

DAYLIGHT SAVINGS TIME

POLICY:

It is the policy of the Omaha Police Department (OPD) to comply with collective bargaining agreements (CBAs) and to maintain procedures that resolve pay issues related to daylight savings time.

PROCEDURE:

I. Sworn Employees

A. Lengthened Shift

1. When an hour is added to a shift due to the end of Daylight Savings Time in the fall, an employee that works nine hours will be compensated for the equivalent of one hour of overtime for the additional hour of work (see the OPD "[Overtime Procedures](#)" policy for related procedures).

B. Shortened Shift

1. When a shift is shortened by an hour due to the start of daylight savings time in the spring, an employee will work the seven hours and may use one hour (straight time) of accrued compensatory time or annual leave or will work an extra hour in order to fulfill a total of eight hours for the shift.
2. All employees who work during the shortened shift will indicate whether they are using annual leave, compensatory time, or working the extra hour in order to fulfill a total of eight hours for the shift on an OPD "Daylight Savings Time Notification of Intent to Work Form" ([OPD Form 159](#)).
 - a. If the employee chooses to work the extra hour, their supervisor will be allowed to determine if that additional hour will be scheduled at the beginning or at the end of the employee's shift.

NOTE: Employees who opt to work the seven hours without using compensatory time or annual leave to fulfill the shortened shift will have one (1) less hour on their timesheets for that time period.

C. Notification of Intent to Work

1. The OPD "Daylight Savings Time Notification of Intent to Work" form ([OPD Form 159](#)) is accessible 24/7 via PowerDMS.
2. Employees whose shifts are impacted by daylight savings time changes shall submit an [OPD Form 159](#) to their supervisor no less than 14 calendar days prior to the daylight savings time switch.
3. For a shortened shift, the supervisor will inform the employee within 72 hours of receipt of [OPD Form 159](#) of the time the employee is scheduled to work.
 - a. It is the supervisor's discretion as to whether the employee working the extra hour will be worked at the end or beginning of the shift. If the supervisor has multiple employees desiring to work the extra hour, and the supervisor wants to split the number of employees working early and late, the employees may choose which time they want to work on the basis of seniority.

- b. If the supervisor fails to provide the form, and an employee wants to work the extra hour, the employee may choose when they want to work.
- c. If the employee fails to turn in the form as specified, the supervisor may choose whether the employee will work the extra hour, or will need to use an hour of leave.
- d. If the supervisor fails to provide notice to the employee as specified in this policy whether they prefer to work early or late, the employee may choose when they will work the hour.

D. Ten (10) and Twelve (12) Hour Shifts

- 1. Supervisors of employees who work ten hour or twelve hour shifts will coordinate with their employees to adapt shifts accordingly for Daylight Savings Time purposes.

II. Non-Sworn Employees

A. Current procedures, unless otherwise stated in employee's CBA's, are as follows:

- 1. Lengthened Shift.
 - a. Employees will be paid for actual time worked.
- 2. Shortened Shift.
 - b. Employees who are scheduled for and work their entire shift will be paid for the hour lost due to daylight savings time. Employees who work less than their entire shift shall be paid for actual hours worked.

REFERENCES:

I. Previous OPD Orders

- A. Previous OPD General Orders include #26-05, 112-18, and 21-19.