

ORANGE COUNTY SHERIFF'S OFFICE



GENERAL ORDER

Effective Date: September 7, 2017	<input checked="" type="checkbox"/> Amends - GO 4.2.0 (August 8, 2014)	Number: 4.2.0
Distribution: All Personnel	Review Month: April	Reviewing Authority: HRD / Employee and Labor Relations
Subject: Employee Time Sheets		

This order consists of the following:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. Purpose

The purpose of this policy is to establish specific procedures to document the time worked by all personnel and to assure those personnel are properly paid.

2. Policy

It is the policy of the agency that all employees complete a record of time for hours worked each pay period. The time entry record can be located in the Lawson HR/Payroll database.

3. Definitions

- A. Actual Hours Worked – hours physically on the job.
- B. Basic Hours/Non-Sworn – include the total actual hours worked and/or leave hours taken up to 40 hours.
- C. Basic Hours/Sworn – include the total actual hours worked and/or leave hours taken up to 80 hours.
- D. Compensatory Leave – leave taken from the accrued compensatory time balance.
- E. Compensatory Time – hours paid to non-exempt sworn and non-sworn employees in lieu of monetary compensation for time worked in excess of scheduled duty hours.
- F. Duty Period – designated shift assignment hours for employees to report to their respective work areas.
- G. Exempt Employee – employees in positions that are exempt from overtime because of the duties they perform (e.g., executive, administrative, professional, and computer professionals) per Fair Labor Standards Act (FLSA).

- H. Flex Time – management prerogative designed to permit employees to be released from duty for the remainder of a normal scheduled work period for the purpose of eliminating the need for overtime compensation.
- I. Holiday Compensation – compensation based on an employee’s duty period and/or standard work day which falls on an agency approved holiday.
- J. Meal Period – non-compensated period of one (1) hour. When the interests of the agency dictate, a supervisor may direct that shorter than one (1) hour meals periods be taken, but under no circumstances less than thirty (30) minutes. It is the intent of the agency to encourage all employees to take a meal break away from their work area.
- K. Non-Duty Hours – hours worked during non-scheduled duty periods.
- L. Non-Exempt Employee – employees compensated based on an hourly basis.
- M. Non-Traditional Work Hours/Non-Sworn – for personnel assigned to a section which operates on a 24 hour basis, the duty period will be determined by the operational needs of the agency.
- N. Normal Work Schedule/Non-Sworn – an eight (8) hour daily shift, with days off and hourly schedules established by a supervisor, totaling forty (40) hours in a standard work period.
- O. Normal Work Schedule/Sworn – an eight (8), ten (10), or eleven and one-half (11½) hour daily shift, with days off and hourly schedules established by supervisor, totaling eighty (80) hours in a standard work period, depending on assignment.
- P. On-Duty Meal Period – when staffing and operational requirements prohibit absence from the work area, supervisors may authorize consumption of meals while on-duty and on-premises at the work area as circumstances permit. Such on-duty meal periods will not exceed thirty (30) minutes in duration and will be regarded as time worked for pay purposes. It is the intent of the agency to encourage all employees to take a meal break away from their work area.
- Q. Overtime-Paid – monetary compensation paid to sworn and non-sworn employees for actual hours worked in excess of basic hours in a standard work period.
- R. Overtime-Premium – compensation at the rate of one and one-half hours for each additional hour or part thereof in excess of forty (40) or eighty-two (82) actual hours worked during a normal work schedule, depending on assignment.
- S. Overtime-Regular – compensation at the rate of straight hourly pay for each additional hour or part thereof in excess of forty (40) basic hours for non-sworn employees or eighty (80) up to eighty (82) basic hours for sworn employees in a

normal work period, depending on assignment.

- T. Rest Period – fifteen (15) minute periods counted as time worked for pay purposes. Rest periods will not be scheduled as the first or last fifteen (15) minutes of the work day. Rest periods will not be scheduled to extend the duration of meal periods.
- U. Standard Work Day/Non-Sworn – consists of eight (8) working hours, an unpaid one (1) hour meal period and two (2) paid rest periods of not more than fifteen (15) minutes each.
- V. Standard Work Period/Non-Sworn – a seven (7) day period.
- W. Standard Work Period/Sworn – a fourteen (14) day period.
- X. Traditional Work Hours/Non-Sworn – for personnel assigned to a section which operates on a non-24 hour basis, the duty period will be Monday through Friday, 8:00 a.m. to 5:00 p.m. In the event more than one person is assigned, the individual duty work hours may be staggered.
- Y. Work Area – the employee’s designated working station (i.e., desk, etc.)

4. **Procedures**

- A. Employees shall complete their own time records. The supervisor shall review and approve all required information completed by the employees under his/her supervision. Instructions for completing a time record can be located on the agency’s intranet in the OCSO Portal/Lawson Information link.
 1. To access the Lawson time record, employees must go to the [OCSO Portal](#) and click on the Lawson link.
 2. Log in using their Outlook user name and password.
 3. Go to the Time Entry Non-Exempt bookmark and click on the “Entry Form/Hourly/Period.”
 4. Employees should enter on a daily basis, their total work hours and, if applicable, any leave and/or overtime.
 5. The Lawson time record always defaults to the current pay period.
- B. The following information and/or procedures are to be followed by non-exempt employees when completing time records.
 1. Time records will show all hours from the start of each bi-weekly work period, beginning on the Sunday of week one (1) and ending on the second following Saturday of week two (2). The total time worked by the employee will be recorded for each day of the week on the time record. All hours will be recorded to the nearest half hour.

For employees working a shift beginning on one day and ending on another, the hours and time worked will be shown on the day in which the shift began.

2. If the time record shows hours worked beyond the normal work schedule, the employee must complete the "Comments" section to document the applicable details. If the hours were in response to a subpoena, the time stamped subpoena must be forwarded to the appropriate supervisor, in accordance with GO [16.1.14](#).

Court time and special event time will be recorded in this section of the time record.

3. Field Training Officer (FTO) trainer compensation will be entered on the employee time record in accordance with GO [4.6.3](#). FTO/Certified Training Officer (CTO) pay is entered just like any other pay code. The total hours for training will automatically be calculated by the hourly training rate.
 4. Supervisors/Managers holding the rank of sergeant, sergeant equivalent, or above, shall be responsible for confirming the accuracy of employee hours and column totals for each week. Corporal, or corporal equivalents, and ASLs shall be responsible for confirming the accuracy of employee hours and column totals for each week if the sergeant, or sergeant equivalent, is absent or if the rank of sergeant, or sergeant equivalent, does not exist in that area.
 5. The employee and supervisor shall certify that the hours shown on the time record are correct by approving and submitting the approved time record.
 6. If a supervisor or Designated Signature Approver (DSA)/Administrative Assistant changes an employee's time record he/she will notify the employee of the change.
- C. The following information and/or procedures are to be followed by exempt employees when completing time records.
1. Time records will show days present and leave days taken beginning on the Sunday of week one (1) and ending on the second following Saturday of week two (2).

For employees working a shift beginning on one day and ending on another, the hours and time worked will be shown on the day in which the shift began.

2. Since exempt employees are paid a predetermined salary each pay period and are not paid based upon hours worked, it is not required to record actual work hours. Exempt employees shall place a "1" in the column

marked "Exempt Day" for those days worked.

3. Enter the typical/regularly scheduled daily hours under the respective leave code; i.e., vacation, sick, or other leave column, if another leave code is necessary.
 4. Leave time will be used in one-day increments only. Absences of less than a day will not be charged against accrued leave time.
 5. The employee and supervisor shall certify that the time sheet is correct by approving and submitting the time record.
- D. If an employee is not available to complete his/her time record due to leave, a supervisor within the employee's chain of command must complete the time record, print a copy, and then have the employee sign the printed copy upon their return to work. The printed and signed copy should be filed for future reference.
- E. If a supervisor is unavailable due to leave, the time sheets should be completed and/or signed by the acting supervisor (in this case the Corporal or ASL) can approve time sheets. HRD should be immediately notified of any supervisor change including Acting Supervisor changes. Otherwise, the Acting Supervisor will not be able to view the employee's time records.
- F. Lawson historical time records are stored in the Lawson HR/Payroll database and can be retrieved and/or printed when needed. The time records will be maintained in accordance with agency policy, state record retention schedules, and applicable law.
- G. Guidelines
The following guidelines are established to aid employees in the completion of the new time records.
1. Sworn/Non-Exempt
 - a. Eighty (80) basic hours may include actual hours worked and/or leave hours taken.
 - b. The work period for pay purposes is Sunday of week one (1) to Saturday of week two (2).
 - c. The eighty (80) basic hours are added starting with day one (1) of the 14-day work period, then days two (2) through fourteen (14) (as they occur in chronological order).
 - d. When an employee's hours reach the eighty (80) basic hours (worked and leave), the employee may be sent home, in accordance with flex time (see definition). However, the employee may be required to work after the eighty (80) basic hours have been reached and will be compensated accordingly.
 - e. Any hours worked beyond these eighty (80) basic hours constitute overtime.
 - f. Premium Overtime is not in effect until the employee has actually worked eight-two (82) hours.

