



Policy 1801

Subject	
TIME ENTRY AND PAYROLL MANAGEMENT	
Date Published	Page
16 July 2024	1 of 6

By Order of the Police Commissioner

POLICY

The Baltimore Police Department (BPD) is committed to a culture of accountability, efficiency, and flexibility in its staffing operations. The purpose of this policy is to outline the general responsibilities of supervisors and subordinates in the context of payroll management, as well as the role of other essential personnel in the payroll approval process. This includes joint work between all of the actors in the payroll chain to ensure that each time entry is accurate, timely, and entered through the appropriate medium and in the proper location. For additional details on requirements for how to correctly log, track, review and approve time entry and payroll, members shall consult and follow the guidelines provided in the BPD Manual for Payroll Processes (MPP), Appendix B.

DEFINITIONS

Agency Time Approver – Role within Workday assigned to employees of the BPD Payroll Department who have authority to review time entries for a Pay Period and grant final approval for time to be paid by Central Payroll.

Bargaining Unit – Any of the formal labor organizations with which BPD maintains a Memorandum of Understanding (MOU). Current Bargaining Units include the Fraternal Order of Police, Lodge 3 (FOP); City Union of Baltimore (CUB); Managerial and Professional Society of Baltimore (MAPS); and American Federation of State, County and Municipal Employees, AFL-CIO, Council 67 and Local 44.

BPD Manual for Payroll Processes (MPP) – The official BPD manual detailing all payroll-related procedures that pertain to time entry, review, and approval, as well as Overtime/leave requests of various kinds. The MPP is attached as Appendix B to this policy. The MPP exists in support of the present policy and shall be consulted by all members for clarity on any of the procedures described herein.

Compensatory (Comp) Time – Time worked beyond the limits of an employee's regular work schedule, for which the employee is compensated in hours of paid leave instead of traditional Overtime pay. The option to receive Compensatory Time is subject to the rules of any Memoranda of Understanding (MOUs) between the employee's Bargaining Unit and BPD.

Manager – Role within Workday assigned to an individual who has authority to review and approve time and leave requests for their direct reports. Within Workday, an employee's direct supervisor is considered a Manager.

Overtime – Any work performed for BPD beyond a non-exempt employee's regularly scheduled hours, including crime suppression activities and filling shift shortages. Overtime may be voluntary (planned) or involuntary (unplanned), but always requires that an employee submit an Overtime request via Workday.

Pay Period – A two-week period beginning on Sunday and ending on Saturday. There are 26 Pay Periods in a calendar year.

Pay Week – A seven-day period beginning on Sunday and ending on Saturday.

Secondary Employment – Any employment beyond a member's regular duties, scheduled and managed through the BPD Secondary Employment Unit (SEU), that is conditioned upon the actual or potential use of law enforcement powers by the member while in BPD uniform. Examples include foot races, Orioles/Ravens games, and holiday parades. See Policy 1702, *Secondary Employment*, for further detail.

Unit Time Reviewer – Role within Workday assigned to an individual, typically an Office Support Specialist, who monitors their assigned unit's time entries on a continuous basis to ensure that the unit's employees are paid correctly. Unit Time Reviewers notify unit employees and Managers of any time sheet issues in need of correction.

Unit Timekeeper – Role within Workday assigned to an individual who has authority to review time sheets, run time entry and related reports, and assist Managers with their timekeeping duties. Timekeepers provide payroll support and expertise for Managers so that they may properly fulfill their timekeeping responsibilities. Timekeepers also provide timesheet assistance to all employees within their unit.

Workday – The Baltimore City web-based human resources and payroll management system, utilized for the official recording of time entry, leave requests, and Overtime requests.

DIRECTIVES

All BPD Employees

1. All BPD employees shall enter their time into Workday in accordance with the required procedures outlined in detail in the MPP, Appendix B.
2. BPD employees shall submit their time worked in Workday by the end of each Pay Week.
3. All employees of the BPD are paid based on the 14-day Pay Period.
 - 3.1. Overtime and Compensatory Time are paid according to the guidelines set forth in the MOU for each Bargaining Unit and/or the City of Baltimore Administrative Manual. All employees shall enter their Overtime and Compensatory Time into Workday by following the specific procedures outlined in the MPP, Appendix B.
4. BPD employees shall periodically review and verify that the time for which they have been paid is accurate and notify their supervisor of any time or pay issues in a timely manner.
5. Employees are prohibited from being on call during approved leave time, including vacation, sick days, and Compensatory Time (see Policy 1710, *On-Call Duty and Pay*). Employees shall not enter on-call time during periods of leave.
6. Employees shall not work in excess of 75 hours per week, which includes regular shifts/tours of duty, Overtime, and Secondary Employment.

7. Employees shall not submit requests for Overtime that are concurrent with days of paid leave (vacation, "absent with permission," floating holidays, personal leave, Compensatory Time, etc.). Such requests are not authorized and shall not be approved by a Manager (see MPP, Appendix B). This prohibition does not apply to third-party paid Secondary Employment, as outlined in Policy 1702, *Secondary Employment*.
8. In the event of a conflict between the language of this policy and any changes which may have altered the terms of their Bargaining Unit's MOU, BPD members shall adhere to the terms of their MOU until BPD Fiscal/Payroll provides updated guidance.

All BPD Supervisors

9. BPD supervisors shall review their subordinates' time entries on a regular basis for accuracy and compliance with the MPP.
10. BPD supervisors, as designated Managers in Workday, shall approve their subordinates' time entries at the end of each Pay Week.
11. BPD supervisors shall delegate the review and approval of time/leave submissions as permitted by the MPP.
12. BPD supervisors shall conduct all required timekeeping and payroll procedures outlined for their role as Managers according to the MPP.
13. BPD supervisors shall refer any time entry or pay issues, including any which imply a potential violation of an MOU, to the Unit Timekeeper for resolution.
14. For each type of pay that employees may receive (including, but not limited to, out-of-title compensation, on-call pay, in-service training, sixth day worked in a week, Overtime, Secondary Employment, off-duty court Overtime, etc.), supervisors shall verify, according to the MPP, that their subordinates have:
 - 14.1. Entered the real number of hours worked for the days on which work was performed.
 - 14.2. Entered the real number of hours of leave taken for the days on which leave was taken.
 - 14.3. Appended the proper documentation for each type of time/leave.
 - 14.4. Selected the proper time designations (e.g., Overtime, on-call pay, court time) and leave designations (e.g., vacation, sick leave, Compensatory Time) within Workday.
 - 14.5. Obtained any necessary pre-approvals for time (e.g., Overtime requests) and relayed relevant documentation to the appropriate units (e.g., Secondary Employment Unit for Secondary Employment, others in the chain of command) for signature and resolution.
 - 14.6. Obtained any necessary signatures (e.g., Form 216, Off-Duty Appearance, Form 1118, Manual Time Entry Verification Report) and time stamps on forms. The completed and signed forms shall be scanned and uploaded to the appropriate time entry in Workday.
 - 14.7. Not violated any rules or restrictions on time entry (e.g., "7-hour rule," prohibitions for being on-call during leave days, prohibitions on Overtime during leave days, etc.).

Unit Time Reviewers

15. Unit Time Reviewers serve as the first point of contact for Managers regarding time entry issues and questions. Unit Time Reviewers shall refer any time entry cases to the Unit Timekeeper for resolution.
16. Unit Time Reviewers shall ensure that all Managers within their unit have approved and submitted time in Workday at the end of each Pay Period.
17. Unit Time Reviewers shall review and run time entry audit reports on assigned employees to ensure accuracy and compliance with the MPP.
18. Unit Time Reviewers shall collect clothing allowance and district stipend data for Unit Timekeepers.
19. Unit Time Reviewers shall generally monitor the time entries of their unit for anomalies to ensure that each employee is paid correctly.

Unit Timekeepers

20. Unit Timekeepers shall oversee the work of Unit Time Reviewers and ensure that Managers are made aware of and act to resolve the following:
 - 20.1. Deadlines for submitting time entries.
 - 20.2. Any time entry discrepancies and corresponding corrections which need to be made.
 - 20.3. Any other issue which may affect employee pay.
21. Unit Timekeepers shall monitor time entries and approvals for their unit(s) on a daily basis.
22. Unit Timekeepers shall run time entry audit reports on their assigned unit(s) to ensure compliance with the MPP and the BPD Timekeeper/Time Reviewer Standard Operating Procedure (SOP).
23. Unit Timekeepers shall verify that all Managers have approved and submitted the time entries of their subordinates by the end of each Pay Period.
24. Unit Timekeepers shall provide Payroll with the clothing allowance and district stipends for units by Wednesday, 5:00 p.m., at Pay Period end.
25. Unit Timekeepers shall escalate unresolved time entry and pay issues up the chain of command, beginning with the Manager's supervisor.
26. In the absence of a Manager, Unit Timekeepers may view and assign schedules, review and correct time entries, and perform run calculations.
27. Unit Timekeepers shall not, under any circumstance, approve time entries, leave/absence requests, or Overtime requests. These are sole responsibilities of an employee's Manager or, in limited instances, the Manager's designee.

Agency Time Approver

28. Agency Time Approvers shall review all hours worked by their assigned employees after Pay Period close to ensure accuracy and compliance.
29. Agency Time Approvers shall notify the appropriate unit, section, division, or district of any time discrepancies prior to timesheet close.
30. Upon verifying the accuracy and compliance of all timesheets, Agency Time Approvers shall submit the BPD payroll to Central Payroll.

APPENDICES

- A. Form 1118, Manual Time Entry Verification Report
- B. BPD Manual for Payroll Processes (MPP)

ASSOCIATED POLICIES

- Policy 1702, *Secondary Employment*
Policy 1710, *On-Call Duty and Pay*


RESCISSION

Delete Policy 1801, *Time Entry and Payroll Management*, dated 29 August 2022.

COMMUNICATION OF POLICY


This Policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A – Form 1118, Manual Time Entry Verification Report (Please refer to Forms & Reports for latest version of Form 1118)



Form 1118

MANUAL TIME ENTRY VERIFICATION REPORT



Fraud and/or theft may result in termination from employment and criminal charges.
Failure to follow all mandates on this form can result in discipline up to and including termination.

PART A: TIME ENTRY INFORMATION (REQUIRED)

Rank: _____ First Name: _____ Last Name: _____ Seq. #: _____ Date: _____

Parent Command: _____ Employee ID #: _____ E.O.D.: _____ Completed Years of Service _____

Date(s) Worked: _____ Punch In: _____ Punch Out: _____ Total: (Hours: Minutes) _____

Cost Center (Account Number): _____

Specific Work Performed:
Add Complot / Case # (If Applicable) _____

Shift Hours: _____
 Leave Day: (H-day, V-day, P-day, etc.) _____

Regular Shift
 Overtime
 Comp
 Emergency Callback
 Special Event Detail

Reason Electronic Timestamp Not Utilized: _____

Signature of Member: _____

Manager Name (Print): _____ Seq. #: _____ Employee ID: _____

Manager Signature: _____ Date: _____ Time: _____

All signatures are certification that the hours reported herein are authorized, were in fact worked, are correct and within applicable policy.
*This form must be used when an electronic method of punch in/punch out is not available.
*Do not use this form to document Secondary Employment. Refer to Form 1119 for Secondary Employment.

PART B: CANCELLED H-DAY DETAIL (OPTIONAL)

Use this section **ONLY** if the member is voluntarily requesting to leave early from a cancelled H-Day detail that has ended before the end of the 8.5-hour shift, and the member wishes to leave early and not be assigned elsewhere to complete the full shift. By leaving early, the member acknowledges that they will be paid **ONLY** for the actual time worked (at 1.5 regular time) and will **NOT** receive pay for the full shift of 8.5 hours. However, the member will receive all applicable Cancelled H-Day penalty pays.

Member _____ acknowledges that they have voluntarily requested to leave the assigned cancelled H-Day detail before the end of the shift. By the member's signature below, the member agrees to be paid **ONLY** for the hours actually worked, which are reflected in the Punch In/Punch Out field in Part A of this form.

Member Signature: _____ Date: _____ Time: _____

Detail Commander: _____ Date: _____ Time: _____

PART C: SPECIAL EVENT ASSIGNMENT DETAILS
(ONLY COMPLETE IF "SPECIAL EVENT DETAIL" WAS SELECTED ABOVE)

Use this section to provide details about the Special Event detail. A signature from a Special Events supervisor is required.

Event: _____ Activity: _____

Cost Center (Account Number): _____ Fund: _____

Comment: _____

Special Events Supervisor Signature: _____ Date: _____

Special Events Supervisor Name: _____ Seq.#: _____ Employee ID: _____

Form 1118 – Rev 05/2024

APPENDIX B – BPD Manual for Payroll Processes (MPP) (Please refer to PowerDMS for latest version of MPP) See next page. Document inserted to preserve formatting.

Baltimore Police Department

Manual for Payroll Processes

July 2024 (March 2025 Version on PowerDMS)



Version 2.0
7-12-2024

BPD Manual for Payroll Processes

Contents

1. PURPOSE.....	4
2. TIME ENTRY	5
2.1 General: Workday Time Entry Process Overview	5
2.2 Employee Responsibilities	5
2.2.1 Salaried Exempt Workers.....	5
2.2.2 Hourly Non-exempt Workers.....	6
2.2.3 Mobile Time Entry Process.....	6
2.2.4 Manual Time Entry Form.....	7
2.2.5 Teleworking Employees.....	8
2.2.6 Submitting Timesheets.....	8
2.3 Supervisor Timesheet Review and Approval Responsibilities	9
2.4 Commander Responsibilities.....	10
2.5 Unit Time Reviewer Responsibilities	11
2.6 Unit Timekeeper Responsibilities	11
2.7 Agency Time Approver Responsibilities	12
2.8 Out of Title Compensation.....	12
2.8.1 Entering Out-of-Title compensation in Workday	12
2.9 On-Call Stipend.....	13
2.10 Emergency Call-Back Minimum Compensation	13
2.11 K-9 Care Pay	14
2.12 In-Service Training and Off-site Training	15
2.12.1 Employee Responsibilities	15
2.12.2 Supervisor Approval of Training Request	15
2.12.3 Education & Training Responsibilities	15
2.13 Seven (7)-Hour Break Guidance	16
2.14 Penalties	17
3. OVERTIME.....	17
3.1 General	17
3.2 Employee Overtime Request Responsibilities	18
3.3 Supervisor Overtime Approval Responsibilities.....	20
3.4 Secondary Employment	21
3.4.8 Wide-Load Escort directives:.....	22

BPD Manual for Payroll Processes

3.5	Certification and Approval of Overtime	23
3.6	Off-Duty Court Overtime.....	24
3.6.1	Time Entry Process for Court Overtime	24
3.6.2	Certifying Off-Duty Court Overtime	24
3.7	Commander Responsibilities.....	25
3.8	Penalties	25
4.	ABSENCE/LEAVE REQUESTS.....	26
4.1	General	26
4.2	FOP Annual Vacation Bid Process	26
4.3	Negative Leave Balances	26
4.3.1	Leave Bidding Process	26
4.3.2	Negative Leave Balances Outside of Leave Bidding.....	27
4.4	Absence Request Process for Employees.....	27
4.5	Supervisor Approval of Absence Request	28
4.6	Family and Medical Leave Act (FMLA) Leave.....	28
4.7	Unpaid Military Leave	29
4.8	Disciplinary Actions that Impact Pay.....	29
4.8.1	Suspension without Pay	29
4.8.3	Discipline that Results in Loss of Accrued Leave	30
4.8.4	Discipline that Results in Restitution	30
4.8.5	Suspended Employees May Not Work Overtime	30
4.9	Absent without Official Leave (AWOL)	31
4.9.1	Supervisor Responsibilities	31
4.10	Use of Permission Leave.....	31
4.10.1	Permission Leave Circumstances.....	31
4.10.3	Honor Guard Permission Leave	32
4.10.5	Do not use Permission Leave for Details	32
4.10.6	Permission Leave for BPD Ceremonies.....	32
4.11	Terminal Leave (FOP Employees).....	33
4.11.1	Initiate Terminal Leave in Workday	33
4.11.2	Terminal Leave for Command Staff	33
5.	GENERAL PAYROLL POLICIES.....	34
5.1	Direct Deposit	34

BPD Manual for Payroll Processes

5.2	Compensation for Jail Call Monitoring.....	34
5.3	Cancelling of H Days for Sworn Employees	34
5.4	Supervisor Delegation of Duties in Workday	36
5.5.	Approval for Paid Time Off Requests of 20 Contiguous Days or More.....	36
5.6	Pay Guidance for Sworn Members Regarding Funeral Attendance	36
APPENDIX A. PAYROLL-RELATED DEFINITIONS		38
APPENDIX B. WORKDAY ROLES.....		40
APPENDIX C. WORKDAY ABSENCE TYPES.....		41
APPENDIX D. OVERTIME ACTIVITY CODES		42

BPD Manual for Payroll Processes

1. PURPOSE

As per *Policy 1801 Time Entry and Payroll Management*, BPD employees are required to follow the processes and procedures outlined in this document.

The BPD Manual for Payroll Processes outlines the processes and procedures that have been adopted by the Baltimore Police Department to govern how time and attendance data is recorded and tracked for compensation purposes, including regular time entry, overtime, leave, sick days, and other payroll-related activities.

This document incorporates all Workday-related guidance related to employee pay. For instructions on how to perform specific tasks in Workday, see Workday job aids available on PowerDMS or the BPD Intranet.

BPD Manual for Payroll Processes

2. TIME ENTRY

The duty status of every Baltimore Police Department (BPD) employee must be recorded and reported in accordance with policies and procedures approved by the Board of Estimates to support the payment of individual salaries and benefits. All employees must record their time worked in Workday in order to be paid.

The processes described in this document must be followed by all employees at the time they become employees of the Baltimore Police Department.

2.1 General: Workday Time Entry Process Overview

- 2.1.1 All BPD employees are expected to enter time worked daily into Workday, Baltimore City's online HR/Payroll system. The time must be entered to match the actual worked hours via a biometric clock, computer connected to the BPD and City digital network, via the Workday mobile app, or at a Workday kiosk. Remote workers must be connected to the BPD network via VPN to enter time in Workday.
- 2.1.2 All employees must submit their completed timesheets in Workday at the end of each pay week in order to be paid correctly. Hourly Non-exempt Employees are paid according to their check in/out times and Salaried Exempt employees are paid according to their work schedules.
- 2.1.3 It is the supervisors' ("manager" in Workday) responsibility to review their employees' time entries, make adjustments to ensure accuracy, and approve the time to be paid in Workday throughout the pay period. Managers must review and approve timesheets for their direct reports at the end of each pay week.
- 2.1.4 Unit Time Reviewers, Timekeepers, and Payroll Compliance Managers also play a supporting role in running time entry audit reports for their units, reviewing time entries for accuracy and errors, troubleshooting time-entry issues that impact pay, and making adjustments if necessary (for assigned units).

2.2 Employee Responsibilities

All employees must enter their time worked in Workday in order to be paid correctly.

2.2.1 Salaried Exempt Workers

As a best practice, salaried exempt workers should enter their time worked daily in Workday to accurately reflect the actual work start and end times. They must submit their timesheets by the end of each pay week.

BPD Manual for Payroll Processes

2.2.2 Hourly Non-exempt Workers

Hourly non-exempt employees must “check in” at the beginning of their shift and “check out” at the end of their shift. Hourly non-exempt employees will be paid for time worked according to their check in/check out times. The following directives apply to Hourly Non-exempt employees:

2.2.2.1 Hourly Non-Exempt employees shall check in/check out in Workday at the beginning and end of their shifts, using any of the available options: biometric timeclock, Workday app on mobile device, tablet (kiosk), or computer connected to the City’s digital network. Employees may utilize *Form 1118 Manual Time Entry Verification Report* in specific circumstances, outlined in section 2.2.4.

2.2.2.2 Employees are to check in at the shift start time, unless authorized via pre-approved overtime request to check in before their shift to perform a work assignment. Employees are to check out at the end time of their shift, unless authorized to check out late. The employee is expected to initiate an overtime request in the system for any time worked outside of their shift times as described in Section 3 OVERTIME.

2.2.2.3 No employee may enter time for another employee (exception: under certain circumstances an employee’s manager in Workday can enter time for an employee as outlined in Section 2.2.4 Manual Time Entry Form).

2.2.2.4 All employees must check in at their home assignment if they are scheduled to start work at their home assignment.

2.2.3 Mobile Time Entry Process

Hourly Non-Exempt employees may use the Workday app on their department-issued mobile device to check in/out. All of the time entry directives under Section 2.2.2 apply, as well as the following:

2.2.3.1 Hourly Non-Exempt employees may enter their check-in/check-out times using their department issued mobile phone provided that the employee is within the home assignment facility.

2.2.3.2 If an employee ends their shift in some location other than their home assignment, the employee must check out for their shift on a kiosk or computer (note: you cannot use a time clock to check out if you have checked in using the mobile app). The employee is NOT to use their mobile phone to check out in a location other than their home assignment, or unless otherwise specified in Section 2.2.3.3 below.

2.2.3.3 Other than at their home assignments, employees may use their mobile phone to check in/out at the following Police Department locations ONLY:

BPD Manual for Payroll Processes

- 10901 Notch Cliff Road (Gunpowder Range),
- 2524 Kirk Road (Public Integrity Bureau),
- 1415 Maryland Avenue (Education and Training Section at the University of Baltimore), and
- 601 E. Fayette Street (Baltimore Police Department HQ).

2.2.3.4 It is strictly prohibited to check in at a location at which an employee is not beginning their tour of duty, then drive to another location to start work. This applies to the end of shift as well. Employees must check out at the location where they complete their tour of duty.

Exception: If an employee is “satellite parking” a department vehicle and must pick up that department vehicle at a location other than where they are beginning their shift, they may check in at the location where they are picking up their vehicle.

2.2.3.5 **Penalties**

The Department has the ability to run audit reports to ensure that mobile devices are being utilized for time entry per the directives outlined in this manual.

2.2.3.6 Employees found to have violated this directive may be subject to disciplinary action in accordance with the current disciplinary matrix. This applies to both the requestor and approver.

2.2.3.7 Time entry audits will be conducted. Fraud and/or theft may result in termination from employment and criminal charges. Failure to follow all directives in this manual may result in discipline up to and including termination.

2.2.4 **Manual Time Entry Form**

Employees must follow the directives below for time entry for work outside a home assignment (detail) or when a time entry device is not available:

2.2.4.1 If an employee is called to a crime scene or otherwise starting a shift where no electronic entry device is available, the employee must record their check-in/check-out times on *Form 1118, Manual Time Entry Verification Report*. **Note that there is an updated version of this form dated 5/2024.**

2.2.4.2 If an employee is called back to duty (e.g., detective called in to investigate a homicide), the check-in time should be recorded at the time the employee receives the call.

2.2.4.3 The employee’s supervisor is responsible for verifying the employee’s time recorded on *Form 1118 Manual Time Entry Verification Report* and entering the time accurately in Workday. This form must be signed by both the employee and

BPD Manual for Payroll Processes

the employee's direct supervisor (or other applicable supervisor in the employee's chain of command). If the manager is not available to enter the employee's time in Workday, the unit Timekeeper will enter the employee's time based on the signed and approved Form 1118 Manual Time Entry Verification Report. If the form is not signed by a supervisor in the employee's chain of command, the Timekeeper will not enter the time in the employee's timesheet.

2.2.4.4 If an employee cannot enter their time at the beginning or end of a shift due to mechanical error or system outage, *Form 1118, Manual Time Entry Verification Report* should be used to record check in/out times. Follow the approval procedure as outlined in 2.2.4.3 above for time to be entered and approved in Workday.

2.2.4.5 Do not use the Form 1118 for recording time associated with off-site or in-service training. Off-site or in-service training is requested through the Permission Leave absence process, outlined in Section 2.12 In-Service Training. This directive does not apply to members of the SWAT Team, as ongoing training is considered part of their regular work shift.

2.2.5 Teleworking Employees

As per the City of Baltimore's Telework Policy AM-200-13 initiated on December 13, 2023, BPD employees who meet the criteria outlined in AM-200-13 may request and be approved to work in a location other than a BPD facility for a specified number of days per week. These employees must adhere to all tenets of the City's AM-200-13 policy. In addition, BPD employees must observe the following guidance:

2.2.5.1 On the days the employee is approved to telework, the employee shall punch in at the approved remote location and punch out at the same approved location. Employees are not allowed to perform personal errands (dropping children off at school, getting groceries, etc.) while they are on the clock. They must use a designated lunch break to perform such errands. If an errand exceeds the approved lunchbreak time, the employee shall punch out and back in to account for the time not worked. All BPD telework employees shall be subject to random compliance visits while teleworking.

2.2.6 Submitting Timesheets

All BPD employees are required to submit their timesheets in Workday at the end of each pay week in order to be paid accurately and on time.

2.2.6.1 Employees are encouraged to submit their time after each shift worked.

BPD Manual for Payroll Processes

2.3 Supervisor Timesheet Review and Approval Responsibilities

Supervisors are responsible for the time entries of their direct reports and must follow the directives below regarding their employees' time entries in Workday.

- 2.3.1 In Workday, the employee's direct supervisor ("manager" in Workday) will be responsible to review and approve the time entries of all direct reports for accuracy. Supervisors should review time on a daily basis but must approve time entries for their direct reports at the end of each pay week.
 - 2.3.1.1 If a supervisor is unable to perform their time approval tasks within a pay period, the supervisor must delegate time approval responsibilities. The supervisor may delegate up the chain of command (e.g., sergeant to lieutenant, lieutenant to captain) or laterally within their supervisory organization based on their command's preferences.
 - 2.3.1.2 See 5.4 Supervisor Delegation of Duties in Workday for guidance on delegating time approval tasks should the need arise.
- 2.3.2 If *Form 1118 Manual Time Entry Verification Report* is approved by the supervisor, the supervisor shall enter/correct time entries on the employee's timesheet in Workday. Supervisors are required to upload the signed *Form 1118* to the time entry and enter a comment regarding why the employee time entry was entered or corrected by the supervisor.
- 2.3.3 An employee's time entry must represent time worked. If an employee is late checking in, the employee may use comp time to be paid for a full shift, pending supervisor approval. The employee should check out at the end of the shift at the appropriate time. If the employee works above the scheduled hours this will result in unapproved overtime. If employees check in early for their shift or check out late, the City is required by law to pay the employee for that time. **A supervisor may not amend a check in/out to compensate for time not worked.**
- 2.3.4 Habitual or chronic lateness in checking in will be addressed through the disciplinary process.
- 2.3.5 It is the employee's supervisor's responsibility to enter the special pay codes as per policy for their direct reports (e.g., MOU penalty pay for cancelled H Day, Out-of-Title, On-Call, FTO, and K-9). The pay codes must be entered within the applicable pay period.
- 2.3.6 It is the supervisor's (manager in Workday) responsibility to ensure that the employees who report to them in Workday have the proper schedules assigned. All schedule changes must be made by the employee's supervisor. All requests for new schedules must be approved by the Chief of Staff's Office.

BPD Manual for Payroll Processes

2.3.7 Supervisors shall not make ad hoc schedule changes so that employees earn overtime due to the schedule change.

2.3.8 Supervisors shall review all time entries for accuracy and approve or deny time entries for their direct reports so that the timesheet can be submitted at the end of the pay period to the Agency Time Approver.

NOTE: All documented and verified time worked must be approved and paid; however, if applicable policy is not followed, the command unit will pursue corrective action. Refer to Section 2.14 Penalties.

2.3.9 At the end of the pay period, supervisors shall review and approve all timesheets for their direct reports in Workday. Supervisors shall take time within their shift to review and validate their direct reports' timesheets in Workday and ensure compliance with all policy mandates. The items the supervisors must review include (but are not limited to the following):

- Compliance to 32-hour voluntary overtime restriction
- Compliance to pre-approval of voluntary overtime
- Compliance to the Activity and Cost Center code requirement for overtime time entries.
- Review for excessive earners of overtime and report these employees up through their chain of command.
- Review for excessive use of *Form 1118 Manual Time Entry Verification Report* and report these employees up through their chain of command.

2.3.10 Supervisors shall approve timesheets for their direct reports by 9:00 a.m. the Monday after the end of the pay period.

2.3.11 Supervisors shall delegate these approval responsibilities if they are unable to perform them at the end of the pay period. See section 5.4 Supervisor Delegation of Duties in Workday.

2.4 Commander Responsibilities

2.4.1 Commanders must ensure personal compliance with all payroll-related policies outlined in this document, the applicable MOUs, and the City's Administrative Manual, as well as compliance among subordinates. All of the herein directives, prohibitions, required actions, and penalties apply to commanders.

2.4.2 At the end of each pay period, commanders shall monitor individual and summary activity reports of overtime expenditures to identify unusual, unexplained, or disproportionate expenditures in overtime.

BPD Manual for Payroll Processes

2.4.3 The commander is responsible for addressing noncompliance within their chain of command and implementing corrective action as necessary to ensure compliance with all pay and overtime policies.

2.5 Unit Time Reviewer Responsibilities

Unit Time Reviewers have a monitoring role in the payroll process. Time Reviewers shall review and run time entry audit reports on assigned employees to make sure that time entries for the pay period are correct and include all regular and requested/approved overtime.

2.5.1 Unit Time Reviewer responsibilities:

- Adhere to the time reviewer processes outlined in the BPD Timekeeper/Time Reviewer SOP.
- Monitor time entries and approvals for their units daily.
- Run time entry audit reports.
- Collect clothing allowance for Timekeepers.
- Notify timekeepers of any time entry issues.
- Serve as frontline contact for managers in their units: support managers with time keeping processes, be knowledgeable of Workday time entry processes.
- Ensure all managers have approved and submitted time at the end of each pay period.
- Support the employee separation process as outlined in the BPD Timekeeper/Time Reviewer SOP.

2.6 Unit Timekeeper Responsibilities

Unit Timekeepers (Office Supervisor), as a backup to managers, have the ability to assign and view schedules, review and correct time if necessary, and perform Run Calculations, but cannot approve time entries, Leave/Absence Requests, or Overtime Requests.

2.6.1 Timekeepers shall be responsible for reviewing entered time daily and alerting employees and managers to issues that will affect pay.

2.6.2 Additional Responsibilities:

- Adhere to the timekeeper processes outlined in the BPD Timekeeper/Time Reviewer SOP.
- Run time entry audit reports and ensure unit compliance with all payroll policies.
- Provide Payroll with the clothing allowance and district stipends for units by Wednesday at 5:00 p.m. at pay period end.

BPD Manual for Payroll Processes

- Monitor time entries and approvals for assigned units daily.
- Ensure all managers have approved and submitted time at the end of each pay period.
- Notify managers of timesheet issues with guidance on how to correct. Escalate non-compliance issues up the chain of command, starting with the manager's supervisor.
- Oversee Time Reviewers—communicate with Time Reviewers, know Time Reviewers responsibilities, and assist when necessary.
- Support the employee separation process as outlined in the BPD Timekeeper/Time Reviewer SOP.

2.7 Agency Time Approver Responsibilities

- 2.7.1 The Agency Time Approvers shall review all hours worked for their assigned employees after pay period close to ensure accuracy and identify discrepancies.
- 2.7.2 If any discrepancies are identified, the Agency Time Approver must reach out to notify the appropriate Unit/Section/Division/District to resolve the issue prior to timesheet close.
- 2.7.3 Once all issues with the timesheets are resolved, the BPD Agency Time Approver submits the BPD payroll to Central Payroll via Workday.

2.8 Out of Title Compensation

Out-of-title compensation shall be governed by the guidelines provided in *Policy 1810 (G.O. R10)* and as delineated in Annex A. Groups eligible for out-of-title compensation are: Command Staff employees (sworn and professional staff), FOP Unit I and Unit II employees, City Union of Baltimore (CUB), Managerial and Professional Society of Baltimore, Inc. (MAPS), and The American Federation of State, County and Municipal Employees, AFL-CIO, Council 67 and Local 44.

2.8.1 Entering Out-of-Title compensation in Workday

Follow the general guidance provided in *Policy 1810 for Out of Title Compensation* to determine that an employee is eligible for Out-of-Title compensation. Once an employee has been approved to earn Out-of-Title compensation, the employee will choose “Out of Title” as the **Time Type** when they check in for their shift in Workday. The employee must then choose the proper Job Profile that they are acting out of title in (e.g., sergeant, lieutenant, office supervisor). The employee's supervisor is responsible for making sure the employee has selected the correct Out of Title profile.

BPD Manual for Payroll Processes

2.9 On-Call Stipend

FOP employees are entitled under their contract to an “on-call” stipend for each shift they are placed on call. FOP employees can be placed on call by their supervisor for specific on-call assignments, as defined by the Chief of Staff and based on operational need. Refer to *Policy 1710 On-Call Duty and Pay* for specific guidelines.

- 2.9.1 Once an employee has been approved to earn On-Call compensation, the employee’s manager must enter the On-Call pay code in Workday for each shift the employee is considered on call within the current pay period. Note that employees should not receive the On-Call stipend for regularly scheduled shifts.
- 2.9.2 An employee cannot be on call or compensated for being on call while on an approved leave status (this includes vacation, sick, and comp time leave). Only members in full duty status are eligible to be placed on call.
- 2.9.3 If an employee is placed on call during their scheduled H-Day and then activated (called in), the Cancelled H-Day pay rules apply, as specified in the FOP I and II MOUs and Section 5.3 of this payroll manual. The employee will not receive the cancelled H-Day penalty pays for Commissioner Days.

2.10 Emergency Call-Back Minimum Compensation

As per the City’s Administrative Manual 205-2-Part 1, all non-exempt employees are entitled to a minimum of 4 hours of overtime pay if they are unexpectedly called back to work in the case of emergencies. This minimum pay does not apply to employees who are on-call at the time of the emergency call back.

- 2.10.1 The 4-hour minimum pay is activated at the time the employee receives the emergency call-back notification. Only an on-scene commander has the authority to unexpectedly call an employee back to work and to call a halt to the emergency call-back prior to the 4-hour minimum timeframe if circumstances dictate.
 - 2.10.1.1 The employee must record their time worked using the *Manual Time Entry Form 1118* and provide the completed and signed form to their manager, who will enter their time worked in Workday.
 - 2.10.1.2 If the situation that prompted the emergency call-back resolves before the employee works 4 hours, the employee is guaranteed 4 hours of overtime pay. In this circumstance, the employee must provide the on-scene commander with the completed *Form 1118* so that the commander can verify that the employee should receive the minimum 4 hours of overtime pay for the emergency call back. The commander will then provide the verified form to the employee’s manager to enter the 4-hour minimum in the employee’s timesheet.

BPD Manual for Payroll Processes

2.11 K-9 Care Pay

Officers who take care of the department's K-9 resources shall be compensated for one hour of "ordinary" dog care per day. If an officer cares for two dogs at a time, they shall be compensated for two hours of "ordinary" dog care per day. On the days an officer is scheduled to work, the one hour (or two hours) of dog care is to be considered part of their regular 8.5-hour shift and compensated at their regular rate of pay (as per the time tracking guidance provided below). On their H days, the officers are to be paid for one hour (or two hours if applicable) of dog care at the overtime rate of 1.5. Other special circumstances are noted below.

2.11.1 On days they work, officers shall perform the following time tracking process:

2.11.1.1 K-9 officers shall submit a Permission Leave request for one hour (or two hours in the case of two dogs) in Workday (Time Off -> Permission Leave -> Quantity per Day: 1 Hour -> Reason: Other -> Comment: K-9 Care). As with all Permission Leave requests, the officer must enter a Comment ("K-9 Care").

2.11.1.2 Officers shall check in one hour later than their shift start time (or two hours if applicable), thus working "on site" for 7.5 (or 6.5) hours of their 8.5-hour shift.
Example:

- Regular work shift is 7:00 – 15:30
- K-9 Officer with one dog checks in at 8:00 and checks out at 15:30
- 1 hour of permission leave (for K-9 care) provides regular pay for 8.5-hour shift

2.11.1.3 If a K-9 Officer is required by operational need to check in prior to the start of their shift, the officer should check in at minimum one hour before the start of the shift with supervisor approval (two hours if they are receiving two hours of K-9 pay).

2.11.1.4 When an officer is required to check in prior to their shift (always at minimum of one hour—or two hours if applicable) before and with the approval of their supervisor), the officer will request that their supervisor add the K-9 pay code to that day to receive their K-9 pay at Overtime rate of 1.5 regular time.

2.11.2 On H days, vacation/sick days, or days when an officer is detailed to a full day of training, K-9 officers will be compensated for 1 hour (or two hours as applicable) of K-9 care at their Overtime rate of 1.5 regular time.

2.11.2.1 On K-9 Officer H days, their manager is responsible for entering the pay code "K-9 Allowance" to their timesheet for each pay period. This will allow K-9 officers to receive K-9 care pay at 1.5 regular rate on their days off. **Note the Activity Code that must be entered: BPD024 Police Non-Discretionary Overtime – K-9 Care.**

2.11.3 If K-9 Officers work overtime outside regular shift hours (including tasks related to additional K-9 care; see 2.10.4 below), they are to follow established overtime protocol

BPD Manual for Payroll Processes

(submit OT Request, manager reviews and approves, enter time worked outside of schedule in Workday).

- 2.11.4 If a K-9 officer performs any K-9 duties outside of what is considered “ordinary” and customary care, for example, the officer must take a dog for veterinary care or take care of a sick dog, or must care for a puppy or puppies for a period of time, they must track that time as overtime and document per the K-9 Unit’s guidance for documenting extra care.

2.12 In-Service Training and Off-site Training

This section addresses the process for recording time in Workday for In-Service and Off-site Training events.

2.12.1 Employee Responsibilities

When an employee is scheduled for in-service training or approved off-site training, the employee shall record that time in Workday using the Permission Leave: Training Absence type.

- 2.12.1.1 If an employee is a no-show to training or the training is cancelled, and the employee is not working in lieu of training, they will need to use personal leave time or return to work their scheduled shift. Employees must have supervisory approval to miss training and use personal leave.
- 2.12.1.2 If the employee is participating in a training that takes only ½ day, they are expected to report to their regular tour of duty, as per their schedule.
- 2.12.1.3 If your position requires continuous on-duty training (such as a SWAT assignment), this is considered time worked and not permission leave. The employee will record their time worked using the approved time entry procedures outlined in this manual.

2.12.2 Supervisor Approval of Training Request

In Workday, the employee’s direct supervisor (“manager” in Workday) is responsible to review and approve all time entries and absence requests (including for Permission Leave: Training) for subordinates. This should be done on a daily basis throughout the pay period.

- 2.12.2.1 It is the supervisors’ responsibility to ensure that employees attend required training by reviewing the course attendee lists provided by Education & Training.
- 2.12.2.2 If an Employee does not show up to the scheduled training and does not work in lieu of training, the supervisor is required to make sure the permission leave is replaced with a personal leave type in Workday.

2.12.3 Education & Training Responsibilities

The Education & Training section will maintain a roster of attendees for each course. Supervisors may contact Education and Training to verify attendance. It is the

BPD Manual for Payroll Processes

supervisor's responsibility to review those lists to ensure their employee attended required training.

2.13 Seven (7)-Hour Break Guidance

BPD Policy 318 *Employee Professional Work Week* states the following:

Absent emergency operations or supervisory approval, employees shall have 7 consecutive hours of time-off within a 24-hour period. This includes but is not limited to a combination of all regularly scheduled shifts, secondary employment, daily overtime, and special details.

2.13.1 In the event that an employee is scheduled to work two shifts without a 7-hour break in between, the following process should be implemented. Employees shall not be allowed to voluntarily schedule overtime or secondary employment shifts that conflict with BPD Policy 318.

1. The employee must notify their manager at the end of the first shift that they will not receive the full 7 hours break between shifts. This should be documented in a Form 95 sent to the manager explaining the circumstance that led to the lack of 7 hours between shifts.
 - a. The manager must forward the administrative report to the Commanding Officer for approval within 24 hours.
 - b. The Commanding Officer authorizes the use of Permission Leave and returns the signed administrative report to the manager.
 - c. The manager provides a copy of the signed Administrative Report to the unit's timekeeper for audit purposes.
 - d. The Timekeeper will keep a spreadsheet for their unit of instances where employees utilized Permission Leave to achieve 7 hours between shifts.
2. On the following shift day, the employee should check in for the second shift at the 7-hour point and initiate a Permission Leave request in Workday for the time they are entitled to take to create a 7-hour break between shifts.
 - a. Request Absence, Time Off, Permission Leave.
 - b. Choose Other from the drop down list.
 - c. Enter comment: "7-hour break between shifts."
 - d. Upload the signed Form 95 indicating Commanding Officer approval.

2.13.2 Example:

Officer A was scheduled to end her first shift at 11:12 p.m. on Saturday. Due to monthly shift change, she will be starting her next shift at 6:39 a.m. Sunday. Officer A ended up having to process a late arrest and did not punch out of her Saturday shift until 2:30 a.m. on Sunday. The time between 2:30 a.m. and 6:39 a.m. is only 4 hours and 9 minutes (leaving Officer A short of 7 hours by 2 hours 51 minutes). To ensure that Officer A receives the full 7 hours between shifts, Officer A will check in for her second shift at 9:30 a.m. She will be paid for the full shift based on the approved Permission Leave request for 2 hours 51 minutes (2.85 in decimal conversion) and supporting Form 95.

BPD Manual for Payroll Processes

2.14 Penalties

- 2.14.1 Employees found to have violated Payroll procedures may be subject to disciplinary action in accordance with the current disciplinary matrix. This applies to both the requestor and approver.
- 2.14.2 Time entry audits will be conducted. Fraud and/or theft may result in termination from employment and criminal charges. Failure to follow all directives in this document may result in discipline up to and including termination.

3. OVERTIME

It is the policy of the City of Baltimore that all non-exempt employees who work overtime shall be compensated for such overtime. The Baltimore Police Department requires all non-exempt employees to seek approval and record their overtime worked in accordance with the pre-authorization and reporting delineated in this policy.

3.1 General

All Hourly Non-exempt employees must follow the general directives outlined below:

- 3.1.1 No employee shall work in excess of 75 hours per Week, which is inclusive of their regular tour of duty, all Overtime and secondary employment.
- 3.1.2 No employee shall work in excess of 32 cumulative hours of Voluntary Overtime and/or Secondary Employment in a Week.
 - 3.1.2.1 Workday records the employee's overtime worked according to their check-in/check-out times. The time worked (and not the time requested in an Overtime Request) will be used to track an employee's actual number of overtime hours worked.
- 3.1.3 If employees check in early for their shift or check out late, the City is required by law to pay the employee for that time. In order to be paid, the employee must submit an overtime request. BPD's directive is that hourly non-exempt employees should check in as close as possible to the start time of their shift and out as close as possible to the end time of their shift (no earlier than 5 minutes before and no later than 5 minutes after said shift) without a prior pre-approval for overtime.
- 3.1.4 Absent emergency operations or supervisory approval, employees shall have 7 consecutive hours of Time-Off within a 24-hour period.
- 3.1.5 All Discretionary (Voluntary) Overtime and BPD Secondary Employment must be pre-approved in Workday before the Overtime hours are worked.
- 3.1.6 Pre-Approval is granted by the employee's immediate supervisor, Host Command, or a supervisor in their chain of command if their immediate supervisor is not available. Note that supervisors are required to delegate their approval responsibilities in Workday if they are going to be away from work for a period of one week or more.

BPD Manual for Payroll Processes

- 3.1.7 Non-exempt employees should not request to work daily overtime, and managers should not approve overtime requests in Workday, if the overtime request is concurrent with the times of the regularly scheduled shift of the day on paid leave (vacation, floating holidays, personal leave comp time, etc.). Supervisors shall not make ad hoc schedule changes so that employees earn overtime due to the schedule change.
- 3.1.7.1 Officers *may* work Secondary Employment shifts when the work is being done for a third-party entity during a regularly scheduled shift time if they have been granted leave for that shift. **This exception does not apply to overtime that is performed for and paid by the City (e.g., city-sponsored special events, red light and traffic cameras, or work for other City agencies such as Rec and Parks).** See 3.4 Secondary Employment for further clarification.
- 3.1.7.2 Officers may respond to a court summons for court overtime during a regularly scheduled shift time if they have been granted paid leave for that shift.
- 3.1.7.3 Officers may work overtime shifts adjacent to their regularly scheduled shifts on days that they have been granted paid leave.
- 3.1.8 For overtime purposes only, if an officer calls out sick for an entire shift, they shall not work overtime within 24 hours of their sick leave. For example, if an officer's shift is 8:00 a.m. to 4:00 p.m., the sick leave covers from 8:00 a.m. on the day of the sick leave until 8:00 a.m. the following day (24-hour period).

3.2 Employee Overtime Request Responsibilities

Any time an employee is planning to work overtime, they must initiate the Overtime Pre-Approval Request ("Overtime Request") process in Workday. For overtime pertaining to Secondary Employment, the employee must be selected to work the overtime assignment prior to submitting their request in Workday. The Overtime Request process is as follows:

- 3.2.1 Employees shall ensure that their planned overtime complies with the General Directives regarding the number of hours they are authorized to work in a Week's time.
- 3.2.2 The employee initiates the Overtime Request in Workday for Overtime Pre-Approval.
- 3.2.2.1 Indicate the number of pre-authorized hours requested and include a detailed description of the work to be performed in the "Comment" field.
- 3.2.2.2 In the **Comment field**, enter the following information: Who is supervising the Overtime (include name and rank), where (bureau/division/section/district/squad/unit) the Overtime work is to take place, and a description of the work (e.g., patrol shortage, crime suppression, secondary employment, etc.).

BPD Manual for Payroll Processes

- 3.2.2.3 When requesting approval for third-party paid Secondary Employment assignments, the employee must use the **Create Request** process in Workday and choose the **Baltimore Police Department Overtime Request for ODM Assignments** and enter the required information.
- 3.2.3 In circumstances where the employee's supervisor is unavailable to approve the request in Workday in a timely manner due to being on leave (or other extenuating circumstances such as medical or military leave), the employee must seek approval from the designated authorized shift supervisor in writing (this can be via email). The documentation of the approval must be uploaded to the request in Workday by the employee.
- 3.2.4 **Emergency Circumstances:** All Voluntary Overtime or BPD Secondary Employment requests must be pre-approved before worked with the exception of emergency circumstances, where one hour of Overtime is deemed pre-approved for immediate response to emergency incidents. Thereafter, additional Overtime must be pre-approved.
- 3.2.5 **Unplanned Overtime (Involuntary):** Mission critical unplanned Overtime directed by a supervisor at the end of a shift does not require an Overtime Request before the Overtime is worked, provided the Overtime is less than an hour. However, for the employee to be paid for the overtime worked, an Overtime Request must be submitted and approved in Workday prior to the end of the pay period.
 - 3.2.5.1 The employee must enter a detailed description in Workday at check-out regarding the need for the unplanned involuntary Overtime. Examples of unplanned Overtime include processing an arrest, a use of force review and documentation, and late calls for service. Managers will be held accountable for excess unplanned Overtime in their units.
- 3.2.6 Once submitted, the Overtime Request will be forwarded to the employee's direct supervisor, according to their chain of command (see below for guidance on supervisor Pre-Approval).
- 3.2.7 **Required Cost Center and Activity Codes for Overtime.** Employees are required to enter the Cost Center and Activity codes for the planned/voluntary overtime when they check in. When the employee checks in via a computer, they are able to enter the Cost Center and Activity information under the Details section of the check-in box.
 - 3.2.7.1 Employees will not be able to enter the Details information if they are checking in using a biometric time clock. The employee must enter this information prior to the end of the pay week in Workday (using the Time Clock History function in the Enter Time view).
 - 3.2.7.2 For Secondary Employment (except for third-party assignments paid through ODM and red light, traffic, and safety camera review), the employee must obtain *Form 1119 Secondary Employment Verification Report*, which requires an account number and a signature to verify that the employee worked the Secondary Employment shift.

BPD Manual for Payroll Processes

3.2.7.3 Employees working third-party paid Secondary Employment assignments (paid by ODM) shall submit their time worked using the OfficerTRAK[®] mobile app.

3.2.8 Failure to report for any pre-approved Overtime assignment without sufficient explanation may result in disciplinary action and potential suspension of Overtime privileges.

3.3 Supervisor Overtime Approval Responsibilities

The employee's direct supervisor ("manager" in Workday) shall review all Overtime Requests in Workday daily. If the manager has a planned absence and is not able to perform this responsibility in a timely manner, they must delegate this task to an appropriate peer or supervisor in their supervisory organization.

3.3.1 No supervisor shall pre-approve Voluntary Overtime, or BPD secondary employment, if as a result of working the Overtime requested, the requesting employee will exceed the 32-hour Overtime cap or 75-hour working cap, unless such request is absolutely necessary and has been approved by the employee's command. Such a request shall be made in writing and must be approved in writing by the employee's Parent Command and attached to the Overtime Pre-Approval request in Workday.

3.3.2 The supervisor may approve or deny a request, and shall consider the following:

- Applicable policy, directives, and MOU's
- Health and wellness of the requesting employee
- Operational needs
- Assigned Budget

NOTE: Signs that an employee is not receiving a necessary rest period include, but are not limited to the following: excessive hours worked, signs of fatigue such as failures to appear, punctuality, appearance, etc.

3.3.3 The Supervisor should prioritize emergency requests and facilitate the response to ensure proper documentation.

3.3.4 Supervisory and command staff shall monitor individual and summary activity reports of overtime expenditures to identify unusual, unexplained, or disproportionate expenditures in overtime and to ensure compliance to all overtime directives.

3.3.5 If the request is to work overtime in another command district/unit, the supervisor must reassign the Overtime Request to the Host Command manager, who will be overseeing the Overtime work.

3.3.5.1 The supervisor who will oversee the overtime work receives a notification of the Overtime Request in Workday. The overseeing supervisor must then approve or deny the reassigned request in Workday.

BPD Manual for Payroll Processes

3.4 Secondary Employment

3.4.1 BPD employees are able to work uniformed Secondary Employment opportunities (as described in *Policy 1702*), which are voluntary employment opportunities outside of their normal work schedule for an entity other than the Baltimore Police Department. This type of employment is managed by the Secondary Employment Unit, the Special Events Unit for special events, and Off Duty Management (ODM) for some third-party paid assignments. Note there are two distinct categories of uniformed secondary employment that officers may work:

- City-Paid Secondary Employment: work in law enforcement or related activities for a city entity performed at the employee's option during off-duty hours (time is paid according to the overtime pay rules of the FOP MOU; FLSA rules apply and the officer is paid as per their MOU via City of Baltimore payroll).
- Third-Party-Paid Secondary Employment: work in law enforcement or related activities for a separate and independent employer performed at the employee's option during off-duty hours (costs are paid by a third party outside of the City's payroll; FLSA rules do not apply). Beginning in 2024, most of these assignments will be managed by Off Duty Management (ODM) and the officer is paid directly by ODM.

3.4.2 For City-paid assignments, the officer must submit a completed and signed *Form 1119 Secondary Employment Verification Report* to the SEU. SEU personnel verify the time worked and submit the *Form 1119* to Fiscal Payroll, who enters the time worked into Workday.

3.4.2.1 Note that employees who are detailed to work a Special Events assignment must record their time worked using the *Manual Time Entry Verification Report (Form 1118)* and must secure a verification signature from the Special Events Unit. Once the recorded time worked has been verified by the Special Events Unit, the member can submit the completed *Form 1118* to their supervisor for entry in Workday.

3.4.3 Travel time to and from a voluntary Secondary Employment assignment shall not be compensated. Note that you should not include this travel time (for example, immediately after your regular shift) when recording your time on *Form 1119*. **Exception:** if the assignment requires the use of a department vehicle, the officer shall add 1.5 hours to the time worked to compensate for vehicle pickup and drop off.

3.4.4 Once an employee is approved to work a shift managed by the SEU or selected for an assignment via ODM's OfficerTRAK[®] application for third-party paid assignments, the employee must submit an Overtime Request in Workday.

3.4.5 The employee's supervisor must review the Overtime Request in Workday and ensure compliance with the department's Overtime policies prior to approving or denying the request.

BPD Manual for Payroll Processes

3.4.6 For City-paid assignments, the employee will obtain *Form 1119 Secondary Employment Verification Report* from the SEU to be completed at the site of the work (a signature will be required to verify that the employee worked the shift as scheduled). **Exception:** employees working any City camera program (red light, traffic, school bus) will enter their own time in Workday via direct check in/check out. See Section 3.4.7.2.

3.4.6.1 Employees detailed to work a Special Events assignment will record their time worked using the *Manual Time Entry Verification Report (Form 1118)* as described in Section 3.4.2.1 above.

3.4.6.2 Employees working an ODM-managed assignment will enter their time using the OfficerTRAK[®] app and follow all ODM pay terms and conditions.

3.4.7 Once the shift managed by the SEU is completed, the employee must submit the completed *Form 1119* to the SEU, which will review, scan and forward all completed paperwork recording the employee's time to the Fiscal Payroll unit, who will enter the employee's in/out time in Workday.

3.4.7.1 Note that City-Paid Secondary Employment is entered in Workday as "regular" overtime (not Secondary Employment) and the same pay rules apply as to regular overtime (e.g., employees may not work a City-Paid Secondary Employment shift during a regularly scheduled shift even if they have an approved time off).

3.4.7.2 Employees working any City camera program (e.g., red light, school bus, or traffic) will enter their own time (check in/out) directly in Workday.

3.4.7.3 Examples of City-Paid Secondary Employment are as follows:

- Work for other City agencies (e.g., police detail for the pools, parks, City impound lots, red light program, traffic cameras, etc.)
- Elections (Federal, State, and local)
- City-sponsored Firework displays
- Safety-related Events (e.g., explosion, sink hole, etc.)
- Work related to Sports events (such as a Ravens or Orioles game) but that is not paid for by the third-party entity (e.g., traffic control on the City streets)

3.4.8 Wide-Load Escort directives:

Officers who volunteer to work secondary employment for wide-load escorts shall be paid a minimum of 2 hours at the employee's regular overtime rate should the assignment require less than 2 hours. This 2-hour minimum includes vehicle pickup and return.

3.4.8.1 If the assignment exceeds 2 hours, the officer shall be paid for time worked.

3.4.8.2 The officer shall be paid a 2-hour minimum for wide load escorts that require less than 2 hours. If a member performs multiple wide-load escorts within the same day, they shall be paid the 2-hour minimum for each discrete escort assignment, except if the two assignments occur within 2 hours of the initial time entry. If that occurs, the member shall receive one 2-hour minimum if the 2 assignments combined take less than 2 hours.

BPD Manual for Payroll Processes

For example, if a member is scheduled to escort a wide load at 2 p.m. and records 30 minutes of time worked, the member shall receive the 2-hour minimum of pay. If the member escorts a wide load at 2 p.m. and records 30 minutes of time worked, then performs another wide-load escort at 3:00 p.m. for 30 minutes, the 2-hour minimum will apply collectively to those two time entries, since the second time entry is within 2 hours of the initial check-in time. However, if the member performs a wide-load escort at 2:00 p.m. for 30 minutes and another wide-load escort at 7:00 p.m. for 45 minutes the same day, the member shall receive 4 hours of pay (as each time entry qualifies the member for the 2-hour minimum). Any assignment that exceeds 2 hrs. would be time worked.

3.4.8.3 Officers working Wide-Load Escort secondary employment assignments shall record their actual time worked on *Form 1119 Secondary Employment Verification Report* and submit the completed form to the Secondary Employment Unit. Their time will be entered by the BPD Payroll team, who shall ensure that the officer is paid the 2-hour minimum per this policy or for actual time worked.

3.4.8.4 Travel time to and from any voluntary secondary employment assignment is not compensated. If mandated to use a BPD vehicle or equipment the time worked starts at the time of pickup of the vehicle or equipment and ends at the time of return of the vehicle or equipment.

3.5 Certification and Approval of Overtime

The employee's check in/check out time in Workday is the Certification by the employee that they have worked time that extends beyond his/her regular shift. After the employee's time has been recorded in Workday (via check in/check out or via Fiscal Payroll for Secondary Employment assignments), the employee's Parent Command supervisor (manager) certifies the time by approving the time in Workday for the employee to be paid for the employee's work activity at the appropriate Overtime rates. **Exception: time worked for a third-party paid secondary employment assignment is not entered in Workday, as the employee enters their time in OfficerTRAK and is paid directly by ODM.**

3.5.1 If this Overtime work is to be billed to a different cost center (account number) than the Parent Command cost center, the manager must review and validate the Details information submitted by the employee. If the required information is missing, the manager must direct the employee to enter the Cost Center (Account Number) and Activity information in Workday.

3.5.2 City-paid Secondary Employment: If the Overtime work was performed for an external entity or agency and the time worked will be paid through the City payroll, the Secondary Employment Unit must scan and send the signed *Form 1119* certifying that the employee performed the work to Fiscal Services via email to the specified recipient.

BPD Manual for Payroll Processes

- 3.5.2.1 Fiscal Services enters the “in/out” check for the employee’s Overtime in Workday.
- 3.5.2.2 The employee’s Parent Command supervisor approves their time at the end of the pay period, for the employee to be paid.
- 3.5.2.3 Exception: employees working any City camera program (red light, traffic, school bus) will enter their own time in Workday via direct check in/check out. See Section 3.4.7.2.
- 3.5.2.4 Employees detailed to work a Special Events assignment (not managed by ODM) will record their time worked using the *Manual Time Entry Verification Report (Form 1118)* and will secure the appropriate verification signatures. The employee’s manager will then enter the time in Workday.

3.6 Off-Duty Court Overtime

Employees often receive a notification that they must appear in Court. When the appearance in Court requires them to appear during an Off-Duty time, they must enter an Overtime Pre-Approval request in Workday to ensure that they are paid at an overtime rate for their off-duty appearance in court.

3.6.1 Time Entry Process for Court Overtime

The employees must initiate an Overtime Request for court Overtime and upload the notification (summons) document when they submit the request (see the Overtime Job aid for details on how to perform this task). The Overtime Request should reflect 2 hours (which is the minimum the officer is due for an off-duty court summons).

- 3.6.1.1 After the court appearance, the employee should submit the time stamped Off Duty Appearance Form 216 to their manager.
- 3.6.1.2 The employee’s manager is responsible for entering the employee’s check in/out times and uploading the time stamped Form 216 as part of the transaction. When entering the employee’s time in Workday, the manager should choose the Time Type: Court Time.
- 3.6.1.3 Supervisors should never alter an employee’s schedule to create an H Day for an employee to earn Off-Duty Court Overtime in response to a Court summons.
- 3.6.1.4 In all other respects, the employee must follow and comply with *Policy 1811 Court/Administrative Hearing Procedures*.

3.6.2 Certifying Off-Duty Court Overtime

The employee’s manager must verify that the employee has complied with *Policy 1811 Court/Administrative Hearing Procedures*.

- 3.6.2.1 The employee’s manager must enter the employee’s time as recorded on *Form 216 Off-Duty Appearance*. The manager shall upload said *Form 216* to the time

BPD Manual for Payroll Processes

entry transaction in Workday. When entering the employee's time in Workday, the manager should choose the Time Type: Court Time.

NOTE: All documented and verified time worked must be approved and paid; however, if applicable policy is not followed, the command unit will pursue corrective action. Refer to the Penalties section below.

3.7 Commander Responsibilities

Commanders must monitor the health and wellness of subordinates by overseeing requests for Voluntary Overtime and BPD secondary employment and maintaining proper scheduling.

- 3.7.1 Ensure personal compliance with BPD Overtime policies and procedures as well as compliance among subordinates. All of the herein directives, prohibitions, required actions, and penalties apply to commanders who fail to manage their supervisors' compliance with BPD policy.
- 3.7.2 Monitor Overtime and BPD Secondary Employment earnings within their command by running and reviewing necessary Workday reports.
- 3.7.3 Review Overtime use within their command.
- 3.7.4 Commanders may implement stricter standards for tracking Voluntary Overtime and BPD Secondary Employment than those listed in this document, provided they do not violate any of the directives herein.

3.8 Penalties

- 3.8.1 Employees found to have violated Payroll procedures may be subject to disciplinary action in accordance with the current disciplinary matrix. Repeat violations may subject an employee to further discipline, up to and including termination. This applies to both the requestor and approver.
- 3.8.2 Each request to work Voluntary Overtime or Secondary Employment is treated separately.
- 3.8.3 Overtime audits will be conducted. Fraud and/or theft may result in termination from employment and criminal charges. Failure to follow all mandates in this Payroll Manual may result in discipline up to and including termination.

BPD Manual for Payroll Processes

4. ABSENCE/LEAVE REQUESTS

4.1 General

For all Absence requests, the employee must begin the request process in Workday using the Absence application.

4.2 FOP Annual Vacation Bid Process

The FOP annual vacation bid process shall be conducted as normal in all patrol districts and operations units, based on seniority as outlined in the FOP MOU. Note that a paper process may be used during the vacation bidding period for simplicity but is not the official record of leave requests and approvals for the calendar year. Workday is the payroll processing system, so all time off and leave requests must be entered into Workday to be considered valid.

4.2.1. Once the bidding process is completed at the end of the calendar year, it is the employee's responsibility to enter the approved leave requests into Workday as per *PCM 23-12 Leave Rules for Lieutenants, Sergeants, and Officers/Detectives*.

4.2.2. The employee's manager must approve the leave requests in Workday (even if the manager has already approved the requests via the vacation bidding process on paper) so that the employee is properly compensated for paid leave. Only Workday shall be considered the official system of record for leave requests and approvals.

4.3 Negative Leave Balances

Per the FOP MOU, members accrue vacation leave monthly based on their years of service. According to the FOP MOU I and II, FOP employees' vacation leave buckets will be allowed to go into the negative by one year's worth of vacation hours. This practice allows members bidding on their annual vacation leave to bid on their leave preferences for the coming year, even if this places their vacation leave balance in the negative until their monthly accruals bring them back to even status. Employees should make every effort to utilize only the amount of leave allocated to them as per the MOU to reach "even" or positive leave status by the end of the calendar year.

4.3.1 Leave Bidding Process

During the leave bidding process, if employees are in the negative, they can bid only on the number of vacation leave hours they will accrue in the coming year minus the negative balance currently shown in Workday. Supervisors shall deny leave requests during the bidding process that do not comply with this directive.

4.3.1.1 Example:

In November 2024, an officer has a negative leave balance of -34.5 hours showing in Workday. This officer accrues leave at 8.5 hours per month for a total of 102 accrued annual leave. By the end of December 2024, the employee will show a negative leave balance of -26.0 (provided the employee did not take

BPD Manual for Payroll Processes

additional leave between November and the end of December). This means this employee has only 76 vacation leave hours to bid on for 2025.

4.3.2 Negative Leave Balances Outside of Leave Bidding

Employees with a negative leave balance: To the extent that the upcoming year's accrual has been approved in the vacation bidding process, employees may not continue to utilize the vacation leave they accrue monthly if their leave balance continues in the negative. Supervisors shall deny leave requests that do not comply with this directive.

4.3.3 As per the FOP MOU and the City of Baltimore Administrative Manual, employees will be required to repay any paid leave that they had not yet accrued when they separate from the department.

4.4 Absence Request Process for Employees

The absence request process in Workday is as follows:

4.4.1 The employee initiates the Absence request in Workday.

4.4.1.1 When the employee clicks on the Absence application in Workday, they will see their available balances for all applicable absence types as of the current date. Note that absence balances are in hours (not days).

4.4.1.2 The employee completes the Absence Request in Workday and submits the request for approval by their supervisor (manager in Workday).

4.4.1.3 Note that requests for FMLA Leave are routed to HR for review and approval.

4.4.2 **FOP Holiday:** FOP employees are provided with a "bucket" of holiday hours at the beginning of each calendar year equivalent to the number of holidays specified in the current MOU. FOP employees can take their annual holidays (in full-day increments) at any time during the current calendar year. However, if an employee plans to separate from BPD, they should ensure that they have not taken holiday time equivalent to the holidays that would occur on the calendar after their departure. Employees who do so will be required to pay that time back to the City.

4.4.3. **Cancelling an absence request:** An employee can cancel approved absence requests in Workday before the date of the absence if the employee does not intend to take the requested time off. If the employee does not cancel the absence request, the absence will be deducted from their absence type balance. Additionally, when they enter time on a day for which there is an approved absence in the system, they will receive an unauthorized overtime notice.

4.4.4. **Rescinding an absence request:** If an employee's absence is rescinded by a supervisor, according to the terms of the FOP MOU, the supervisor must delete the absence request in Workday so the employee can check in for that shift. The supervisor then adds the Police additional hours for that shift in Workday, if applicable.

BPD Manual for Payroll Processes

- 4.4.5. Employees should not use the **Time Off -> Leave without Pay** code in Workday without exhausting all available accrued paid leave and without proper documentation of the need for leave without pay, as per *Policy 1727 Leave of Absence without Pay*.

4.5 Supervisor Approval of Absence Request

In Workday, the employee's direct supervisor ("manager" in Workday) shall review all absence requests (except for FMLA requests, which are routed directly to HR). It is the supervisor's responsibility to ensure their unit's authorized strength before approving or denying absence requests. The supervisor must delegate this approval task if they are out for any reason.

- 4.5.1. The supervisor may approve, send back, or deny a request for absence.
- 4.5.2. The supervisor may send back an absence request if the proper documentation (as applicable to leave type) is not attached to the absence request. The employee will receive a notification in Workday to review and resubmit the returned absence request with required documentation.
- 4.5.3. The supervisor may deny the absence request as per guidance provided in the applicable MOU.
- 4.5.4. When the manager approves the absence, the employee's absence calendar and timesheet will indicate that the absence has been approved for payment.
- 4.5.5. Managers should not approve **Time Off-> Leave without Pay** requests without proper written documentation as per *Policy 1727 Leave of Absence without Pay*.

4.6 Family and Medical Leave Act (FMLA) Leave

For FMLA leave, the employee shall initiate the leave request in Workday and provide the necessary documentation. It is strongly recommended that the employee initiate this request a minimum of two weeks prior to the planned leave. Note that FMLA leave is unpaid; however, employees may utilize their paid leave to receive pay during the leave period.

- 4.6.1 The request is reviewed and approved by BPD's HR team. The necessary documentation must be uploaded to Workday when the request is initiated in the system.
- 4.6.2 Employees should contact the BPD HR department (humanresourcessection@baltimorepolice.org) for guidance on what documentation is needed for FMLA See *Policy 1726 Family Medical Leave Act* for the forms.
- 4.6.3 Once the FMLA request has been approved in Workday, employees may enter paid time-off requests (provided they have accrued said time off) in Workday in order to be paid during their leave period.

BPD Manual for Payroll Processes

- 4.6.4 When the employee is cleared to return from FMLA leave, the employee must initiate the Return from Leave process in Workday prior to their return-to-work date. The employee must be in “active” status to enter time in Workday.

4.7 Unpaid Military Leave

- 4.7.1 For Unpaid Military Leave, the employee shall initiate the leave request in Workday and provide the necessary documentation. The request will be reviewed by the employee’s manager. Once the manager reviews and approves the request in Workday, the request is routed to the HR partner. Note that this is an unpaid leave of absence type; however, employees may utilize their paid leave to receive pay during the leave period.

4.7.1.1 Note that BPD employees are eligible for 15 days of paid military leave. This is a paid leave type (Time Off) in Workday and follows the same request process as all paid time off requests.

- 4.7.2 The employee must upload the required forms in Workday at the time of initiating the request. See *Policy 1728 Military Leave* for the forms and additional guidance.

4.7.2.1 If the employee’s military leave is extended while the employee is away, the employee (or the employee’s timekeeper if the employee is unable to do so) must notify HR of the extension by sending the extension orders to BPD.MilitaryLeaveRequests@baltimorepolice.org.

- 4.7.3 Once the Unpaid Military Leave request has been approved in Workday, employees may enter paid time-off requests (provided they have accrued said time off) in Workday in order to be paid during their leave period.

- 4.7.4 The employee must initiate the Return from Leave process in Workday prior to their return-to-work date. The employee must be in “active” status to enter time in Workday.

4.8 Disciplinary Actions that Impact Pay

Concurrent with the present disciplinary process, a decision may be made to suspend an employee without pay or to discipline an employee with a loss of accrued leave time, following established discipline procedures.

4.8.1 Suspension without Pay

When an employee is suspended without pay, PIB sends a communication detailing the change of status to the officer’s command and Fiscal Services at Disciplinary@baltimorepolice.org. The Fiscal payroll analyst reviews the message and supporting documentation with the Fiscal Payroll Manager, then communicates to the Director of Fiscal and the Director of HR the details of the employee’s suspension without pay.

BPD Manual for Payroll Processes

4.8.2 The Director of HR implements the suspension without pay transaction in Workday for the period of time outlined in the PIB communication.

4.8.2.1 If the period of suspension is short term (less than 30 days), PIB communicates the number of days of suspension without pay for the specified employee to the employee's supervisor (manager in Workday). The supervisor, based on operational considerations, determines which days the employee will serve their suspension without pay and communicates that information to the employee and to Disciplinary@baltimorepolice.org. The Fiscal Payroll Manager reviews and directs a member of the payroll team to communicate those details (via Disciplinary@baltimorepolice.org) to the Director of Fiscal and the Director of HR.

4.8.2.2 If the period of suspension is long term (greater than 30 days), the suspended employee is placed in the Supervisory Organization of the Director of Fiscal Services until such time as the case that resulted in the suspension without pay is adjudicated/resolved. The Director of HR enters the pay code of "Suspension without Pay" in the employee's record in Workday.

4.8.3 Discipline that Results in Loss of Accrued Leave

If the disciplinary action results in the employee losing accrued leave days, PIB sends a communication to Disciplinary@baltimorepolice.org detailing the number of days of leave the employee will lose. The Fiscal Payroll Manager reviews the documentation and directs a Fiscal payroll analyst to forward the details of the loss of leave to Central Payroll to make the leave adjustment in Workday.

4.8.4 Discipline that Results in Restitution

If the disciplinary action results in the employee owing restitution, PIB sends a communication to Disciplinary@baltimorepolice.org detailing the amount of payment due. The Fiscal Payroll Manager reviews the documentation and directs a Fiscal payroll analyst to forward the details of the restitution payment to Central Payroll to process in Workday.

4.8.5 Suspended Employees May Not Work Overtime

Employees who have been placed on suspension with or without pay shall not work overtime on the days they are suspended.

BPD Manual for Payroll Processes

4.9 Absent without Official Leave (AWOL)

An Employee who does not have an approved unpaid extended absence from duty per *Policy 1727 Leave of Absence Without Pay* is considered absent without official leave. Managers should not consider an employee absent without leave when the employee is simply late for a scheduled shift. Employees who are not present or on an approved leave for an entire scheduled shift can be considered absent without leave.

4.9.1 Supervisor Responsibilities

Whenever an employee of the BPD is absent without official leave (AWOL), ensure that the following two things occur:

- 4.9.1.1 The supervisor (the employee's manager in Workday) shall enter an Absence in Workday for the employee and select Leave Without Pay for the Absence Type. The supervisor must also enter a note in the Comment field documenting that the employee is absent without official leave approval.
- 4.9.1.2 The employee shall be placed in BlueTeam for subsequent disciplinary action for being AWOL.

NOTE: The entry of an LWOP is not considered a disciplinary action in itself, but is an administrative action to record time for the process payroll.

An LWOP entry denotes that the employee is absent without approved leave (unexcused), and the employee will not be paid for the day(s) they are absent. Because they are absent without approved leave (unexcused), they are in violation of BPD Policy and may face disciplinary action.

4.10 Use of Permission Leave

4.10.1 Permission Leave Circumstances

Permission Leave may be used in the following circumstances:

- In-service Training (see
- 2.12 In-Service Training for directives)
- Approved Off-site training
- For promotional exams if the exam is at the time of a scheduled shift, for the time period of the exam only. Note that a manager must not change an employee's schedule to allow for permission leave pay on a scheduled H Day to take an exam.
- Article 27 (temporary medical leave pending review of line of duty injury). Employee must have approval to utilize this Permission Leave code by a commanding officer of one of the following units: ADD, Health and Wellness, or the Emergency Preparedness.
- K-9 officers are to use one hour of Permission Leave (or two hours if they care for two dogs) to receive pay for K-9 care on the days they are scheduled to work. See Section 2.11 K-9 Care Pay for full details.

BPD Manual for Payroll Processes

- To ensure a 7-hour break between shifts as outlined in Section 2.13 7-Hour Break Guidance.
- When FOP Union representatives must perform some officially recognized duty during a regular work shift. The FOP must approve the need for the office FOP business ahead of time and the correct FOP Permission Leave Reason code must be used. The applicable Reason code must be entered: Union Conventions, Union Leave (Time Off), or Union President Leave.

4.10.2 If your position requires continuous on-duty training (such as a SWAT assignment), this is considered time worked and not permission leave. The employee will record their time worked using the approved time entry procedures outlined in this manual.

4.10.3 Honor Guard Permission Leave

From time to time, BPD sworn members are called upon to be part of an official Honor Guard detail. Members are to follow the guidance below regarding use of permission leave while participating in the Honor Guard.

- Members who are approved for funeral attendance for BPD members in accordance with *Policy 1714 Honoring Deceased Personnel* as part of the official BPD contingent (based on an operational resource review) during their regularly scheduled shift may use Permission Leave to be paid for the time not worked. See Section 5.6 for detailed guidance.
- Members who are approved to represent the BPD at official functions as part of the Honor Guard, such as parades or commemoration ceremonies (including events that require travel outside the city or state), during their regularly scheduled shift may use Permission Leave to be paid for the time not worked.
- If there is ever a question regarding Honor Guard participation in any event not listed here, the member must contact the BPD's Chief Financial Officer to determine whether Permission Leave will be granted or the time is considered time worked.

4.10.4 Any use of Permission Leave must always include an explanation of why the Permission Leave is needed in the Comment section of the Leave Request in Workday.

4.10.5 Do not use Permission Leave for Details

Permission Leave is not to be used for details. If an officer is called in on an off day or otherwise detailed to a shift they would not normally work, the officer's manager should adjust the worker's schedule in Workday for the new/altered shift. Using Permission Leave in this circumstance will cause the worker to NOT be paid properly.

4.10.6 Permission Leave for BPD Ceremonies

Members who are being honored at a graduation, promotion or award ceremony may use Permission Leave to attend. They must submit the Permission Leave request in Workday at least 48 hours prior to the event so that Commanders can ensure adequate shift coverage. For applicable BPD ceremonies, Command Staff shall make all reasonable accommodations so that honorees may attend.

BPD Manual for Payroll Processes

If a member not being honored is approved by their command to attend one of these events during their regularly scheduled shift, it is considered time worked and they are not to use Permission Leave.

4.11 Terminal Leave (FOP Employees)

According to the FOP I and II MOU: Within sixty (60) calendar days of an employee's effective date of retirement, said employee(s) shall have the ability to schedule up to sixty (60) calendar days of terminal leave, excluding scheduled days off, using accrued and unused compensatory or vacation leave that otherwise would be paid out at termination. Any leave time that would not be paid out at termination is not eligible for use in this terminal leave period.

For FOP employees to use accrued and unused compensatory or vacation leave prior to separating from BPD, the employee must first comply with all separation requirements as described in *Policy 1902 Separation from Service*. They must make arrangements to turn in their equipment (documented using Equipment/Uniform Return, Form 221) and comply with the City of Baltimore's Termination checklist as described in *Policy 1902 Separation from Service*. Otherwise, their request to use Terminal Leave may be denied.

4.11.1 Initiate Terminal Leave in Workday

When the employee has completed the above outlined requirements for utilizing Terminal Leave prior to separating from BPD, the employee must perform the following in Workday:

1. Initiate the Terminal Leave Request using Workday's Absence application for the period of time they wish to utilize their paid time off prior to separation from the department.
2. Once the Terminal Leave Request is approved in Workday by the employee's manager and BPD's HR partner, the employee must then enter their time-off requests in Workday for the paid leave days they wish to utilize during the Terminal Leave period.

4.11.2 Terminal Leave for Command Staff

Command Staff members may take up to 30 days of Terminal Leave prior to separating from the department. Members of Command Staff who plan to use terminal leave prior to leaving the department are subject to the directives in *PCM 22-04 Leave Policy for Command Staff (directives 24-29)*.

BPD Manual for Payroll Processes

5. GENERAL PAYROLL POLICIES

All BPD employees should review and comply with the follow general payroll policies.

5.1 Direct Deposit

As of September 2021, the Baltimore Police Department requires all new hires to sign up for direct deposit for paychecks. No exceptions will be made.

5.2 Compensation for Jail Call Monitoring

Jail Call monitoring is an overtime activity and requires an Overtime Request in Workday. As such, time worked monitoring jail calls must be entered in Workday as overtime and include the following information in the time entry:

- **Cost Center:** the officer's home cost center
- **Activity:**
 - **BPD022** Police Discretionary Overtime – SAO-directed Jail Call Monitoring (use for jail call monitoring for State's Attorney's Office requests for jail call monitoring)
 - **BPD023** Police Discretionary Overtime – BPD-directed Jail Call Monitoring (use for jail call monitoring not directed by the State's Attorney's Office)
- **Comment:** Enter the Jail Call Tracker Report number for the calls that are affiliated with this overtime request.

5.3 Cancelling of H Days for Sworn Employees

From time to time, operational needs require the cancelling of a sworn employee's H Day. These cancellations must follow the current FOP I and II MOU directives (Article E, Sections 1-3). Note that 5 days a year are designated as "Commissioner Days" on which all H Days are cancelled for all FOP employees by written notice sent out at the beginning of each calendar year (timing as dictated in the MOU). There is no penalty pay associated with Commissioner Days (employee does not receive the 4-hour penalty pay, although they are paid at 1.5 time for cancelled H Day time worked).

- 5.3.1 The cancellation of a sworn employee's scheduled day off (H Day) can be authorized only by the Commander of the employee's unit, or the Office of the Police Commissioner (Commissioner's Days), or by the Police Commissioner's designee (e.g., Chief of Patrol's Office) for a special event or operational deployment. Any H Day cancellations must be documented in writing.
- 5.3.2 If an employee has an H Day cancelled following proper procedure, the employee is entitled to 4-hours of penalty pay. The employee's manager must enter this pay on the employee's timesheet in Workday on the date of the cancelled H Day as Police Additional Hours and upload the written documentation provided by the unit commander.
- 5.3.4 If the employee is unable to reschedule the cancelled H Day as per the FOP I and II MOU, the employee is entitled to be paid at regular time for the cancelled day off. The manager must enter this on the employee's timesheet on the date of the cancelled H Day as Police Additional Hours (8.5).

BPD Manual for Payroll Processes

- 5.3.4.1 If the employee is compensated for the day with 8.5 Police Additional Hours, they are prohibited from later using the cancelled H Day.
- 5.3.5 If a sworn employee's H Day is cancelled, they are required to work the entire 8.5-hour shift. If the detail is secured early, the employee will be assigned elsewhere to complete the 8.5-hour shift. However, note the directives in sections 5.3.6 and 5.3.7 governing the option for a sworn employee to voluntarily leave a cancelled H-Day assignment early.
- 5.3.6 In the event that the detail is secured early, the detail commander has the discretion to reassign all resources to other assignments or to allow the officers the option to voluntarily end their tour of duty. Whatever the decision, the detail commander must notify the deployed officers via radio communication that the detail is secured and that the deployed officers will be reassigned to complete the detail shift or have the option to end their tour of duty early.
 - 5.3.6.1 The option to leave early will not be permissible in the following situations: on Commissioner Days, during protest related events, for downtown deployments, and on any other days when leave is cancelled for the entire agency.
- 5.3.7 If the detail commander provides the option to leave early and the detailed employee requests to end their tour of duty early, the employee is voluntarily choosing not to be paid for the remainder of the shift. The employee will be paid only for the time worked. However, the employee will still receive the 4-hour cancelled H-Day penalty pay and pay for the 8.5 hour shift if they are unable to reschedule their H-Day as specified in the FOP I and II MOUs. The request to leave early must be of the employee's own free will, and not at the direction of the detail supervisor or the detail commander.
 - 5.3.7.1 If the detailed employee chooses to leave early, the employee must complete Part B of *Form 1118 Manual Time Entry Verification Report*, attesting that they are requesting to leave early of their own free will and not at the direction of a supervisor. Part B of the form shall be signed by both the employee and the detail commander, acknowledging that the employee is requesting to leave early and to be paid only for the time actually worked.
 - 5.3.7.2 The employee is required to check in and check out via Workday if the option exists (for example, roll call is within a City facility that has a biometric timeclock, a kiosk with the Workday app, or a computer). Otherwise, the employee should record their time worked in Part A of *Form 1118*. If they are able to check in using Workday, their In/Out punches will already be recorded.
 - 5.3.7.3 The detail commander must collect all completed and signed *Form 1118s*.
 - 5.3.7.4 The detail commander reviews all submitted *Form 1118* documents and provides these forms to the correct unit office support supervisor (timekeeper), who then distributes to the correct managers to enter the time in Workday, uploading the completed form to each applicable time entry. This is required for audit purposes.

BPD Manual for Payroll Processes

5.3.7.5 As per section 2.2.4 Manual Time Entry Form, it is the responsibility of the employee's manager to either enter or amend the employee's time entry for the cancelled H Day detail to accurately reflect the time worked. The manager must upload the completed *Form 1118* to the employee's time entry in Workday.

5.4 Supervisor Delegation of Duties in Workday

- 5.4.1 In the event a manager is unable to perform their time review and approval duties in Workday, for example, when they are going to be out on leave for more than a one-week period, they shall delegate these responsibilities in Workday to a peer supervisor or a superior within their chain of command.
- 5.4.2 Delegation of time review and approval duties is mandated so that all employees are paid properly. However, the manager may choose to perform their time review and approval duties while out on leave.
- 5.4.3 Failure to delegate time review and approval duties (or perform these duties while on leave if the duties were not delegated properly) could result in disciplinary action.

5.5 Approval for Paid Time Off Requests of 20 Contiguous Days or More

If an employee wishes to utilize 4 weeks (20 contiguous working days) or more of paid time off (not covered by FMLA) and who are not requesting Terminal Leave, the employee must first gain approval from their chain of command all the way up to the Police Commissioner's Office before submitting the request in Workday. The employee must submit a Form 95 detailing the request, including the dates of the days requested and the reason for the request, to their supervisor, who must route the request up the chain of command to the PC's Office for final approval. Only once the request is approved by the PC's Office shall the employee enter and the manager approve the request in Workday.

5.6 Pay Guidance for Sworn Members Regarding Funeral Attendance

This section clarifies the pay guidance regarding funeral attendance for BPD members in accordance with *Policy 1714 Honoring Deceased Personnel*.

- 5.6.1 Those members who have been assigned to attend the funeral as part of a detail (the Honor Guard and Motorcade) shall be paid at their regular pay rate for time worked, if they are working their regular duty shift during the funeral.
 - 5.6.1.1 In order to be paid, the member participating in the Honor Guard or Motorcade shall submit a Permission Leave Request for the regular shift time of 8.5 hours in Workday for the date of the assignment.

BPD Manual for Payroll Processes

If a member volunteers for the Honor Guard or Motorcade and is off duty (regular H Day) during the funeral, they will be paid overtime in accordance with regular overtime rules and policy. However, no H-Day penalty pays will apply.

- 5.6.1.2 Note that supervisors shall not change a member's regularly scheduled shift or H Day to ensure overtime pay for participation in the Honor Guard or Motorcade.
- 5.6.2 Members who wish to attend the funeral during their regularly scheduled shift must first request and gain approval from their chain of command, as each event requires an analysis of items such as the family's desires, the number of persons the venue can legally accommodate (due to fire codes, etc.), the number of Command Staff, Honor Guard, and Motorcade members attending, and the impact of officer attendance on operations. If operational resources allow, the following directives shall apply:
 - 5.6.2.1 Members within the patrol district or command unit of the deceased will receive first preference for approval to attend.
 - 5.6.2.2 All others will receive approval on a "first come, first served" basis.
- 5.6.3 Members who are approved to attend the funeral as part of the official BPD contingent (based on an operational resource review) during their regularly scheduled shift may use Permission Leave to be paid for the time not worked.
- 5.6.4 Members who are working a regular shift during the funeral but are not approved to attend the funeral as part of the official BPD contingent may choose to attend but must use a paid leave type (e.g., vacation, comp, VMI) to be paid for the time not worked. Note that the leave request may be denied based on operational need.
- 5.6.5 Members who are not scheduled to work during the funeral may choose to attend in uniform; however, that is a personal choice and the member will not be compensated.

BPD Manual for Payroll Processes

APPENDIX A. PAYROLL-RELATED DEFINITIONS

New definitions have been introduced to clarify the operations of Workday.

- **Certification of Overtime** – In Workday, the employee’s recorded check in/check out for Overtime worked is the Certification that the employee worked the Overtime. The supervisor/Parent Command reviews and approves the Overtime worked on the employee’s timesheet, which is the supervisor’s Certification that they have reviewed and approved the check in/out times (thus certifying the Overtime work). The supervisor (employee’s manager in Workday) has the ability to correct or amend a time entry prior to time submission.
- **Compensatory (Comp) Time** – Eligible non-exempt employees may opt to receive payment for Overtime worked as Compensatory Time (“Comp” time), pursuant to the terms of their bargaining unit’s MOU. That is, they may receive the time in hours that they can then use for personal leave time. Eligible salaried exempt employees may receive comp time for time worked above their regularly scheduled hours.
- **Daily Overtime** – Any work performed for BPD beyond a non-exempt employee’s regular scheduled hours, including crime suppression activities and filling shift shortages.
 - **Voluntary Overtime (planned)** – Overtime Offered to eligible employees, for which they must submit an Overtime Request in Workday.
 - **Involuntary Overtime (unplanned)** - Overtime that is required to meet operational needs. This type of Overtime still requires the employee to enter an Overtime Request in Workday.
- **Delegation** – Function in Workday that allows managers to delegate time review and approval duties to another manager within their chain of command so that workers can receive proper pay. Managers are required to delegate time review and approval duties if they are unable to perform such duties for a period of time that exceeds one pay week.
- **Host Command** – A unit/district outside of an employee’s Parent Command, in which Overtime work is to be performed.
- **Hourly Non-exempt employees** - Employees who receive overtime; non-exempt employees are “paid to punch,” meaning their pay is tied to in and out time punches.
- **Manager** - A Manager in Workday is a role that allows the individual to review and approve time and leave requests for direct reports. An employee’s direct supervisor should be their manager in Workday.
- **Mobile Time Entry** – Hourly non-exempt employees may check in and check out using the Workday mobile app on their department issued phones, provided they follow the guidelines in the Mobile Time Entry section of this document.
- **Overtime** – Includes Daily Overtime, crime suppression, shift shortage and any other work performed beyond their regular scheduled hours.
- **Overtime Approval** – The employee is approved by their parent or Host Command to work the Overtime before the Overtime hours are worked.
- **Overtime Request** – A request to work Overtime in Workday, usually submitted by the employee (using Workday “Request Overtime” process).
- **Parent Command** – The unit/district to which an employee is assigned.

BPD Manual for Payroll Processes

- **Pay Period** – Two-week period that begins on a Sunday and ends on a Saturday. There are 26 pay periods in a calendar year.
- **Pay Week** – A seven-day period beginning on Sunday and ending on Saturday.
- **Salaried Exempt employees** - Employees who do not receive overtime; exempt employees are paid according to their schedule but are still required to record time worked in Workday for auditing purposes.
- **Secondary Employment** – Includes uniformed Secondary Employment administered by the Secondary Employment Unit of BPD per Policy 1702, *Secondary Employment*. There are two categories of Secondary Employment:
 - **City-Paid Secondary Employment:** work in law enforcement or related activities for a city entity performed at the employee’s option during off-duty hours (time is paid according to the overtime pay rules of the FOP MOU; FLSA rules apply and employee is paid as per their MOU).
 - **Third-Party-Paid Secondary Employment:** work in law enforcement or related activities for a separate and independent employer performed at the employee’s option during off-duty hours (costs are paid by a third party outside of the City’s payroll; FLSA rules do not apply).
- **Secondary Employment Unit (SEU)** – The unit established to manage and monitor all Secondary Employment as described in Policy 1702, *Secondary Employment*.
- **Time-Off** – The employee is not working in any capacity. Commanders will be responsible for strict compliance with time-off rules.
- **Work shift** – an employee’s work shift is determined by their schedule in Workday. An employee’s work shift officially starts at the beginning of their scheduled work event in Workday.
- **Workday** - The City’ web-based HR/Payroll system, which is utilized for the official recording of all pay-related activities to include time worked, leave requests, and overtime requests.

BPD Manual for Payroll Processes

APPENDIX B. WORKDAY ROLES

Each of the following roles have a responsibility in the time entry, review, and approval process. All roles must perform their designated responsibility to comply with stated BPD policy and the guidelines set forth in the Memoranda of Understanding for each bargaining unit and/or the City of Baltimore Administrative Manual.

- **Agency Payroll Compliance Managers.** This role oversees the payroll responsibilities for the Timekeepers and Time Reviewers, providing oversight, direction and guidance for all payroll processes across the department. Timekeepers and Time Reviewers report up to the Payroll Compliance Managers regarding all payroll-related duties.
- **Agency Time Approver.** The Agency Time Approver role is assigned to employees of BPD's Payroll department (Fiscal). This role has the ability to review the time entries for a pay period, ensure accuracy and make the final approval for the time to be paid by Central Payroll. Agency Time Approvers shall be aware of BPD and City policies that govern payroll and related topics.
- **Director, Fiscal Services.** Ensures training sessions for all employees involved in the time entry and approval process on a quarterly basis or as needed, or upon request by a specific unit. Ensures random audits of the Time entries in Workday to ensure that entries reflecting attendance, authorized leave, etc., are recorded properly and consistently.
- **Manager.** The manager (anyone who has direct reports) has the responsibility to review their direct reports' time entries, approve the time, make adjustments if necessary, and ultimately to approve the time entered to be paid. Managers shall be aware of BPD and City policies that govern payroll and related topics.
- **Time Reviewer.** The Time Reviewer is a role in Workday that has the ability to review time entries for designated employees within their units. This role is often assigned to an Office Support Specialist so that they can monitor the unit's time entries throughout a pay period and notify workers and managers of issues with timesheets that need correcting for an employee to be paid properly. Time Reviewers shall be aware of BPD and City policies that govern payroll and related topics.
- **Timekeeper.** The Timekeeper is a role in Workday that has the ability to review unit timesheets, run time entry related reports, and to assist unit managers with their timekeeping duties. This role provides payroll support and expertise to unit managers so that they can fulfill their time approver responsibilities. Timekeepers shall be aware of BPD and City policies that govern payroll and related topics.
- **Worker.** All employees are workers in Workday. The Worker enters time into Workday, either through a biometric clock, mobile device, tablet (kiosk), or computer connected to the City's digital network.

BPD Manual for Payroll Processes

APPENDIX C. WORKDAY ABSENCE TYPES

Time Off:

- Bereavement
- Compensatory Time
- Jury Duty
- Leave without Pay (to be used ONLY in compliance with *Policy 1727 Leave of Absence without Pay*)
- Military Paid Leave
- Military Paid State Active Duty Leave
- Permission Leave: Use this leave type for Training assignments that result in an absence from work. For example, a conference out of state or In-service Training.
- Sick & Safe Leave
- Sick Leave
- Vacation
- Vacation Incremental: VMI days

Leave of Absence:

- FMLA Continuous (Non Military)
- FMLA – military caregiver for Service Employee
- Intermittent FMLA – Military Caregiver
- Intermittent FMLA – Non military
- Leave without Pay - > 30 days
- Military Service
- Terminal Leave

Floating Holidays:

- Employees are entitled to a set number of paid holidays as per their bargaining unit contracts (e.g., CUB, MAPS, ACFSSME). You can select whichever floating holiday is applicable within the prescribed date range before or after the actual holiday.
- FOP Holiday: Beginning January 2022, FOP employees are provided with holiday leave hours at the beginning of each calendar year (equal to the number of City-approved holidays for a given year x 8.5 hours) and can take their annual holiday leave (in full-day increments) at any time during the calendar year. However, if an employee plans to separate from BPD, they should ensure that they have not taken holiday time equivalent to the holidays that would occur on the calendar after their departure. Employees who do so will be required to pay that time back to the City.

BPD Manual for Payroll Processes

APPENDIX D. OVERTIME ACTIVITY CODES

All overtime MUST have associated Activity codes entered in Workday.

Discretionary (Voluntary) Activity Codes

BPD001 POLICE DISCRETIONARY OVERTIME - ADMINISTRATIVE (PRE/POST-SHIFT)

This Activity should be used for any work related to supporting or completing paperwork or administrative duties outside of normal shift.

BPD002 POLICE DISCRETIONARY OVERTIME - BUILDING SECURITY

This Activity should be used for vacant posts for securing municipal buildings to include BPD HQ, PIB, and Family Crimes.

BPD003 POLICE DISCRETIONARY OVERTIME - COMMAND CRIME INITIATIVE

This Activity requires approval of Lt. Colonel and above and is for special, short or long-term objectives.

BPD004 POLICE DISCRETIONARY OVERTIME - CRIME SUPPRESSION

This Activity should be used for short-term operations related to preventing crime and/or securing communities (normally targeted to a specific district).

BPD005 POLICE DISCRETIONARY OVERTIME - HONOR GUARD CEREMONIES

This Activity is to be used for Honor Guard related events ONLY, to include funeral and special ceremonies.

BPD006 POLICE DISCRETIONARY OVERTIME – INVESTIGATION

This Activity is to be used for additional examination or research is required in order to complete cases.

Examples:

- *Detective needs to collect surveillance footage outside their regular shift hours. A Detective has scheduled an interview with a witness outside their regular shift hours.*
- *A Shooting Detective in the evening gets a new case at night and needs to come in during the day to conduct a canvass of the neighborhood during daylight hours to locate potential witness or surveillance footage.*
- *RATT call-ins -When the location of a vehicle wanted relative to a robbery, non-fatal shooting, or a homicide investigation is developed, outside of normal hours, i.e., nights or weekends. Detectives required to respond to install GPS trackers, conduct physical surveillance, and/or conduct a vehicle assault and arrest subjects*
- *City Yard - Investigators need access to City Yard relative to searching, assessing, processing or towing a vehicle outside of the normal hours of operations.*

BPD007 POLICE DISCRETIONARY OVERTIME - SPECIAL PROJECT FISCAL AUTHORIZED

This Activity requires the Fiscal Section's pre-approval for use. In general, it is to be used for projects that have to meet a specified deadline that involve subject matter expertise (project implementation, auditing, special investigations etc.).

BPD008 POLICE DISCRETIONARY OVERTIME - STAFF SHORTAGES

This Activity is for Members who freely work shifts when there are not enough officers for adequate and efficient post coverage. This includes training outside of normal hours.

BPD Manual for Payroll Processes

BPD009 POLICE DISCRETIONARY OVERTIME – TRANSCRIPTIONS

This Activity is to be used for transcriptions to include creating transcriptions of interview tapes to written record.

BPD022 POLICE DISCRETIONARY OVERTIME – SAO-DIRECTED JAIL CALL MONITORING

Use for State’s Attorney’s Office requests for Jail Call monitoring outside of normal shift. When using this Activity Code you are required to include the Jail Call Tracking Number in the Comment section.

BPD023 POLICE DISCRETIONARY OVERTIME – BPD-DIRECTED JAIL CALL MONITORING

Use for Jail Call monitoring outside of normal shift, not directed by the State’s Attorney’s Office. When using this Activity Code you are required to include the Jail Call Tracking Number in the Comment section.

Non-Discretionary (Involuntary) Activity Codes

BPD010 POLICE NON-DISCRETIONARY OVERTIME - ADMINISTRATIVE (POST-SHIFT)

This Activity is to be used for Emergency situations that require administrative functions to be fulfilled. Examples would include use of force, auto accident investigations, PIO call in, injured officers on duty, etc.

BPD011 POLICE NON-DISCRETIONARY OVERTIME – ARREST

This Activity is to be used for arrests that extend outside of normal shifts.

Examples:

- *Arrests/detentions that start during the normal tour but carryover past the end of the assigned shift due to interviews, processing, medical attention, etc.*
- *This Activity should also be used for SWAT call –ins*

BPD012 POLICE NON-DISCRETIONARY OVERTIME - BUILDING SECURITY

This Activity is for emergency use only as declared by Asset Management or for hospital security for an injured officer.

BPD013 POLICE NON-DISCRETIONARY OVERTIME - COMMISSIONER DAYS

This Activity is to be used for the 5 cancelled leave days as selected by the Police Commissioner annually.

BPD014 POLICE NON-DISCRETIONARY OVERTIME – ELECTIONS

This Activity is for Mayor, Governor and Presidential details surrounding voting events.

BPD015 POLICE NON-DISCRETIONARY OVERTIME - HOLIDAY DEPLOYMENT

This Activity is to be used for details for holidays that are not one of the Commissioner Days.

BPD016 POLICE NON-DISCRETIONARY OVERTIME – INVESTIGATION

This Activity is to be used for an immediate time-sensitive need where an investigative function needs to occur outside of normal shift to include time critical activities related to on-call status (with the exception of SWAT and PIO related activities). Examples would include suspect captured, witness located, and other related situations.

BPD Manual for Payroll Processes

BPD017 POLICE NON-DISCRETIONARY OVERTIME - DRAFTING PATROL STAFFING SHORTAGES

This Activity is to be used for Patrol only related to the patrol constant. It is to be used in drafting when there are not enough officers (to include those who have volunteered) for adequate and efficient post coverage. Only use this code if a member has been drafted.

BPD018 POLICE NON-DISCRETIONARY OVERTIME – PROTEST

This Activity is to be used for major disturbances of the peace. Fiscal Section will direct when to use this code.

BPD019 POLICE NON-DISCRETIONARY OVERTIME - SPECIAL EVENTS

This Activity is to be used for Special Events to include parades, festivals, community events, etc.

- When using this activity additional overtime reporting requirements are required to include using an event tag and different cost center when applicable.
- Other pay caused by the event will need to be tagged and coded to the event (e.g., Penalty pay if the penalty is paid only because the event was worked).
- This code should also be used for special unit assistance for large-scale events involving SWAT, Mobile Field Force (MFF) Deployment, K9 etc.
- Deployment for large-scale events and/or potential civil disturbances.

BPD020 POLICE NON-DISCRETIONARY OVERTIME – NON-PATROL STAFFING SHORTAGES

This Activity is to be used only for Non-Patrol Assignments. For example, a post has to be filled but not through drafting or post being filled because there are not enough officers.

BPD021 POLICE NON-DISCRETIONARY OVERTIME - STATE'S ATTORNEY EPU

This Activity is to be used only for executive functions related to the State Attorney's office to include security of residence and personal protection.

BPD024 POLICE NON-DISCRETIONARY OVERTIME – K-9 CARE

This Activity is to be used only for the overtime care of K-9 resources. Officers who care for K-9 resources shall receive one hour of K-9 care paid at their overtime rate on the days they are not scheduled to work (H Days).