


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date September 14, 2020		APD.SOP.2050 Timekeeping
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Approval Authority: Chief Rodney Bryant		
Signature: Sign by RB		Date Signed: 9/14/2020

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#### 1. PURPOSE

To provide a uniform procedure to account for employees' time worked, overtime, compensatory time, and all of the various types of leave.

#### 2. POLICY

The Department's timekeeping procedure will comply with the City's Civil Service Rules and Regulations, other City ordinances, and the Federal Fair Labor Standards Act (FLSA).

#### 3. RESPONSIBILITIES

##### 3.1 Supervisors are responsible for:

3.1.1 Scheduling and managing the working hours of their subordinates in order to accomplish the mission and objectives of the Department in an efficient manner.

3.1.2 Minimizing the use of overtime and the accrual of compensatory time.

3.1.3 Keeping accurate and up-to-date records of the time worked and payroll status of all employees under their supervision.

3.1.4 Being fair to subordinates and being responsive to their individual needs in the granting of leave and extra work.



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- 3.1.5 When using Kronos software, adhering to City and Departmental policy and procedures, following the guidelines in the "Kronos Workforce Timekeeper Participant Guide," and keeping their password secure. Timekeepers will not share their passwords except in emergency circumstances.
- 3.2 Each payroll unit commander will ensure that time is kept properly in the unit; will review the time records when submitted by the supervisors to ensure that they comply with Department policy and procedures; and will approve/submit the unit's payroll to the Personnel Unit in a timely manner.
  - 3.2.1 Each payroll unit commander will designate one or more supervisors to maintain the unit's time (timekeeper). Whenever the supervisors is absent, responsibility for timekeeping rests with the person left in charge.
  - 3.2.2 When the position of timekeeper within a unit changes, the new timekeeper is required to fill out Form APD 290 and forward it to the Human Resources Unit.
- 3.3 The Personnel Unit Commander will ensure that unit commanders and timekeepers comply with timekeeping procedures. The Personnel Unit commander or their designee will review all payroll submissions, whether electronic or written, for compliance with the Department's policy and procedure, the payroll process, and submission to the Finance Department on a timely basis. The Personnel Unit Commander is responsible for monitoring the accrual and use of overtime and compensatory time. The Personnel Unit Commander is the Department liaison to DIT for Kronos issues and will monitor the use of Kronos passwords by users.
- 3.4 Division and section commanders are responsible for the full implementation of this procedure in their respective commands.
- 3.5 All employees are responsible for reporting their actual time worked each day, and for reporting for duty when scheduled, notifying their immediate supervisor properly when unable to report, and accurately recording their work hours in the manner prescribed by the unit commander.
- 3.6 The Staff Inspections Section will periodically audit timekeeping procedures of all APD units to ensure compliance.
- 4. ACTION
  - 4.1 Employees
    - 4.1.1 All employees will complete either a Daily Activity Report" (form APD-607) or a sign-in/sign-out log for timekeeping purposes on a daily basis. Commanders will designate which report or log their employees will use.
    - 4.1.2 All non-exempt employees will use the timekeeping method assigned to them. The Kronos system is the only recognized timekeeping system for the City.
    - 4.1.3 Non-Exempt Employees
      - 1. Non-exempt employees, upon their arrival to work, will clock in for payroll purposes. All employees will use their assigned time reporting method (e.g., a phone entry, computer entry or a swipe card entry). Employees will not clock in more than 5 minutes prior to their



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shift, unless instructed to do so by a supervisor. Employees that report late for duty will fill out section I of the Attendance Verification Form APD 275 when directed by their supervisor.

2. Non-exempt employees, at the completion of their work hours, will clock out for payroll purposes. All employees will use the method assigned to them. Moreover, employees will sign out at the end of their shift using the time format displayed by the Kronos clock (Daily Activity Sheet, or a Sign in-out log).
3. When an employee is approved to work extended duty hours (beyond his or her normal shift), the employee will clock out at the end of the extended shift.
4. Officers who work city paid extended hours such as the court detail or the airport detail etc., will clock out of Kronos at their primary worksite (if applicable) and swipe in at the secondary employment worksite.
5. Employees who use a sign-in/sign-out log as a record of actual hours worked will sign-in immediately upon arriving for work by entering the time of their arrival in the log. At the completion of the day, employees will sign out by entering the time that they are leaving and by signing their names verifying the hours worked that day.

4.1.4 Exempt employees may sign in and out for record keeping purposes or the appropriate timekeeper may input their time. However, they have the option of using one of the three approved time reporting methods (i.e. regular or bio-metric swipe clocks, Tele-Time access, or desktop computer access).

4.1.5 Employees must notify their timekeeper immediately if they do not sign-in or out for a particular day for which they expect to be paid for hours worked. Employees will also need to fill out section III of the Attendance Verification Form APD 275.

#### 4.2 Supervisors

4.2.1 The supervisor of a command, watch, or work group is responsible for maintaining adequate staffing within the constraints of available employees and the anticipated workload. Supervisors must also give due consideration to the morale and individual needs of subordinates.

4.2.2 Supervisors may use discretion to motivate performance but must allow each employee an adequate opportunity to take a meal break, to take leave, and to work extra hours when work is necessary.

4.2.3 Supervisors will verify the time worked by each employee and sign each sign-in/sign-out log.

4.2.4 Supervisors will enter into Kronos the number of hours worked based on the Sign-In/Sign-Out sheet relative to Off-Duty Court Appearance Time Forms, Borrowed Personnel Reports, and on the supervisor's knowledge of the employee's work hours. If the employee received a witness fee for an off-duty court appearance or will be paid by the Department for the first hour of State Traffic Court attendance (at their overtime rate) then only the time over one hour will be entered.

4.2.5 Division and section commanders will forward the original Personnel Order (PO) to the Personnel Unit within 2-days of its effective date. The Personnel Unit Commander or their designee will move the transferred employee into the appropriate work group for payroll purposes.



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- 4.3 Leaves, Long Absences, and Resignations
  - 4.3.1 Employees become inactive when they are absent from duty for more than 30 days for any reason (with or without pay).
  - 4.3.2 When an employees is on leave without pay, the timekeeper will input the comment "leave of absence without pay." Before going on leave, these employees must report to the Personnel Unit to complete the necessary paperwork. After approval by the Chief, the Personnel Unit will carry these employees as "inactive status."
  - 4.3.3 Employees absent from duty for more than 30 days for any reason will be transferred to inactive status, upon approval of the Chief of Police.
  - 4.3.4 Separated employees will not be removed from the active Payroll until all compensatory time and vacation has been used or paid. The employee's unit personnel folder will be forwarded to the Personnel Unit within ten days after the employee's time is exhausted.
  - 4.3.5 Sworn employees will receive 24 hours of annual training as required by the Department and O. C. G. A.35- 8-21. When employee returns from leave and did not receive the required yearly in-service training, he or she will contact the Training Academy for a waiver prior to taking any law enforcement actions. Prior to assigning the employee to enforcement activities, the immediate supervisor will contact the Training Academy to determine whether the employee has arrest powers.
- 4.4 Leave of Absence (without pay)
  - 4.4.1 Employees who desire a leave of absence without pay will make the written request for leave of absence at least three months in advance of the anticipated start date of the leave except when exigent circumstances make it impractical to do so or in the case of Family Medical Leave (FML) which requires a 30-day notice.
    1. The employee's written request for leave of absence will include an explanation of the circumstances for the leave, documentation of the need for the leave, the projected return date, and a completed Family Medical Leave Form (Form WH-380), which can be obtained from the Personnel Unit in cases when the employee is requesting FML.
    2. The employee will submit the written request for leave of absence to his or her immediate supervisor.
  - 4.4.2 Supervisors will review, recommend approval or denial, and forward the request through the chain of command to the division commander.
  - 4.4.3 The Chief of Police, with written notification to the Commissioner of the Department of Human Resources, through the APD Personnel Unit, may grant a permanent employee a leave of absence without pay for a period not to exceed one year.
  - 4.4.4 Notification of approval of leave of absence will be in writing from the Chief of Police to the requesting employee, will specify the terms and conditions of the leave of absence, and will specify the return-to-work date.



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- 4.4.5 Leave without pay will be granted only when such action will not adversely affect the interest of the service of the City.

Note that FML will be granted under the criteria specified by Section 4.4.12 of this directive, the Rules and Regulations of the City of Atlanta Department of Human Resources, and the "Family and Medical Leave Act of 1993."

- 4.4.6 Employees returning from leave without pay will contact the Personnel Services Unit prior to returning to work.
1. Employees returning from leave without pay on the scheduled return date will report to the Personnel Unit with documentation (when appropriate) allowing them to return to work. The Personnel Unit will process the required paperwork to return the employee to active status and release the employee to return to the administrative office of the division from which they took leave.
  2. Failure of an employee to return to work at the expiration of approved leave will be considered as an absence without leave and will be grounds for dismissal in compliance with City Code of Ordinances, Section 114-422, paragraph 2.
  3. Employees on leave of absence without pay who wish to return before the agreed upon leave period has expired will be required to give notice by memorandum at least two weeks in advance of the date they wish to return.
    - a. This memorandum of early return will be given to the Personnel Unit commander who will forward it to the Chief of Police for review and approval.
    - b. Early return from leave of absence without pay will be approved unless the position has been temporarily filled by another employee and another comparable position is not available.
- 4.4.7 Employees may continue their group life insurance, group hospitalization, group dental and surgical benefits coverage while on leave of absence, provided the leave of absence is granted for one of the following reasons:
1. Military leave
  2. Maternity leave
  3. Sick leave
  4. Educational leave
  5. Family Medical Leave (limited to 12 weeks of unpaid job-protected leave)
- 4.4.8 Premium payments for insurance while on leave of absence without pay will be paid by the employee. Employees should contact the City of Atlanta employee benefits office prior to starting their Leave of Absence.
- 4.4.9 Upon return from a leave without pay, the employee is entitled to a position with the same classification and step equivalent to the one occupied when the leave began.



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- 4.4.10 Employees will be entitled to any across-the-board pay increases granted during the employee's leave of absence without pay.
- 4.4.11 Employees must notify the Department immediately if they obtain employment elsewhere while on an authorized leave of absence without pay and will forfeit their position of employment with the Department.
- 4.4.12 Special Circumstances for Family Medical Leave
  - 1. Permanent employees who have worked for at least one year and for 1,250 hours over the previous twelve months are eligible for Family Medical Leave (FML).
  - 2. An eligible employee may take a total of twelve weeks of unpaid leave during any twelve-month period.
  - 3. At the employee's option, paid leave may be substituted for unpaid leave provided that the employee has accrued leave. Paid accrued leave can include annual leave, sick leave and compensatory time.
  - 4. An employee requesting extended unpaid leave for reasons that would qualify for Family Medical Leave, must request Family Medical Leave at the time the original leave request is submitted.
  - 5. Unpaid leave under FMLA will be granted for:
    - a. the birth of the employee's child (no later than twelve months after the date of child's birth);
    - b. the adoption or foster care placement of a child (no later than twelve months after the date of placement);
    - c. the care of the employee's child, spouse, domestic partner, parent, spouse's parent who has a serious health condition; or
    - d. a serious health condition which makes the employee unable to perform the essential functions of the employee's position.
  - 6. Processing of Requests for FML
    - a. The Personnel Unit will record all requests and immediately forward them to the Chief of Police for review and signature. The Chief of Police will then forward signed requests back to the Personnel Unit. The Personnel Unit will immediately forward the signed requests to the City of Atlanta, Department of Human Resources.
    - b. The Personnel Unit will prepare the turn-around documents (Personnel Transaction and Certification Form) and return them with a copy of the FML request to the Department of Human Resources.
  - 7. If the reasons for requesting FML are certified to have continued or returned at a later date (except birth or placement of a child), an employee can request leave during each ensuing twelve-month period.



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- 4.4.13 Upon returning to duty, an employee who has been absent for personal health reasons may be required to be subjected to a "Fitness for Duty Report" in accordance with guidelines established by City Code Sections, 98-36 and 114-380 and by City Policy HR 7.15 "Fitness for Duty Examination". The written request will be accompanied by sufficient information that would lead a reasonable manager to believe that the examination is warranted.

#### 4.5 Annual Leave

- 4.5.1 Annual leave accrues at the following rate:

Length of Service	Annual Vacation	Maximum Vacation Carryover
Less than 5 years	12 days	25 days
5 years up to 10 years	15 days	25 days
10 years up to 15 years	18 days	35 days
15 years up to 20 years	21 days	35 days
20 years and up	25 days	45 days

- 4.5.2 Employees must request annual leave from their immediate supervisor. Leave may be taken only after approval by their supervisor.
- 4.5.3 When taking annual leave for more than five days, the employee should provide his or her supervisor with a telephone number at which he or she can be reached in an emergency.
- 4.5.4 Annual leave will be taken in units of whole hours.
- 4.5.5 Annual leave may be requested for vacation, personal or emergency reasons.
- 4.5.6 Annual leave time is not used in computing overtime for non-exempt employees.
- 4.5.7 Leave will be used only when earned. No advance leave will be granted to cover a period of absence for an employee who has insufficient leave; such absence will be without pay. Employees requesting to utilize annual leave or comp time will fill out section II of the Attendance Verification Form APD 275 and submit to their supervisor.
- 4.5.8 Temporary employees are not eligible for annual leave.
- 4.5.9 Part-time employees are entitled to annual leave only in proportion to the number of hours worked as compared to the normal work week.

Note: Contract Employees – leave and work hours is specified in their contract (Re-capture Only).

#### 4.6 Legal Holidays

- 4.6.1 Legal holidays are designated by City ordinance:



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January 1	New Year's Day
Third Monday in January	Martin Luther King Jr's Birthday
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veterans Day
4th Thursday in November	Thanksgiving Day
Day after Thanksgiving	Day after Thanksgiving
December 25	Christmas Day

- 4.6.2 Only employees needed to carry on the essential functions of the operational unit on the holiday will be scheduled to work on that day.
- 4.6.3 An employee is entitled to a legal holiday provided the employee works the regular scheduled workdays immediately before and after the holiday or is on approved leave with pay on those days.
- 4.6.4 Legal holidays which occur during the time that an employee is on annual, sick or injured-off leave will not be charged against the employee's annual, sick or injured-off leave.
- 4.6.5 Holiday premium pay—Non-exempt employees who do not receive a holiday on any of the designated legal holidays because of the necessity of their remaining on duty will be paid their regular rate of pay plus an additional amount equal to one-and one-half hours of pay for each hour of work for that day up to eight hours.
- 4.6.6 Exempt employees who do not receive a holiday on any of the designated holidays because of the necessity of their remaining on duty will be compensated at straight time and will receive compensatory time in lieu of the holiday not received.
- 4.6.7 Part-time employees will be paid for holidays based upon the number of hours that such employees normally work each day.
- Note: Only if said employee works on Legal Day.
- 4.6.8 Non-essential personnel will not work holidays (e.g. office staff, temporary employees) unless specifically approved by the Chief or a designee.
- 4.6.9 If a legal holiday falls on an employee's off-day, the following procedure will be followed to ensure that employees receive credit for the holiday:
1. If it is the employee's first off-day, then the preceding day will be considered as the holiday for that employee.
  2. If it is the employee's second off-day, then the following day will considered as the holiday for that employee.
  3. Employees who do not work on an observed legal holiday will receive up to 8 hours of compensatory time at the regular rate.





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4. If a holiday falls on an employee's off day, Kronos will automatically move the extra time to the UXT box. After the move occurs, the timekeeper will convert the extra time to compensatory time (CRT). If an employee works a particular holiday and wants to receive compensatory time, it is coded CRH

#### 4.7 Kronos Procedures: Holidays/Sworn Employees:

- 4.7.1 Timekeepers will not move time in HOL to any other pay code nor put time into the HOL pay code, if missing from Kronos.
- 4.7.2 If the employee earned 80hours (regular) before the holiday, allow the time to go to the UXT bucket and reconcile at the end of the 28-day cycle. Do not attempt to reconcile the UXT before that time.
- 4.7.3 If the employee works on the holiday, they will clock in and out; Kronos will give the employee premium pay plus whatever hours for the holiday.
- 4.7.4 If an employee is placed on a work "schedule" in Kronos, the system checks their paid status to determine whether the employee worked the day before and the day after the holiday. If so, Kronos will show holiday pay.
- 4.7.5 If a work schedule is not in the system for the employee, Kronos will put 8 hours in HOL. In a situation where the employee is not on a schedule and the system gives 8 hours of Holiday pay, it is the timekeeper's responsibility to manually ensure the employee was in a paid status the day before and after the holiday. If the employee was not in a paid status, the timekeeper will contact their payroll liaison, so those hours can be removed.

#### 4.8 Kronos Procedures: Holidays/Civilian Employees

- 4.8.1 If time is missing, timekeepers will not move time in HOL to any other pay code, nor put any time into the HOL pay code.
- 4.8.2 If the employee works on the holiday, he or she will punch in and out. Kronos will give him or her premium pay plus 8 hours for HOL. Even if the employee is not on a schedule, they must still be in PAID STATUS before and after the holiday.
- 4.8.4 Timekeepers will not add the HOL plus 8 hrs. pay code to any time card if the HOL pay code does not appear or populate.
- 4.8.5 Employees in the following situation are not eligible for holiday pay. If Kronos shows hours in HOL, contact the Personnel Services Unit.
  1. A temporary employee (status 40 in Kronos)
  2. An employee who was on unpaid leave for the entire pay period.
  3. An employee who was not in paid status (including sick leave or vacation) on the work day before or the workday after the holiday.

#### 4.9 Sick Leave



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- 4.9.1 Employees must notify their supervisor as soon as possible when the need to request sick leave is evident. The notification will be no later than thirty minutes before the employee's scheduled reporting time. Timekeepers will charge a minimum of two hours of sick time unless the employee takes additional time.
- 4.9.2 Employees must submit a statement from a licensed physician if out sick for three or more consecutive working days, or if his or her supervisor has notified the employee that such a statement is required due to frequent or habitual absences from duty. A reasonable time frame should be given to the employee to present all documents for paid sick leave no later than the date of payroll submission.
- 4.9.3 Employees will not be allowed to use sick leave unless the employee currently has sick leave time available. If in doubt about an employee's available sick or annual leave, the employee's supervisor will check Kronos. Employees cannot borrow advance sick leave except when extenuating circumstances exist. An employee's request to borrow advanced sick leave is governed by City Code Section 1 14-429 "Voluntary shared leave program." All requests for advance sick leave must be submitted on a "Request For Advance Sick Leave Form" (form 6-A-29) and forwarded through the chain of command to the Personnel Unit.
- 4.9.4 Employees who have exhausted their sick leave may request donations of leave time in accordance with City Code Section 114-429.
- 4.9.5 In order for an employee to receive paid leave for on-duty injury and the supervisor must comply with the Worker's Compensation procedure. No compensation in the form of disability leave will be allowed for the first three working days of incapacity resulting from an on- the-job injury. However, if an employee is incapacitated for 28 days consecutive days following the injury, disability leave will be paid for the first three working days of incapacity (in accordance with the City Code Section 114-424b1), and sick leave charged against the employee will be reinstated. An employee is eligible for injured-on-duty time only during the first six months after the injury.
- 4.9.6 Sick leave requests and doctor's certificates (in support of SO, IO, and FO) must be forwarded to the Personnel Unit.
- 4.10 Meal Breaks
  - 4.10.1 Employees who are required to remain at or near their desks, work stations, or beats will be allowed to take up to 30 minutes to eat a meal. Employees are considered on duty during their meal breaks and therefore may be working or called back to work during this time. This time counts as hours worked.
  - 4.10.2 Employees are free to use their meal period for their own purposes but are not necessarily entitled to leave the premises to do so. Individual supervisors are responsible for evaluating their workstation's mission and establishing a policy that addresses whether or not employees will be allowed to leave the premises and under what circumstances.
  - 4.10.3 Supervisors will schedule meal breaks appropriately and grant them in a fair and impartial manner.
- 4.11 Court Time



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- 4.11.1 Off-duty court attendance (State, Superior, Juvenile, etc.) is considered time worked. Employees desiring to be paid for court attendance will submit appropriate documentation certifying their court attendance to their supervisor on the next day they report to work. This documentation will be in the form of a completed Off-Duty Court Appearance Time Form (APD-225).
- 4.11.2 Employees who are entitled to receive a court attendance fee for their appearance will not be paid by the Department for the first hour of court attendance but will receive compensatory time for the additional hours and should note this when completing their Off-Duty Court Appearance Time Form.
- 4.11.3 Employees who do not receive a court attendance fee for a State Traffic Court appearance will be paid by the Department for the first hour of court attendance at their overtime rate. Employees should note this when completing their Off-Duty Court Appearance Time Form (APD-225).
- 4.11.4 Waiting or On-Call Time - Waiting time is counted as hours worked if the employee is unable to use the time for his or her own purposes. An employee will not be paid while on an "on-call" status with the courts. Employees must either be off duty in a non-pay status or at the court in a paid status.
- 4.12 Field Training Officers (FTO) Time

All officers or senior police officers acting in the role of a Field Training Officer (FTO) will receive a maximum of one-hour compensatory time for each eight-hour shift when field training.
- 4.13 Other types of leave

City of Atlanta employees may be permitted to take time off with pay under the following conditions.
- 4.13.1 Military Leave

An employee may be on military leave for up to 30 days in a calendar year without being placed on inactive status. In order to take military leave, an employee must file a copy of the military orders through the chain of command and personally deliver the original to the Personnel Services Unit. Employees will only be paid for up to 18 days of military leave per year. An additional 12 days may be taken for military leave, but the employee must use annual leave, compensatory time, or unpaid leave. When an employee returns from leave and did not receive the required yearly in-service training, he or she will contact the Training Academy for a waiver prior to taking any law enforcement actions. Prior to assigning the employee to law enforcement activities, the immediate supervisor will contact the Training Academy to determine whether the employee has arrest powers by fulfilling the training requirements of O.C.G.A. 35-8-21, O.C.G.A. 35-8-7.1, and conditions as stipulated in the Break In Service Form (APD Form 288), as well as APD.SO.12.05. (O.C.G.A. 35-8-7.1)
- 4.13.2 Family Medical Leave Act (FMLA)
  - 1. Family Medical Leave: Family Medical Leave may be a combination of leave without pay, vacation, compensatory time, or sick leave (when approved by the Department of Human Resources Commissioner) of up to 12 weeks to allow eligible employees to care for an immediate family member with an illness or injury.



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2. In the case of a pregnancy, the Department will provide a suitable assignment for the pregnant employee, so long as the conditions of the pregnancy do not adversely impair her health or the performance of her duties (29 CFR §825.214) (Also see City Code Section 114-416 and 114-424 for additional guidance).

#### 4.13.3 Civil leave

An employee is entitled to time off with pay when performing jury duty or when subpoenaed to appear before any public body or commission. An employee will be permitted to take any necessary time off to vote in any municipal, county, state or federal political party primary or election, pursuant to O.C.G.A. 21-2-404. Such necessary time off will not exceed two hours, and if the hours of work of such employee commence at least two hours after the opening of the polls or end at least two hours prior to the closing of the polls, the time off for voting need not apply. The employee's supervisor may specify the hours, which may be used as provided in this section (City Code Section 114-419).

#### 4.13.4 Blood donation leave:

An employee will be entitled to a leave of absence of not more than 16 hours in each calendar year without loss of pay for the purpose of donating blood. This absence will be computed at four hours per donation up to four times per year upon satisfactory evidence of having donated or attempted to donate blood. (City Code Section 114-426)

#### 4.13.5 Health screening leave

The Medical Screening Leave authorizes permanent full-time employees of the City up to four hours each calendar year. The employee must have his or her physician or physician's assistant complete a "Medical Screening Certification" form as documentation for approval of this leave (City Code Section 114-428).

### 4.14 Employees Compensatory Time

#### 4.14.1 General Considerations

1. Compensatory time will be earned only when pre-approved and necessary to accomplish the Department's mission and objectives in accordance with the Fair Labor Standard Act (FLSA) guidelines.
2. In order to accrue compensatory time, an exempt employee must complete the Compensatory Time Accrual Agreement (Form APD 278) and forward it, prior to the occasion for earning the comp time, through his or her chain of command for required signatures. A copy of the Compensatory Time Accrual Agreement form will be maintained at the division level and the original at the unit level.
3. Nonexempt: Employees in a nonexempt status may not accrue more than 160 hours of compensatory time during any given time, which when converted at a rate of time and one-half equates to 240 hours. Employees must be paid for any hours in excess of the maximum accrual of compensatory time.



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4. After a non-exempt employee accrues 80 or more hours of compensatory time, the affected employee's immediate supervisor will meet with the employee and place him or her on a compensatory time reduction plan.
5. Compensatory time earned during a given pay period will (when applicable) be taken within the same pay period whenever possible. Time taken within the pay period is not required to be reported to the time keeper as compensatory time earned and used.
6. Sworn employees only: The UXT box will capture an employee's time minute for minute. Exempt employees can earn comp- time but it may only be earned at the straight rate.
7. Employees must use all compensatory time accrued by the end of the calendar year in which the time was earned.

#### 4.14.2 Non-Exempt employees

1. Non-exempt sworn employees who work in excess of 160 hours, but less than 172 hours, within a 28- day pay period, will be compensated by granting compensatory time-off, on an hour for hour basis, for each hour worked between 160 and 172.
2. Non-exempt sworn employees whose work hours exceed 171 hours within a 28-day pay period will be compensated at their regular rate of pay for all hours worked between 160 and 172 and may be granted compensatory time or compensated for hours worked over 171 at one and one-half the regular rate of pay.
3. Non-exempt sworn employees are eligible for overtime pay only at the end of a 28-day work period. At the conclusion of this work period, the designated timekeeper will review hours worked to determine the appropriate rate and method of compensation for hours worked in excess of 160 in the 28-day work period.

#### 4.14.3 Exempt Employees

1. Exempt employees may be given compensatory time off at the rate of one hour for each hour worked beyond their regularly scheduled work hours, at the discretion of the Chief of Police. A Compensatory Time Accrual Form (Form APD 278) will be completed and submitted through the employee's chain of command.
2. Exempt: Pursuant to Atlanta City Ordinance 05-O-1743, employees who are exempt from FLSA can accrue a maximum of 240 hours of compensatory time. Supervisors, or designees, should monitor employee accrual of compensatory time to ensure that employees have the opportunity to take compensatory time as schedules allow and that accrual does not exceed 240 hours during any given time. This special authorization expires at the end of the last pay period of 2007, at which time the maximum accrual rate will revert to 160 hours in accordance with section 114-423 of the Atlanta City Code.
3. After an exempt employee accrues 80 or more hours of compensatory time, the affected employee will submit a compensatory time reduction plan to his or her immediate supervisor within five business days.

#### 4.14.4 The Chief and senior managers at pay grades 35, P7, PS24, F24 and above are not eligible to receive compensatory time off. Such employees may exercise flexible work hours from time to time when an excessive number of hours are worked on a special project or event. APD



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lieutenants are exempt from overtime but eligible to accrue straight compensatory time according to HR.3.10 section 2 (i.e., at the discretion of the department head/chief). This includes compensation for off duty time where a lieutenant is performing activities that are job related which benefits the employer.

#### 4.15 Kronos Pay Codes

##### 4.15.1 The following pay codes will be used on the time card:

1. Sick Accrual Used
2. Reserve Sick Leave Used
3. Vacation Used
4. Compensatory Time Used
5. Injured on Duty
6. Military Leave Used
7. Regular Hours
8. Maternity – Paternity Leave (female or male)

##### 4.15.2 The PSU time managers will code all overtime from the UXT box. When converting UXT time, the timekeeper will use the following pay codes:

1. UXT-any time that an employee earns beyond the regular hours will automatically go into this field. The timekeeper will use the time in this field for whatever time deemed necessary. This pay code is used for Sworn employees only.
2. OT Pay & OT Premium Pay-overtime paid at 1 ½ times your regular rate of pay. Used when a non-exempt employee works beyond 40 hours during a 40-hour workweek.
3. OT Pay-overtime paid at your regular rate of pay. Used when a non-exempt employee works beyond 40 hours during a 40-hour work week and when approved leave time is used.
4. Compensatory Time Straight & Compensatory Time Premium-compensatory time earned at 1 ½ times your regular hours. Used when a non-exempt employee is given comp-time in lieu of pay for time worked when an employee does actually work 40-hours during a 40-hour workweek.
5. Compensatory Time Straight-Comp time earned at your regular hours. Used when a non-exempt employee is given comp- time in lieu of pay for time worked when an employee does actually work 40 hours during a 40-hour workweek. For example the employee is out sick or on vacation.

#### 4.16 Monitoring Kronos Time Cards

##### 4.16.1 Timekeepers will check computer-based timecards daily for unexcused absences and missed punches. Routine manual posting of an employee's time is discouraged and not considered best



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practice. The timekeeper will justify the reason of the manual time adjustment in writing. The documentation will be kept at the unit level and available upon request to the PSU and the Field Inspections Unit commander.

1. All timecards will be approved by 0900 hours on the Tuesday that time is due (i.e., at the end of the 14-day pay period). Timekeepers will approve the time at the end of the 14-day pay cycle. A unit's time cannot be approved with missed punches, unexcused absences or exceptions unless the dates are modified by Payroll Central.
2. The Personnel Services Unit commander or a designee (i.e., time managers) will contact timekeepers when time discrepancies exist or when the unit's payroll is not approved at the close of each 14-day pay cycle.
3. Timekeepers are responsible for reconciling missed punches and excused or unexcused absences prior to approving the time card. If changes are not entered in the system prior to the pay-period close date, the employee(s) paycheck will reflect actual time reported; corrections will be due by the ending date of the next pay period. The employee's section commander or a designee will identify the hours to be paid and the justification for the change via an internal memorandum and forward it to the PSU.

#### 4.17 Overtime

4.17.1 The reason for its accrual must be documented, justifiable, and approved by the division commander in advance. If an emergency makes that impossible, the unit commander must explain in writing to the division commander. The use of overtime should be planned to meet specific objectives that cannot be met through the use of regular scheduled employees. Occasions will arise when overtime must be used to cover last-minute scheduling problems; these should be minimized. Overtime will also be used occasionally for emergencies; these must be true emergencies and must be documented.

4.17.2 In instances where the Department has at least seven days advance knowledge of a special event, the watch commander or a designee will adjust the regular work schedule of each employee who will work the special event (if necessary/practical). For example, an employee who is assigned to work a special event on an off day would be instructed to not report to work on one of their regularly scheduled workdays. The commander or a designee will monitor Kronos daily to ensure compliance with this procedure.

#### 4.17.3 Overtime Approval

1. Only the Chief of Police, or their designee, has the authority to approve overtime for planned special events. The overtime will be planned to meet the specific objectives that cannot be met with regular scheduled employees.
2. Only the Chief of Police, or their designee, has the authority to approve overtime for incidents that expand beyond the scope of on duty personnel, or for inclement weather, or other emergencies.
3. Any mandatory or contingency overtime approved by anyone other than the Chief of Police, or his or designee, is strictly prohibited.

4.17.4 Overtime is paid at a time-and-a-half rate, but overtime hours must be reported as the actual number of hours worked or FLSA guidelines depending on the Chief.



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- 4.17.5 The responsible commander will list each employee for whom overtime pay is. Follow the instructions that have been provided.

4.17.6 Overtime Administrative Procedures

1. Complete the 14-Day Overtime Submission Form (Form APD 601) with employees listed in numerical order by position number.

**NOTE: JAG Overtime Only – Submitted Form APD 601 must be printed on Green Paper Only. All accompanied documentation must be attached to the Form APD 601 (JAG Daily Activity Sheet, Copies of all Traffic Citations, Arrest Tickets, Impound reports, and any other documentation pertaining to activity during the JAG Overtime worked.**

2. Submission at the end of the 28-Day pay period will include two 14-Day Overtime Submission forms (Form APD 601)
3. The two completed 14-Day Overtime Submission forms (Form APD 601) will be stabled together (top left-hand corner) with the total number of overtime hours works from both sheets will be written in the space on the upper right-hand corner of the top sheet.
4. Section, and unit commanders will approve and sign all overtime payroll submission forms (Form APD 601) at the end of the 14-day pay period for their respective commands. This is in accordance with APD.SOP.2052, "Overtime Accountability and Tracking," Section 4.6.8.
5. Send the original and up the chain of command to the division commander for approval.
6. File the original documents in the office of the payroll unit.
7. The division commander must keep a copy for his or her records. Overtime submitted to the Personnel Services Unit after 9:00 AM on the Tuesday when payrolls are due will be paid in the next 28 day pay period.
8. The Personnel Unit will code, approve and post all overtime.
9. The Personnel Unit will calculate voluntary overtime by officers working City extra jobs (i.e., Court Detail, Airport Detail, and all city paid extra duty jobs). The timekeeper will forward the overtime use report to the Personnel Unit by 0900 hours on the day the unit's payroll is due. Employees who work overtime funded positions will swipe in and out for payroll purposes. Timekeepers will forward overtime use reports to the Personnel Unit for processing. The Personnel Unit will code and calculate all overtime where employees will receive monetary compensation.

- 4.17.7 Overtime for nonexempt employees is governed by the Fair Labor Standards Act (FLSA). For civilian nonexempt employees, overtime begins after the employee has worked 40 hours in the seven-day work period. For sworn nonexempt employees, overtime begins after the employee has actually worked 171 hours in the 28-day work period.

- 4.17.8 Temporary employees and newly sworn officers who are in Field Training are not eligible to receive overtime.





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- 4.17.9 Exempt employees will not be permitted to work overtime unless it is authorized by the Chief of Police. When authorized overtime is worked, the exempt employee will be compensated in one of two way.
1. Paid in straight time; or
  2. Compensated with compensatory time accumulated at straight time.
- 4.17.10 The Overtime Accountability and Tracking Unit Commander will monitor overtime use and forward a monthly report to the Chief of Police within ten days after the end of the month.
- 4.17.11 Each division commander will file a quarterly overtime use plan with the Chief of Police. The plan will describe the necessity for using overtime in each section, the number of hours to be used, and the specific activities and objectives to be accomplished.
- 4.18 Special Pay Incentives
1. Sworn employees shall receive a pay increase for his or her education upon completion of the training academy. Once an employee has achieved sworn status, a one-step pay increase shall be received for 60 college credits, 90 quarters semesters, or an associate degree. Employees shall receive an additional step increase for a bachelor's degree if applicable, for a total of two steps regarding their education. (City of Atlanta Ordinance section 114-87) Once an employee has achieved sworn status, a one-step pay increase may be received for 60 semester hours earned and 90 quarters hours earned; a two-step pay increase may be received for a bachelor's degree. No steps are awarded for post graduate credits or achievements.
  2. Employees must have the college or university send a sealed transcript to the Atlanta Police Department Human Resources Unit in order to receive the educational step increase pay incentives. It shall be each employee's responsibility to ensure that all transcripts and verifying educational documentation has been received by Human Resources Unit and recorded on file. (City of Atlanta Ordinance section 114-87)
  3. Special incentive pay shall become effective upon completion of the training academy and sworn status has been achieved. The educational pay step increases shall be considered valid and effective for sworn employees on the date the official transcripts are received in the Human Resources Unit from an accredited college or university. (City of Atlanta Ordinance section 114-87 and section 114-184.)
- 4.19 Reporting Problems with the Time Clock or Cards
- 4.19.1 Timekeepers will contact the Departmental Payroll Liaison (DPL) at 404-546-7705 to verify or report Kronos issues. If the DPL is unable to resolve the issue, he or she will contact the Atlanta Information Management (AIM) Help Desk. When reporting issues relative to the time clock, please provide the following information:
1. The caller's name;
  2. The worksite;
  3. The employee's full name and middle initial, if applicable and the employee's ID number (printed on the pay check);



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4. The clock location; and
  5. The exact error code seen on the clock.
- 4.19.2 Whenever necessary, the DPL will reset a user's password. In the event of an emergency on weekends call 404-330-6474 and leave a detailed message.
- 4.19.3 Employees will complete an incident report when their Bar-coded Identification Card is damaged or lost. The employee may obtain a replacement identification card by providing the PSU commander with a signed copy of their incident report describing the circumstances of the lost or damaged card.
- 4.20 Borrowed Personnel
- 4.20.1 A commander may borrow employees from another commander. The employee may be scheduled to be on duty or off duty. The time worked in the borrowed position will be figured as part of the employee's regular assignment. No overtime will be promised, unless specifically authorized by the Chief of Police for the particular assignment.
- 4.20.2 On a daily basis, the borrowing commander will document the time worked by the borrowed employees on a Borrowed Personnel Report (Form APD 210) and immediately forward a copy of the report to the regular commander of each employee. This report must be delivered to the employee's regular supervisor on a timely basis to avoid scheduling problems.
- 4.20.3 Do not record the time worked by the borrowed employees on the borrowing command's payroll.
- 4.21 Approval and Completion of Bi-weekly Payroll
- 4.21.1 The payroll for all watches must be submitted to the Personnel Unit every 14 days on alternate Tuesdays, by 9 AM.
- 4.21.2 The authorized timekeeper is responsible for viewing and approving the unit's payroll prior to submission to the Personnel Unit.
- 4.21.3 After Kronos payroll has been submitted to the Personnel Unit, any requests to change must be submitted in memo format with appropriate justification.
- 4.21.4 In reviewing an employee's timecard, the payroll unit should find:
1. 80 hours of work and leave time for each employee except for an employee who has been newly hired or an employee with a leave without pay, unexcused absence, suspension, or relief from duty.
  2. No overtime for exempt employees.
- 4.22 Timekeeping Records
- 4.22.1 Time records are confidential. They will be secured and made available for review only on a "right to know and a need-to-know" basis. All-time records will be maintained in accordance with the City and Department records management regulations.



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- 4.22.2 If an employee requests a review of his or her own Timecard, the supervisor will schedule a time when the employee can review their time record. If any legal action is anticipated, the supervisor granting the review will request that a representative of the City Attorney's Office attend the review.
- 4.22.4 PSU will keep, overtime records and then follow record retention guidelines.
- 4.23 Inspections of Timekeeping Records
- 4.23.1 The overtime records of each payroll unit will be periodically inspected and audited by the Overtime Accountability and Tracking Unit (COTU).
- 4.23.1 The time records of each payroll unit will be periodically inspected by the Field Inspections Section to ensure compliance with timekeeping procedures.
- 4.23.2 The Staff Inspections commander will record all discrepancies and direct the appropriate section and payroll unit commanders to correct them. This report will be kept on file for three years.
- 4.23.3 The Policy and Standards Section Commander, will report on these inspections in writing to the Chief of Police.
- 4.23.5 The COTU commander will monitor all overtime worked to ensure adherence to the overtime directive. The COTU commander will produce a bi-weekly analysis on overtime hours worked and their effectiveness. APD.SOP.2052, "Overtime Accountability and Tracking," section 3.5.
5. DEFINITIONS
- 5.1 Categories of personnel are based on the Fair Labor Standards Act (FMLA).
- 5.1.1 Sworn nonexempt: A sworn employee not primarily engaged in supervisory or administrative duties.
- 5.1.2 Civilian nonexempt: A civilian employee not primarily engaged in supervisory or administrative duties.
- 5.1.3 Exempt: A supervisory or administrative employee. As a matter of Department policy, all sworn employees at the rank of lieutenant or above are expected to be engaged in supervisory and administrative duties, as defined by the Fair Labor Standards Act, and therefore, exempt.
- 5.2 Pay period: The basis for computing an employee's pay check. The pay period is 14 days long and begins on Thursday. For an employee working the morning watch, the pay period begins at watch change late Wednesday night.
- 5.3 Work period: The basis for computing compensatory time and overtime.
1. For sworn employees, the work period is a 28-day period which includes two pay periods.
  2. For civilian employees, there are two work periods in each pay period beginning with the Thursday. Morning watch beginning late Wednesday.
  3. Work periods are designed to correspond with pay periods in each sworn work period.



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### 5.4 Working time as defined by the Fair Labor Standard Act

1. **Time worked:** Employees will be compensated for those hours when they are actually at work or are required to be on duty and cannot use the time for their own purposes. If an employee is required or permitted to work at an unscheduled time, such as lunch time or before the formal beginning of the work day, the time counts as hours worked.
2. **Meal period:** A time span of at least 30 consecutive minutes during which an employee is free to use the time for his or her own purposes; it is not counted as working time. It is not mandatory that employees be allowed to leave the premises during the meal period. However, the time will have to be counted as time worked if the employee is required or permitted to perform any duties while eating.
3. **Travel time:** The daily round trip between home and work is not counted as time worked.
  - a. If the employee travels due to a special assignment and there is travel time beyond the regular home- to-work commuting and working hours, then the extra travel time is to be considered as hours worked.
  - b. An employee's travel out of town may result in additional hours worked. See the City's "Policy Guidelines for the FLSA" for further information.
4. **Court time:** The hours an employee spends in court as part of the work assignment count as hours worked with the exception of the first hour of a compensated judicial appearance.

### 5.5 Leave: An approved absence from duty with pay, including vacation, legal holiday, sick leave, military leave, etc. Leave time is not used in computing overtime for nonexempt employees.

1. Legal holidays: Days granted to employees by the City for the observation of holidays. These days are determined by City Ordinance.
2. Observed holiday: The day on which the City observes the holiday and closes most of its offices.
3. Annual leave: Paid time off from work that is granted by the City in amounts that correspond to the individual employee's length of service. This type of leave is commonly referred to as vacation time.
4. Sick leave: Paid time off from work that is granted by the City that allows employees who have a bona fide illness to recuperate at home or in the hospital.
5. Military leave: Time off from work granted by the City to allow employees who have a reserve or national guard military obligation to attend required meetings, training, or drills. Approval of military leave must be documented by military orders. While on military leave, a permanent employee may be marked ML and paid for up to 18 working days in a calendar year. An additional 12 days of military leave may be taken as vacation, compensatory time, or unpaid leave, at the employee's option. Temporary employees are not granted military leave with pay.
6. Family Medical Leave Act (FMLA): Family Medical Leave may be a combination of leave without pay, vacation, compensatory time, or sick leave (when approved by the Department



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of Human Resources Commissioner) of up to 12 weeks to allow eligible employees to care for an immediate family member with an illness or injury.

- 5.6 Compensatory time: Time accumulated by working in excess of the regular work week to be taken as leave by the employee.
- 5.7 Straight time: Time for which an employee is paid or given compensatory time at the regular rate. For sworn employees, the first eleven hours over 160 hours in a 28-day work period will be straight time.
- 5.8 Overtime: Time worked for which an employee is paid at the rate of one and one-half times the regular rate.
- 5.9 Inactive employee: An employee who is absent from duty for more than 30 days for any reason.
- 5.10 Payroll unit: A section, unit, or office within the Department designated to report payroll information. A payroll unit must be commanded by an employee approved by the Commissioner, Department of Human Resources.
- 5.11 Borrowed personnel: An employee can be "borrowed" from one commander by another. The time worked by the employee and reported by the borrowing commander is recorded on the Kronos timecard of the employee's commander.
- 5.12 State Traffic Court: Those appearances in the State Traffic Court where the officer received a subpoena that has been signed by the Assistant Solicitor after the officer's appearance.
- 5.13 Timekeeping Management: The process of manually managing an employee's time through the systems prescribed for the Department (regular and bio-metric swipe clocks, Tele-Time access and desktop computer access).
- 5.14 KRONOS ®: is an automated workforce timekeeper. Kronos Incorporated is a U.S.-based multi-national workforce management software and services company headquartered in Lowell, Massachusetts, United States,
- 5.15 UXT Bucket: Any time that an employee earns beyond the regular hours will automatically go into this field.
- 5.16 Time Worked: All time spent by an employee performing activities which are job-related is potentially "work time (e.g., the employees regular "on clock" work time, plus "off the clock" time spent performing job-related activities which benefit the employer).
- 5.17 Special Pay Incentive: \*Special pay rule means a salary adjustment applied to designated classifications as compensation for shift differential (D), education (E), pilot on a flight crew (F), flight observer on a flight crew (O) and other qualifying factors.

## 6. CANCELLATIONS

APD.SOP.2050, "Timekeeping," effective November 14, 2019

## 7. REFERENCES

APD.SOP.2150, "Injury on Duty"



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City of Atlanta Code of Ordinances, Sections: 98-36,114-77,114-84,114-87,114-380,114-411, and 114-422 through 114-429.

City of Atlanta's "Policy Guidelines for the FLSA," Department of Human Resources.

"Your Rights under the Family and Medical Leave Act of 1993," U.S. Department of Labor, Wage and Hours Division, Employment Standards Administration, June 1993.

Commission on Accreditation for Law Enforcement Agencies, (CALEA), 6th edition, standards: 22.1.1(e & f) and 22.2.

HR 2.15 Attendance and Timekeeping HR3.10 Compensatory Time

HR 3.30 Police and Corrections Overtime HR 7.15 Fitness for Duty Examination

Kronos Workforce Timekeeper Participant Guide

#### 8. SIGNIFICANT CHANGES

The following section was removed from the policy:

"The situation referred to in section 4.9.6 must be reported to the Personnel Services Unit in writing and signed by the employee's timekeeper. Additionally, the Injury Report Form (WC1) must be submitted to the Worker's Compensation Division within 48 hours of the injury. See APD.SOP.2150 "Injury on Duty" for additional information."