

## TIMEKEEPING, ATTENDANCE DETAILS, AND SPECIAL DUTY

### POLICY:

It is the policy of the Omaha Police Department (OPD) to establish procedures that employees will follow for daily timekeeping, attendance details, and special duty documentation.

### DEFINITIONS:

Details: Daily documentation of attendance and leave information, which may include individual assignments and equipment. Details may be a form or sheet kept by a unit/squad/timekeeper, a calendar, or other format as determined by the unit/squad supervisor.

Long Term Unavailable (LTU): A person who is temporarily unavailable for their full duty assignment due to injury, illness, administrative or military leave, or under early deferred retirement option.

Special Duty: A person who is not under the assignment of their supervisor as listed in the OPD Employee Directory. This could be due to attending training, completing special assignments, or other reasons.

### PROCEDURE:

#### I. Attendance Details - General

- A. Many OPD units/squads utilize daily details to document attendance and leave information or other important attendance details. Some details used by the Department list employees' specific authorizations or abilities (e.g., Taser certification or language specialty pay/certification).
- B. The names of OPD employees on details should include the first name, middle initial, last name, and employee serial numbers to prevent errors.
- C. All leaves of absence noted on the daily detail will indicate the type of leave (e.g., sick leave, annual leave, compensatory leave, etc.).

#### II. Timesheets and Timekeeping

- A. The City/OPD uses an online timekeeping web site.
  - 1. The site automatically populates a schedule of "regular" hours each pay period for each employee as applicable to their work hours/schedule. Holidays are also auto-populated in the system.
  - 2. Timekeepers are responsible for inputting any leaves or hourly changes submitted by employees who are assigned to them in the timekeeping site. Timekeepers will consult the respective daily details, as applicable.
  - 3. All employees are responsible for reviewing their timesheet in the site prior to the end of each pay period and advising their timekeeper of any errors.
  - 4. All employees are responsible for being aware of their available "Bank Balances" of annual leave, sick leave, and other forms of leave and staying within usage limits.
- B. Timesheet corrections/changes may be submitted via email or verbally to the employee's timekeeper up until the time the timesheet has been "approved" in the timekeeping site.

- C. Employees who are designated as Long Term Unavailable (LTU) typically have their timekeeping/timesheets managed by the Police Personnel Unit or the Employee Resources Sergeant.
- D. An OPD Detail Leave Adjustment Form ([OPD Form 6](#)) shall be completed and submitted when employees need to correct/change timesheets that have already been “approved” in the timekeeping site.
  - 1. The requesting employee shall complete [OPD Form 6](#) and submit the form to their immediate supervisor.
  - 2. The employee’s immediate supervisor will sign and forward the form to the timekeeper, if approved.
  - 3. The timekeeper will make the appropriate entry in the timekeeping site and retain the form at the unit level.
- E. Detail Leave Adjustments shall be submitted within four weeks of the date for which the change is requested. There are very few exceptions to this rule. The OPD Police Personnel Unit (PPU) may be contacted with any questions.

### **III. Special Duty Assignments**

- A. SWAT, Bomb Response Squad, Honor Guard, and Pipe and Drums Corp are exempt when performing their assigned special duties within OPD jurisdiction. They are not exempt when they perform duties or train outside of OPD jurisdiction.
- B. The Bureau that will be responsible for the timekeeping of an employee working a Special Duty assignment may change depending upon the length of time an employee is working the assignment.
  - 1. If a Special Duty Assignment requires an employee to work the assignment for more than one (1) pay period, the employee shall notify the PPU.
    - a. If an employee is working Special Duty at a different work location than they are normally assigned to and it is for more than one (1) pay period, then the Bureau the employee is temporarily assigned to is responsible for properly documenting any leave the employee takes.
    - b. If an employee is working Special Duty at their normal work location and it is for more than one (1) pay period, then the Bureau the employee is normally assigned to is responsible for properly documenting any leave the employee takes.
  - 2. If an employee is working Special Duty for less than one (1) pay period, either at their normal work location or a different work location, then the Bureau the employee normally works for is responsible for properly documenting any leave the employee takes. The employee does not need to notify the PPU in situations like this, unless otherwise directed.
- C. In general, the approval process for Special Duty is as follows:
  - 1. All Special Duty changes, temporary and long term, require approval from an employee’s chain of command via email.

2. Seven (7) calendar days or less of Special Duty requires the approval of the Deputy Chief/Director of the employee's respective Bureau.
  - a. The Deputy Chief/Director may delegate to other supervisors within the Bureau the change of hours or Special Duty for a period of three (3) days or less.
3. A change of hours for any employee or a "Special Duty" over seven (7) calendar days shall be approved by the Chief of Police.

**REFERENCES:**

**I. Previous OPD Orders**

- A. Previous General Orders: #98-95, 45-18, 61-21, and 65-22.