

GREENFIELD POLICE DEPARTMENT

ATTENDANCE AND PAY General Order 19-002

RULE # 05

- I. **PURPOSE:** To establish guidelines for attendance and pay.
- II. **POLICY:** Attendance records will be maintained by the Administrative Assistant and by the Clerk/Treasurers office. Attendance records include time sheets and compensatory/overtime forms. Time sheets will be properly filled out, signed by the employee, signed by the employee's supervisor and signed by the Chief of Police or his designee. All time sheets will be turned in prior to 0600 hours on Monday following the end of the pay period
- III. **PROCEDURE:**
- A. Time Sheets: Time sheets are used to document the attendance of all employees. Time sheets must record the following if applicable.
1. Regular hours worked- ~~indicated by an 'R'~~
 - a) All employees will indicate Time-in and time-out. Civilian employees will Indicate lunch time-out and time-in.
 - b) Officers assigned to a Patrol schedule work two (2) – twelve (12) hour days on and two (2) – days off, three (3) – (12) hour days on and two (2) – days off, two (2) – (12) hour days on and three (3) days off schedule. During every 14 day pay period each officer will work one (1) – (8) hour shift.
 - c) Officers assigned to an Administrative schedule work an eight (8) hour day Monday – Friday or as assigned by the Chief of Police schedule.
 - c) Civilian employees assigned to an Administrative schedule work a seven (7) hour day Monday – Friday or as assigned by the Chief of Police schedule.
 - d) Part-time employees work a maximum of six (6) hours per day Monday – Friday or as assigned by the Chief of Police schedule.
 2. Regular days off - indicated by an 'X'
 3. Personal Time Off ' PTO' days - indicated by a 'P' followed by the number of hours used.
 - a) Personal leave is a benefit provided to full-time employees. New full-time employees will earn eight (8) hours Personal Time Off leave each month not to exceed 80 hours.
 - b) Personal leave can accumulate from year to year.

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- c) Notification of personal leave to be taken must be made by the employee to his/her supervisor. The time off will be at the discretion of the supervisor.
- d) ~~Personal leave can be split and be used in six (6) or twelve (12) hour increments for 12 hour shift officers and four (4) or eight (8) hour increments for officers on Administrative schedule.~~
- d) Unused Personal Time Off leave can be accumulated to a maximum credit of 800 hours.
 - (1) For each hour accumulated in excess of, 800 hours, the City will ‘buy back’ the excess at the employee’s present base pay.
 - (2) The annual ‘buy back amount shall be calculated by the Clerk-Treasurer, approved by the Board of Public Works, and paid to the employee in January of the following year.
 - (3) If an employee retires with a minimum of 20 years of employment with the City Of Greenfield or is eligible for Police/Fire pension he/she will receive one (1) day of pay for every (2) days of PTO he/she has remaining. See City of Greenfield 36.77 Policy

4. Vacation leave - indicated by a ‘V’ followed by number of hours used

- a) Full-time employees shall be entitled to annual vacation leave with pay according to length of service.
 - (1) Upon first anniversary, the employee will receive 40 hours of vacation.
 - (2) On January 1st of two (2) years of employment, the employee will receive 80 hours of vacation per year through five (5) years of employment.
 - (3) On January 1st of six (6) years of employment, the employee will receive 120 hours of vacation per year through fourteen (14) years of employment.
 - (4) On January 1st of fifteen (15) years of employment, the employee will receive 160 hours of vacation per year through nineteen (19) years of service.
 - (5) On January 1st of twenty (20) years of employment, the employee will receive 200 hours of vacation per year thereafter.

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- a) Notification of vacation leave to be taken must be made by the employee to his/her supervisor. The time off will be at the discretion of the supervisor.
- b) Employees on probation shall not receive vacation.
- c) Vacation leave is credited for all continuous service in active pay status. Vacation is not earned while an employee is in a non-paid status (i.e. leave of absence without pay, disciplinary suspensions, and disability leave under unpaid family and Medical leave).
- d) Vacation leave cannot be carried over to the following year unless approved by the Board of Public Works. (Because some employees are hired late in the year, vacation leave can be carried over into the first ninety (90) days of the following year after their 1st anniversary only).
- e) If any employee resigns and leaves in good standing on or after January 2nd of that year, after giving proper notice, he/she will be paid for any unused vacation leave.
- f) ~~Vacation leave can be split and be used as a ½ day or as a whole day.~~

5. Holiday time - indicated by an 'H' followed by number of hours used

- a) Full-time employees on an Administrative schedule are entitled to paid holidays.
- b) Paid holidays shall be determined on an annual basis by the Mayor and announced late in the prior year.
- c) In observance of each authorized holiday, full time and part time employees will normally be granted the day off from work. Only full time employees shall receive straight time holiday pay for each authorized holiday.

(1) Employee must be in a paid status the day before and the day after a holiday in order to be paid for the holiday.

6. Compensatory time- indicated by a 'C' followed by number of hours used

- a) All full time non-exempt employees are eligible for compensatory time off in lieu of overtime payment.
- b) For time authorized and actually worked in excess of a regularly, pay is at a rate of one and one-half (1 ½) times the employee's base rate of pay. (For purposes of calculation of compensatory time, personal time, holidays and paid vacation leave shall be included as time worked).

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- c) A non-exempt police officer may earn up to a maximum of fifty six-(56) comp-time hours within any six month period of time. At no time will an officer have more than forty (40) hours of unused comp-time in his/her account. If the officer reaches the maximum number of fifty six-(56) comp-time hours he/she will automatically receive overtime pay for all overtime hours worked until the end of that six month period.
Example: The officer earns 40 hours of comp-time, to be eligible to earn additional comp-time hours the officer will be required to use unused comp-time hours. If the officer uses 14 of the 40 hours of unused comp-time he/she can earn an additional 16 hours of comp-time within the six month period. He/she will automatically be paid overtime pay for all overtime hours worked in excess of the fifty six-(56) hours.
- d) Employees can take compensatory time off after proper request has been submitted and approved by the employee's Supervisor.
- e) ~~If you choose Compensatory time off in lieu of overtime payment, then the Comp time form must be completed and signed by the employee authorizing compensatory time at the end of the that pay period.~~

7. Overtime

- a) Any non-exempt **civilian** employee may be required to work in excess of the normal workday or workweek to meet operational demands. Overtime will be paid under the guidelines set out by the FLSA (Fair Labor Standards Act) and paid accordingly.
- b) **All other employees**, time authorized and actually worked in excess of a regularly scheduled day, pay is at a rate of one and one-half (1 ½) times the employee's base rate of pay. (For purposes of calculation of overtime, compensatory time, personal time, holidays and paid vacation leave shall be included as time worked).

8. Bereavement leave-indicated by a 'B' **followed by number of hours used**

- a) Department employees working an administrative schedule will follow the City Manual on Bereavement leave.
- b) Department employees working a 12 hour shift schedule the following will apply.

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c) Three (3) days off for the death of an immediate family member

- (1) Spouse
- (2) Child
- (3) Step-Child
- (4) Parent

d) Two (2) days off for the death of the following family members

- (1) Step-Parent
- (2) Sibling/corresponding in-laws
- (3) Grandparent/corresponding in-laws
- (4) Grandchild
- (5) Step Grandchild
- (6) Mother and Father In-laws
- (7) Uncle
- (8) Aunt
- (9) Other resident of the household of the employees

9. School/training time- indicated by an 'S' followed by number of hours used

a) See training request policy.

10 Unpaid leaves or Suspensions

a) Department employees will follow the City Manual on Unpaid leaves or suspensions.

11. Military leave - indicated by an 'M' followed by number of hours used

a) Department employees will follow the City Manual on Military leave.

b) Payroll is paid on a bi-weekly basis. All required deductions shall be made according to the law.

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Jeff Rasch
Chief of Police

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