DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Employee Leave and Compensation **Payroll / JDETK / FLSA / Overtime /Snow Day / Delayed Start / County Closures**		**P&P-L-111**
Effective Date: 07-01-26 Supersedes: 03-10-25	Approval: Sheriff	Number of Pages: 8
References: DC Personnel Guidelines 3.5	Reevaluation Date: Annually	Standards: CALEA LE 22.1.1 COM 3.2.1 ACA-7D-15 5th Edition

I. JD EDWARDS TIME KEEPING MANAGEMENT APPLICATION

All members will maintain individual time records using J. D. Edwards Time Keeping (JDETK) which is located on the Douglas County Employee Self Service page in DCNET and DCSONET. JDETK is used to record the various categories of hours worked, as well as leave. JDETK automatically calculates extra hours worked to determine if they will be paid at the 'straight time' or 1½ time rate. JDETK must be electronically submitted for approval to the member's supervisor by the end of the pay period. If you will be away from the Office when your JDETK is due, submit your time in advance after all the correct time is recorded.

II. DEFINITIONS

Exempt Status

Not eligible for compensated overtime within the guidelines of FLSA: The Sheriff, division chiefs, commanders, budget and logistics manager, and other positions so designated by the Sheriff are to be considered exempt and are to be described within the guidelines of executive, administrative, and professional personnel.

Non-Exempt Status

Eligible for compensated overtime consistent with FLSA. All other commissioned and non-commissioned employees.

Essential Personnel

Members classified as essential are generally those who are required to report for duty 24/7, regardless of weather or circumstance, and who work shift assignments (commissioned deputies, dispatchers, detention specialists, etc.).

Non-essential Personnel

Members classified as non-essential are generally those who do not work shifts and may not be required to report for duty during county closures or delays (support staff, administrative staff, Budget and Finance, Records, etc.).

Overtime

Each supervisor will be responsible for ensuring that overtime is administered properly. Overtime will be paid at the standard 1-1/2 rate as described in FLSA rules. Employees are obligated to notify their supervisor when they are required to work any time outside of their regular work schedule. A supervisor must pre-approve all overtime and extra time worked.

Work Periods
Work periods will be seven (7) consecutive days, beginning at 0001 hours of each Sunday and ending at 2400 hours on the following Saturday. Employees on a flex schedule will differ from the above example. This is for all non-exempt employees.

III. Off-Duty Use of Office-Issued Pagers, Smartphones, and Cellular Phones for non-exempt employees.

Many positions within the Sheriff's Office have been assigned pagers, smartphones or cellular phones based on the needs of the position. Employees assigned such devices are not permitted to use them to conduct any substantial work in their off time which is not documented as time worked. Any extra-time exceeding 7.5 minutes that is worked via these devices must be pre-approved by your supervisor (or, if time does not permit, your supervisor must be notified by your next scheduled workday) and documented as such on your timesheet. All on-call protocols remain in effect and are not affected alone by this policy.

IV. NON-EXEMPT EMPLOYEES

A. REGULAR TIME

This is the number of hours worked on a specific date, up to the number of hours that make up a full workday or shift, based on your assignment. This will be 10 hours for most commissioned, full-time members. If you worked less than your normal shift, record the number of hours (rounded to the nearest quarter hour, or 0.25 hours) that you worked. Additional time needed to account for a full shift must be recorded. This can either be in the form of leave time or executive level command approved administrative leave.

Similarly, if you have overtime as a result of an Office-imposed schedule adjustment and are unable to reschedule the extra time during the pay period, you will be paid for the extra hours.

B. EXTRA HOURS

This is the number of hours worked beyond your normal shift. It also includes time worked when you were scheduled to be off duty, such as court, training, mandatory meetings, etc. In general, deputies, sergeants, and civilian members can neither be allowed nor required to perform work duties without compensation. Any such member who performs work duties in excess of 7½ minutes per day must be compensated. This includes, but is not limited to, members checking work e-mail or voicemail and loading work equipment prior to the start of their scheduled shift.

The Office P&P manual provides that members called to duty when they are in an 'off-duty' status is eligible for a minimum of two hours compensation. However, this is *only* for situations where the member is required to respond to a location away from their home. For situations that are less intrusive on your time off, such as work-related telephone calls, record only the actual time worked, rounded to the nearest 0.25 hour. If the nature and frequency of the intrusions on your time off are such that they

substantially interfere with your ability to utilize your time off, consult with your supervisor to work out a reasonable compensation plan.

C. ON CALL TIME

An employee who is not on-duty but is required to be available if needed, (Office Pager/Cell Phone) to respond to the office or another location within an hour's time is considered "on-call." On-call employees in any division must be available, must refrain from using alcohol or other substances that would affect their ability to properly respond to call outs and have their vehicle, if assigned, and equipment available. When the Office contacts an employee, only the actual time of the assignment, to include phone time, will be counted as hours worked. If calls are frequent and readiness conditions from the Office restrict the employees' ability to benefit from their off-duty time, then the employee will be fairly compensated for the work-related time. The pay code in the time tracker system that must be used when recording on-call time is "Shrf On Call"

1-3 days on call 2 hours pay
4-7 days on call 4 hours pay

You must use this drop down to add the appropriate hours on the **last day** of your on-call week or last day on call, by indicating the hours which associate with your time on-call as shown above. You must indicate in the "notes" box on JDETK the dates relating to your on-call straight time.

Any trading of on-call days between employees must be done outside of this policy, arranged with the other employee, and approved by your supervisor, but will not affect either employee's pay. Supervisors will approve all on-call special straight time on subordinated timesheets.

D. PAID OVERTIME

Overtime will be paid when non-exempt personnel exceed 40 hours in a 7-day work period.

*In rare circumstances, Special Overtime, will be authorized, this is overtime that is time-and-a-half regardless of the amount of paid time off on a timesheet. Approval from the Undersheriff must be obtained to use Special Overtime, and this should be indicated using the pay code drop-down of Special OT.

V. SNOW HOURS / DELAYED START / COUNTY CLOSURES

The County Manager or the Chair of the Board of County Commissioners may officially close or delay the opening of all County offices due to severe weather and/or other emergency circumstances that may occur. When a closure or delay in opening is designated, employees, depending on their classification (essential, non-essential), may be entitled to extra straight-time hours in addition to their regular hours. To determine how to log affected hours properly, use the instructions below, based on your classification as:

- Essential Personnel – Required to report for duty
- Essential Personnel – Not required to report for duty

- Non-essential Personnel – Not required to report for duty
- Non-essential Personnel – Required to report for duty

1. ESSENTIAL PERSONNEL – REQUIRED TO REPORT FOR DUTY

Employees that are classified as essential personnel (most commissioned staff, Dispatch, Detention Specialists, etc.), if scheduled to work, must typically report, regardless of the weather or circumstances for the closure or delay.

These employees who work should log extra straight-time hours, equal to the hours of the closure or delay, by using JDETK pay code CTY CLOSURE, in addition to the Regular hours worked that day.

These additional CTY CLOSURE hours may cause hours worked later in that same 7-day week to become Overtime instead of Regular hours (Overtime is caused after logging more than 40 hours of any type in a 7-day work week).

Compensation for the closure or delay will be equal for all essential personnel from the first affected hour to 24 hours forward.

Since essential personnel who report for duty during a delayed start or closure are receiving additional straight time, in addition to the Regular hours worked that day, the number of CTY CLOSURE hours that should be claimed is only those equal to the number of hours the County was closed or delayed (i.e., the County closed for 4 hours, then eligible employees should only log 4 CNT CLOSURE). But, if the County is closed for an entire day, essential employees should claim 8 CTY CLOSURE hours, in addition to the regular hours worked that day.

If the employee was required to report for duty but was unable to report for that day, the employee must deduct their scheduled hours from their accumulated leave (vacation time / sick time / personal day).

2. ESSENTIAL PERSONNEL – NOT REQUIRED TO REPORT FOR DUTY

Some essential personnel may be instructed by a supervisor (commander or above) not to report for duty due to manpower needs being met. These personnel who were scheduled to work, but who are not required to report during a closure or delay (i.e., Court Services, Investigations, Training, SRO's, Civil, etc.), account for the hours missed during the delay or closure by using the JDETK pay code CTY CLOSURE instead of Regular hours.

When a delayed start is called, the number of CTY CLOSURE hours that should be claimed is only those equal to the number of hours needed to make the employee's regular scheduled day whole, but generally would be equal to the number of hours the County was delayed or closed early (i.e., the County closed for 4 hours, then these employees should only log 4 CTY CLOSURE hours). If the County is closed for an entire day, these employees should claim CTY CLOSURE for the hours that are equal

to their scheduled shift (i.e., 8 hours for 5/8 staff, 9 hours for 4/5/9 staff, 10 hours for 4/10 staff, etc.).

3. **NON-ESSENTIAL PERSONNEL – NOT REQUIRED TO REPORT FOR DUTY**
   Employees that are classified as non-essential personnel (support staff, administrative staff, Budget and Finance, Records, etc.), if scheduled to work, are generally not required to report unless specifically requested by the Office due to special needs that exist. Non-essential employees that are scheduled to work, but do not work, will be compensated for the number of hours that were affected. These employees account for the hours missed during the delay or closure by using the JDETK pay code CTY CLOSURE instead of Regular hours.

   When a delayed start or CTY CLOSURE is called, the number of CTY CLOSURE hours that should be claimed is only those equal to the number of hours the County was delayed or closed early (i.e., the County closed for 4 hours, then these employees should only log 4 CTY CLOSURE hours). If the County is closed for an entire day, eligible employees should claim CTY CLOSURE hours that are equal to their scheduled shift (i.e., 8 hours for 5/8 staff, 9 hours for 4/5/9 staff, 10 hours for 4/10 staff, etc.).

4. **NON-ESSENTIAL PERSONNEL – REQUIRED TO REPORT FOR DUTY**
   Non-essential employees that are required to work, regardless of the County's closure, will also receive additional compensation, like essential civilian personnel who are required to work. These employees will receive extra straight-time hours equal to the hours of the closure or delay, by using JDETK pay code CTY CLOSURE, in addition to the Regular hours worked that day.

   When a delayed start or closure is called, the number of additional CTY CLOSURE hours that should be claimed is only those equal to the number of hours needed to make the employee's regular scheduled day whole, but generally would be equal to the number of hours the County was closed or delayed (i.e., if the County closed for 4 hours, then these employees may only log 4 CTY CLOSURE hours). If the County is closed for an entire day, eligible employees should only claim 8 CTY CLOSURE hours, in addition to the Regular hours worked that day.

   Due to their non-essential status, their direct supervisor will be required to document the need for them to work and provide comments on the timesheet.

   These additional CTY CLOSURE hours may cause hours worked later in that same 7-day week to become Overtime instead of Regular hours (Overtime is caused after logging more than 40 hours of any type in a 7-day work week).

5. **ALREADY ON LEAVE DURING COUNTY CLOSURE / DELAY**
   If an employee had scheduled vacation or personal leave, and a closure or delayed schedule was declared, they will still be required to use the scheduled vacation, sick-

personal leave time. They are not entitled to any additional compensation due to the closure or delay.

6. RESTRICTED ACTIVITIES

If a supervisor restricts your activities during a declared closure or delay, (i.e., you are ordered to stay at the Sheriff's Office, or somewhere other than your residence) all those hours shall be considered 'on-duty' hours and regarded as such. Employees unable to leave the facility due to weather conditions are not considered on-duty unless specifically restricted by a supervisor.

VI. LEAVE WITHOUT PAY

This is time taken off without pay on a scheduled workday, either voluntarily or as a suspension day.

VII. BEREAVEMENT LEAVE

See P&P-L-101 *All Other Leave (Excludes Holiday, Sick, Vacation)* for eligibility. Bereavement leave is currently limited to 32 hours per occurrence (not 4 working days).

VIII. FTO/CTO TRAINING TIME COMPENSATION

FTOs/CTOs are eligible for extra compensation of 1.5 hours of pay per shift if they are actively with a trainee and completing documented FTO training and assessments. Corporals and Lead Dispatchers are eligible for FTO pay if they train their entire shift. This will be accomplished by adding 1.5 extra hours per shift on their timesheet for the shift and using the pay code drop down of FTO pay. FTO supervisors/ coordinators are entitled to 1.5 extra hours of pay per week. <LE22.1.1g><COM 3.2.1g>

IX. DETECTIVE PAY

Detectives are eligible for extra compensation at the rate of $305 per month. For each timesheet, the detective will enter $305 into the Detective/Other box.

X. DONNING AND DOFFING TIME

This is time provided to all commissioned (non-exempt) personnel for the donning and doffing of safety equipment whose regular duties are in class A or B uniform. This is offered at 2 hours per pay period. It may be taken in one of three different methods with supervisory direction and approval:

- During a training day that has been scheduled as an 8-hour day and the employee is scheduled to work a 10-hour day. 8 "Regular" hours should be noted in the pay type. The remaining 2 hours are to be noted in the pay type D&D.
- At the direction and coordination of the employee's supervisor, the employee may be dismissed early, and 2 hours of the employee's regular shift are to be noted in the pay type D&D.
- If there is no way for the supervisor to do one of the above, and the employee's schedule does not allow for 2 hours of leave during the 28-day pay period the employee will be compensated with 2 hours of extra straight time. Those hours should be noted in the pay type EXTRA HOURS with notes in the description to indicate "D&D not taken".

*Donning and Doffing pay will not be given to commissioned officers whose uniform of the day is training uniform or plain clothes. This includes those working in a light duty capacity. Donning and Doffing pay will not be paid to employees normally in training uniform or plain clothes but working Extra Duty with the DCDSA.

XI. CALLOUT

When an employee is called out to a duty assignment from an off-duty mode, they will receive a minimum of two (2) hours compensable extra duty time.

XII. COMMUNICATIONS DIVISION SHIFT DIFFERENTIAL TIME (SDP)

In the Communications Division, when an employee is called to work a shift with less than 8 hours between the last shift and the next shift, OR if an employee's shift is changed from the shift bid and regularly worked (for instance an employee is asked to work a different shift for a temporary period to cover shortages for minimum staffing requirements, or change days off) AND you have your supervisor's pre-approval that the extra compensation fits the requirements; you may put in for shift differential pay (SDP). SDP is paid at the rate of $25 per shift recorded in the Corp/Other box on the timesheet with notes made in the "Comments" box. SDP is not authorized during emergencies that are short lived and where rescheduling, flexing schedules or working overtime to cover an incident such as a natural disaster or other large event occurs. SDP is not authorized for shifts which are completely paid in overtime status at time and a half pay, voluntary or not. SDP is not authorized for shifts in which employees are re-assigned permanently for scheduling and coverage purposes from what they bid and were assigned at the beginning of the year.

XIII. EXPLORER ADVISOR COMPENSATION

1. Advisors are paid for their time spent working with the Explorers through their regular assigned divisions budget.
2. Advisors will also be compensated the sum of $50.00 per pay period when they have worked a minimum of five (5) hours in the same pay period working at an approved Explorer event(s), meeting(s) or training(s). Advisors will need to note the $50.00 extra pay on their time tracker under the Corp/Other, and comments should also be made in the entry stating Explorer Advisor pay. <COM 3.2.1>

XIV. TRAVEL TIME

Traveling which keeps an employee away from home overnight is 'hours worked' when it cuts across the employee's normal work hours (e.g., 0800-1700 hrs., 0600-1600 hrs., etc.). Time an employee spends traveling during their normal working hours is compensable even if travelling on a non-working day. Overnight travel time outside the normal daily work schedule is not considered hours worked. However, any time spent actually working during travel counts as hours worked.

XV. SUPERVISORY APPROVAL

A supervisor must pre-approve all overtime, and extra time worked.

XVI. ACTING SUPERVISOR

Acting supervisors are eligible for $100 per week in additional pay only when working independently as the Supervisor of a shift. This amount will be added in increments of $25 per 10-hour days of acting as the team's supervisor. An Acting Supervisor may be chosen from available Corporal's or by the Division Chief. Acting Pay will only be paid when the employee is the only supervisor on duty on their team or within their division or area and must be approved by a Division Chief. Acting Supervisor pay will be indicated by putting the appropriate amount in the Corp/Other drop down on their timesheet.

*Lead Dispatchers are not eligible for Acting Supervisor Pay; and Corporal's are not eligible for Acting Supervisor pay and Corporal Pay for the same time worked. If a timesheet is made up of both Acting Supervisor and Corporal time, each individual shift will be counted with $25 per shift for Acting Supervisor pay and $15 per shift for Corporal pay noted in the Corp/Other section, and the dates for each will be noted in the notes section.

XVII. EMPLOYEE ATTENDANCE REPORT

Every employee will be required to record daily the hours worked on an employee attendance report through the J.D. Edwards Time Keeping (JDETK) computerized compensation program. <7D-15> JDETK is located on Douglas County Employee Self-Service link on DCNET and DCSOnet. All employees will be cognizant of this Office's Policies and Procedures concerning hours of duty and punctuality.

By Order of the Sheriff