



COLUMBIA POLICE DEPARTMENT

Policy and Procedure Manual

TIME AND ATTENDANCE FOR NON-EXEMPT (OVERTIME ELIGIBLE) EMPLOYEES

Approved By: Geoffrey Jones Chief of Police
CALEA 6th Edition Standard:

1010 TIME AND ATTENDANCE FOR NON-EXEMPT (OVERTIME ELIGIBLE) EMPLOYEES

1010.1 PURPOSE AND SCOPE

It is the philosophy of the Columbia Police Department to be accessible and responsive to our customers. The following policy and procedure will be used to ensure consistent attendance guidelines are followed and time not at work during scheduled shifts, as well as time worked beyond a scheduled shift is accounted for appropriately.

1010.2 POLICY

It is the policy of the Columbia Police Department to accurately account for all time worked and time away from work during regular scheduled shifts for all non-exempt employees.

1010.3 WORK HOURS

The Police Department is a 24 hour per day, 7 day per week, and 365 day per year operation. Within those parameters there are employees assigned to work varying schedules and shifts, based on operational needs.

Generally, overtime-eligible civilian employees' office hours are scheduled Monday through Friday, between 7:00 a.m. and 9:00 p.m., with a few exceptions to cover essential duties. Staff is expected to be in attendance daily during their scheduled hours. Except in unusual circumstances, offices are to be open and available during these hours.

Generally, overtime-eligible sworn employees (sergeants and officers) work an 8 or 10 hour shift over the 24 hour clock. Except in unusual circumstances, these sworn employees are expected to work their scheduled hours.

1010.3.1 SCHEDULE MODIFICATION

An overtime-eligible employee's hours of work may be modified in exceptional circumstances for a defined period of time, with prior approval of an immediate supervisor. Such schedule changes require the employee to schedule the appropriate number of hours required for their position (including hours at work, vacation, sick leave, etc.), and must meet any minimum staffing requirements.

Prior approval by a supervisor for overtime-eligible employees is required for any modification of schedule. Examples of schedule modifications are:

Example 1: A civilian employee works through lunch hour on Tuesday and wants to leave an hour early on Friday. Prior approval is required to both work through lunch and to leave early on Friday.

COLUMBIA POLICE DEPARTMENT

Policy and Procedure Manual

TIME AND ATTENDANCE FOR NON-EXEMPT (OVERTIME ELIGIBLE) EMPLOYEES

Example 2: A police officer works two hours over his shift on Monday and wants to come in two hours late the following day. Prior approval is required to both work two hours over the scheduled shift and to come in two hours late the following day.

1010.3.2 APPROVAL OF TIMESHEET

Employees are required to approve their timesheet at the end of their last shift worked prior to the end of the pay period. Exceptions until 10am the following Monday are only allowed with approval from the Administrative Sergeant, Assistant to the Chief of Police, or appropriate Bureau Commander.

1010.4 LUNCH/BREAKS

All breaks may be interrupted or cancelled due to work demands or operational needs of the Department.

1010.4.1 CIVILIAN EMPLOYEES

Lunch is either for one (1) hour or thirty (30) minutes, taken in accordance with individual Unit staffing needs and predetermined schedules, at the discretion of the Unit supervisor. It is expected that staff will take lunch, unless an exception applies. Lunch hours should be scheduled to ensure adequate office coverage. Exceptions to the normal lunch break may arise due to a modified work schedule or the occasional use of this time at the end of a work day with prior approval of the immediate supervisor.

1010.4.2 SWORN EMPLOYEES

The Department shall make a reasonable attempt to allow officers and sergeants a thirty (30) minute paid meal break during their normal work shift. All officers and sergeants assigned to a shift of ten (10) hours or more shall receive two (2) additional fifteen (15) minute paid rest breaks per shift worked, where reasonably feasible.

1010.5 OVERTIME

Prior approval to work overtime is required, except in unusual situations. Officers who are on a call at the time their scheduled shift is ending should notify an on-duty supervisor as soon as practical so that the supervisor may make the determination to hold the employee over or make other arrangements to handle the call. Similarly, sergeants should contact the on-duty Watch Commander (usually a lieutenant) as soon as practical to obtain permission before working overtime.

This prior approval requirement includes checking emails, responding to phone messages and any other non-exigent work that is performed outside of the approved work schedule, except that for police officers and Sergeants, checking for and responding to phone messages (voice or text) from supervisors is required and is considered de minimis activity that does not count as time worked. Overtime shall be reported in the POSS system. Employees should indicate in POSS whether time is to be paid time or compensatory time. Without exception, overtime shall be reported in POSS and approved by the appropriate supervisor prior to being paid. Employees are required to enter and properly code the overtime worked in POSS at the end of

COLUMBIA POLICE DEPARTMENT

Policy and Procedure Manual

TIME AND ATTENDANCE FOR NON-EXEMPT (OVERTIME ELIGIBLE) EMPLOYEES

the shift the overtime is worked unless otherwise directed. In situations where overtime is accrued due to a phone call or other activity that does not involve the employee being physically present at a police facility, the required POSS entry shall be made during the next shift the employee works. In the event the employee will not return to work prior to the end of the pay period, the POSS entry shall be made at the end of the shift the overtime is worked. Employees may utilize the POSS system remotely to make the required entries.

1010.6 LEAVE REQUESTS

Requests for use of vacation, floating holiday, compensatory time, and scheduled sick leave for doctor/dentist appointments shall be submitted to the immediate supervisor (or Administrative Sergeant for sworn personnel assigned to the Operations Bureau) via POSS for approval prior to taking the time off. For scheduled doctor/dentist appointments, actual time used may be reported upon return when the duration of an appointment is unknown. Unscheduled sick leave should be reported in POSS as soon as possible after the use of the leave.

While all leave requests for vacation, floating holiday, and compensatory time are to have prior approval, no leave request will be approved prior to 90 days before the scheduled time off without the approval of a Lieutenant or above. This applies particularly during the holiday and special events seasons (Memorial Day weekend through January 2nd). It is expected that all staff be considerate and communicate when planning/scheduling time off. In granting leave requests, consideration will be given to past approvals when staffing is an issue. In all cases, adequate staffing as determined by the Bureau Commander is required and arrangements should be made to cover work responsibilities when employees are absent.

1010.7 NOTIFICATION OF UNSCHEDULED ABSENCE OR LATE ARRIVAL

Employees must report unscheduled absences or emergencies that delay arrival prior to the start of the scheduled shift. A telephone call to an on duty supervisor is required for sworn personnel assigned to the Operations Bureau in the event an employee will be absent or late. Additionally, an email message to the employee's first and second line supervisor is required. Text messages do not meet this requirement.

Sworn personnel assigned to other Bureaus should contact their immediate supervisor by phone or email to report an unscheduled absence or other emergency. Text messages do not meet this requirement.