel for work to another city for the day, this time is considered work time and paid. Also, if employees must wait for something related to work like a flight, that time is paid too.

In short, each of these states has detailed rules about overtime, and in some cases, about other times when workers need to be paid even if they're not working. Employers must follow these rules to ensure they pay their workers correctly.

Harnessing Workforce Management Technology for Effective Overtime Control in Security Firms

Overtime management is a crucial aspect for security firms, where the ramifications of excessive overtime can significantly impact the bottom line. Efficiently reducing unnecessary overtime, while still maintaining a high level of service and employee satisfaction, requires strategic planning and the utilization of advanced workforce management technologies. Below, we outline comprehensive strategies to aid businesses in achieving these goals.

Strategic Scheduling to Reduce Overtime

A common obstacle to effective overtime management is the lack of comprehensive insight or awareness into staff schedules. Managers often inadvertently schedule employees for overtime due to being unaware of the total hours an individual has already worked within a pay period.

Advancements in scheduling software offer real-time updates on employees' hours worked and their upcoming shifts. These tools can alert managers to potential overtime scenarios, enabling timely adjustments to the schedule. The benefits extend beyond overtime reduction, enhancing overall guard performance and job satisfaction by distributing workloads more equitably.

The integration of advanced workforce management solutions is key to implementing the strategies outlined above. These technologies offer powerful features for:



Real-Time Schedule Oversight

Ensuring managers have instantaneous access to work hours and shift schedules to prevent unintentional overtime.



Skill and Certification Tracking

Facilitates the strategic assignment of shifts based on current employee qualifications and identifies gaps in training.



Demand Forecasting

Analyzes historical data to predict future staffing requirements, allowing for proactive schedule adjustments.



Employee Empowerment

Some platforms allow employees to input their availability or request time off, helping managers avoid scheduling conflicts and unintended overtime.

Trackforce offers comprehensive scheduling automation tools to optimize your security workforce. With real-time status updated and complete visibility into all guard shifts at once, Trackforce solutions empower security managers to maintain a complete overview of operations at any given moment.

Immediate access to scheduling information ensures that decisions are made using current data on employee availability, proper certifications and when a guard is set to incur overtime. Integrated alerts notify managers proactively when guards are at risk of exceeding their regular working hours, allowing for prompt schedule adjustments. Any potential for excess overtime is addressed before it incurs additional costs.

Within the TrackTik platform specifically there are scheduling tools to reduce overtime expenses, but they can also have a profound impact on guard performance and retention. By creating more balanced and manageable schedules, guards are less likely to experience burnout and more likely to remain committed to the job at hand. With the right workforce management platform, a focus on efficient scheduling will ultimately lead to happier guards, higher levels of service, and a healthier bottom line for security guard companies.



SFM Security Optimizes Scheduling for Limiting Non-Billable Overtime

TrackTik users have seen a dramatic reduction in non-billable overtime including SFM Security. TrackTik's comprehensive scheduling features, including the Shift App that notifies employees about open shifts for special events, proved very cost-effective for SFM. The software's ability to automate timekeeping and optimize schedule planning helped SFM maintain precise control over guards' working hours.

This strategy effectively prevented guards from nearing overtime thresholds. Impressively, SFM managed to keep non-billable overtime at just 1%, significantly lower than the industry standard of 5%.

A Proactive Approach to Overtime Management

The traditional reliance on overtime to meet staffing needs not only drains financial resources but can also compromise service quality and employee well-being. Embracing strategic staffing adjustments, especially through the utilization of scheduling automation to adhere to any state regulations, presents a transformative opportunity for your firm to operate more efficiently and cost-effectively.

By adopting the right technology tools, your firm can ensure optimal staffing levels across all shifts, adapt to demand fluctuations with agility, and significantly reduce the reliance on costly overtime hours. The result is a more satisfied workforce, enhanced service delivery, and improved financial health for your business.

Trackforce solutions can streamline your scheduling processes, reduce non-billable overtime costs, and ultimately, elevate your bottom line. [Take a tour of TrackTik's scheduling tools](#) to discover how to propel your firm into a future of strategic, technology-driven workforce management.

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