

	STANDARD OPERATING PROCEDURE State Form 39870 (R/S-06)	Reference Number HMR-008
	Subject Attendance Reporting and Overtime Pay	
	Special Instructions Replaces HMR-008 dated July 26, 2016	Effective Date June 3, 2018

I. PURPOSE

To establish guidelines for attendance reporting and overtime pay.

II. POLICY

- A. Attendance/Overtime records shall be maintained for each employee as outlined in this standard operating procedure.
- B. Employee pay computation, authorized leaves of absences and compensatory time scheduling shall be administered in accordance with this standard operating procedure.
- C. The Superintendent and the Trooper ranks of Colonel, Lieutenant Colonel, Major and Captain are exempt from regular duty overtime pay.
- D. All other employees are non-exempt.
- E. Supervisors, for purposes of the PeopleSoft Time and Labor (T & L) component, shall be those units identified as having responsibility for authorizing and approving biweekly attendance and overtime.
- F. For purposes of this SOP, the Police Employee Overtime Work Period is 28 days, and the Police Employee Work Period is 14 days.

III. DEFINITIONS

- A. Calendar Week – For purposes of this policy, a calendar week is considered Sunday through Saturday.
- B. Commanders – Personnel having direct command over employees assigned to them within their specific area of responsibility.
- C. Directed Overtime – Mandatory overtime worked beyond a normal shift, on a regular day off, or any other leave day, typically the result of a natural disaster or any other significant event requiring a substantial public safety response. Per Police Rule 3, Section 3-8 (Emergency Calls and Special Details): Employees shall accept emergency calls and special duties when called outside regularly assigned hours of duty.
- D. Mission Critical Overtime – Duties essential to complete Department operations and Federal-funded grant assignments. Overtime may be in the form of monetary compensation or compensatory time.

E. Police Employee Work Period – The PeopleSoft Time and Labor (T&L) employee 14-day Pay Period.

F. Police Employee Overtime Work Period – The 28-day pay period used for overtime calculation.

G. Regular Shift Overtime – All hours worked beyond the regularly scheduled shift. Overtime can be requested for either pay or compensatory time.

H. Regular Work Shift – Regularly scheduled workday.

I. Special Project Overtime – State-funded grant programs, Federal-funded grant programs and other details as authorized by the Superintendent worked outside of regularly scheduled shifts. Hours worked on a special project overtime detail must be taken as pay and documented on a SHIELD Daily.

J. Supervisors – Department personnel identified as having responsibility for authorizing and approving the PeopleSoft Time and Labor (T&L) component biweekly attendance and overtime.

IV. PROCEDURES

A. Regular Work Schedule

1. ISP Police employees shall receive **regular state pay** for working 85 hours during each scheduled 14-day pay period.

2. Civilian employees, Capitol Police Section (CPS) Officers and Motor Carrier Inspectors (MCI) shall receive regular state pay for working 7.5 hours per day up to 40 hours per week and will be given compensation (at straight time rate) for hours worked in excess of 37.5 hours (unless working an alternative work schedule). Civilian, CPS and MCI employees working more than 40 hours per week shall receive compensation at a rate of time and one-half.

3. Employees, who are absent from work and do not meet the requirements in A.1 and 2 above, and have no accrued vacation, compensatory time, sick leave, or personal leave, shall be removed from the payroll. Vacation, personal leave, sick days and compensatory time shall not be advanced to cover this type of absence. Commanders shall immediately notify the Human Resources Division, by the most expeditious means, when employees are to be removed from the payroll.

4. Employees shall not be permitted to take holidays off prior to the date of the holiday.

5. Employees shall not be permitted to take compensatory time off prior to the time it is earned.

6. Only those personnel essential to Department operations shall be scheduled to work on a holiday.

B. General Overtime Policy

1. Commanders shall manage schedules and hours worked, to include overtime, by subordinate personnel to ensure all essential Department operations are completed.
2. Hours worked during special state-funded assignments, Federal projects and other details as authorized by the Superintendent, shall count towards hours actually worked for employees, and these hours shall be for pay. The hours worked by exempt employees during special grant funded assignments and Federal projects shall be eligible for premium compensation in the same manner as non-exempt employees.
3. Only overtime which is considered mission critical to complete essential Department operations shall be authorized. Additional approval is required to complete duties not directly related to those initially approved for overtime status.
4. All overtime shall be requested by the employee and approval obtained from their first line supervisor, if available, or the designee of the respective Zone, Division, Area, District or Section Commander prior to performing the work, unless an obvious emergency exists.
5. All overtime pre-approvals and denials shall be documented in T & L for audit purposes.
6. Overtime may not be earned, reported or compensated in less than fifteen-minute increments (reflected as increments of 0.25 hours in the T & L system).
7. Employees shall not work a cumulative amount of regular work shift and/or mission critical or special project overtime hours to exceed twelve and one-half (12.5) hours in a calendar day without approval obtained from their Supervisor/Commander.
8. Employees working overtime in conjunction with a regular day off, vacation day, compensatory day off, Personal Leave (PL) day, or holiday shall not exceed more than twelve (12) hours of overtime.
9. Employees shall not exceed sixteen (16) hours of cumulative mission critical and/or special project overtime in a calendar week after having worked their regular schedule.
10. Vacation time, compensatory time, Personal Leave (PL) time, or holidays may be used in lieu of regular work shift time when determining the cumulative hours allotted in a calendar week. Special project overtime may be worked during this time.
11. Once the cumulative overtime limits have been attained, no special project overtime may be worked. Approval from a Commander, the rank of Lieutenant or above, is required to complete mission critical duties once the cumulative overtime hours have been attained.
12. Supervisors/Commanders may cancel special project overtime should a directed overtime incident or mission critical incident arise.
13. Once the cumulative overtime limits have been attained, any special project overtime hours worked without prior approval could be denied. Any hours denied must be documented by the denying supervisor or their authorized designee and forwarded to the appropriate Assistant Chief

of Staff /Major Subordinate Commander (through channels).

14. Supervisor/Commander approval is required when a special project overtime detail appears it is going to exceed twelve (12) hours. All provisions in the CVED super-load guidelines shall be followed in conjunction with this policy.

15. Unless an emergency exists requiring prolonged work hours to complete mission critical department operations, a minimum eight (8) hours of time off shall be allotted between shifts. Special project overtime worked in conjunction with a regular work shift does not require a rest period; however, special project overtime shall not be worked prior to eight (8) hours of time off from the conclusion of the regular work shift/overtime from the previous day.

16. Split shifts are allowed for personnel below the rank of Corporal assigned to District Field Enforcement for designated INDOT construction zones, Driving Under the Influence Enforcement Project (D.U.I.E.P) and Operation Pull Over (OPO) sobriety checkpoints within the Trooper's District of assignment.

17. Adjustment of scheduled shift hours and regularly scheduled days off for the purpose of working special project overtime or off duty employment are not permitted.

18. Commanders have the discretion to deny special project overtime to any employee who is not meeting minimum standards expected during the employee's regular duty. Any hours denied must be documented by the denying Commander, or their authorized designee, and forwarded to the appropriate Assistant Chief of Staff/Major Subordinate Commander (through channels).

19. One-half (0.5) hour for daily maintenance by Canine (K-9) Handlers shall be scheduled in their regular work shift hours. On regular days off, one-half (0.5) hour of compensatory time or paid overtime is granted for canine (K-9) maintenance. On vacation days, sick days, compensatory days and personal leave days, the maintenance shall be worked into the day without overtime compensation.

C. Non-exempt Employee Overtime

1. All approved overtime for non-exempt employees shall be compensated in accordance with applicable Federal and state laws. When non-exempt employees work special funded assignments and Federal projects as authorized by the Superintendent, it shall be for pay.

2. Non-exempt civilian employees, including CPS and MCI personnel, shall be compensated for overtime worked based on a seven-day workweek (Sunday through Saturday). Compensation shall be given for hours worked in excess of 37.5 hours per week. The rate of compensation shall be at the regular hourly rate until the employee exceeds 40 hours of work during any workweek, and then the rate of compensation shall be at time and one-half the regular hourly rates.

3. Non-exempt Trooper ranks shall be compensated for overtime worked based on a scheduled 28-day Work Period.

a. Overtime shall be compensated at a straight-time rate for overtime hours worked which

accumulates prior to working a total of 171 hours in each 28-day Work Period.

b. Premium overtime (time and one-half) shall be compensated after the employee has worked a total of 171 hours in a scheduled 28-day work period.

4. Non-exempt employees on rotating shifts whose days off change (e.g., Regional Dispatchers, CPS and Troopers) shall accrue a compensatory day on each holiday.

5. Non-exempt employees on a fixed five (5) and two (2) schedule (e.g. Saturday and Sunday off) shall be compensated for overtime when required to work on a day off or on a holiday.

D. Exempt Employee Overtime

1. Exempt employees shall accrue compensatory time for hours worked in excess of the normal workday, hours worked on a day off, or hours worked on a holiday, with the exception of special project hours.

2. Hours worked during special state-funded assignments, Federal projects and other details as authorized by the Superintendent, shall be eligible for premium compensation.

E. Online Attendance

1. Each date shall be accounted for using the appropriate codes. Only those codes listed in T & L shall be used. The Superintendent may, from time to time, authorize the use of temporary codes.

2. The "Time Reporting Code" (TRC) field shall be used to record all attendance hours in T & L. The TRC drop-down menu displays the available codes to use.

3. Guidelines for submission of Attendance/Overtime

a. Employees utilizing T & L shall enter their attendance into PeopleSoft a minimum of every three days. Supervisors shall be responsible for managing this process with the employees. At the conclusion of the 14-day Pay Period, employees shall submit their attendance for final review by 10:00 a.m., Indianapolis time, on Mondays (unless directed otherwise by Human Resources). The T & L process includes an immediate internal validation process to verify the time entered.

b. Only accrued leave displaying in T & L may be used during the 14-day Pay Period. If an error message is displayed, the employee must correct the issue prior to submitting their time to their supervisor. If it is not corrected at this point, it shall be the responsibility of the supervisor to ensure the employee makes the appropriate corrections prior to approving the time for payroll.

c. Supervisors responsible for reviewing the submitted attendance shall review and submit the final, approved time by 1:00 pm Indianapolis time on the same day. This includes correspondence between the employee and supervisor to make any required adjustments to the reported time.

d. Supervisors shall not submit time on behalf of any employee.

e. In the event an employee is unable to submit their attendance through T & L, the supervisor shall immediately contact the Human Resources Division to determine how to proceed.

f. If an employee is scheduled to be on leave at the time when attendance would normally be submitted through T & L, the employee shall complete their attendance prior to their departure. If a supervisor is scheduled to be unavailable at the time their subordinates' hours are due to payroll, the supervisor shall delegate their role in order to ensure all applicable employees' attendance is submitted in a timely manner.

g. Attendance for employees in extended leave situations, including but not limited to disability, Family Medical Leave, terminal leave, military leave, etc., shall be coordinated through the Human Resources Division.

h. Lieutenants shall have the ability to review all subordinates' attendance within T & L, but shall not make any changes or submit time on behalf of any employee.

F. Vacation Time Balance

1. Vacation Time:

Employees may carry forward unused vacation leave from one year to the next in accordance with [Police Rule 6](#), [CPS Rule 6](#) and [Civilian Rule 4](#), as follows:

Rank/Personnel	Maximum Number of Hours
Troopers (regardless of rank)	340
All other personnel (Civilian, CPS and MCI)	450

G. Requests to make changes to or add entries into T & L once a paycheck has been issued shall be submitted to the Human Resources and Fiscal Divisions with justification(s)/reason(s) for the change(s).

H. Any requests for leave balance adjustments, to include justifications, shall be submitted to the Human Resources Division for processing.

I. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.