

GENERAL ORDER

April 2016

Immediately

II-37

Distribution: All Employees

Subject: **TIME VALIDATION**

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Accreditation Standards: 22.2.1
 Cross Reference: Suncoast Police Benevolent Association (PBA), Sergeants and Lieutenants
 City of St. Petersburg Administrative Policies - Personnel/060000
 Fair Labor Standards Act, #041201 Payroll Entry and Verification
 Replaces: G.O. II-37, Check On/Off Procedures (October 3, 2016)

This Order establishes check on/off procedures for all employees of the St. Petersburg Police Department. This Order consists of the following sections:

- I. Definitions
- II. Time Keeping Procedures
- III. Requesting Scheduled Leave (Time Off)
- IV. Payroll Entry and Verification
- V. Classification of Working Hours
- VI. Special Situations

I. POLICY

A. It is the policy of the St. Petersburg Police Department that Kronos records will be accurate and reflect the actual time an employee works.

B. Employees will adhere to all applicable laws, rules and regulations as they relate to time keeping and payroll procedures within the *Rules and Regulations of the Personnel Management System* and current collective bargaining agreements.

C. Falsification of Time Records

1. Any employee that is alleged to have falsified time records (electronic or hand-written) may be subject to a criminal investigation of Fraud or Theft/Grand Theft.

2. Any employee that is found SUSTAINED for the allegation of Falsification as a result of a Command Review Board related to Falsified time records (electronic or hand-written), under this General Order, and/or under the City of St. Petersburg Rules and Regulations of the Personnel Management System will be Terminated from employment with the City of St. Petersburg Police Department.

II. DEFINITIONS

A. Adjusting Hours – Any adjustment of normally scheduled work hours in a given day. For example, if an employee is scheduled to work an eight-hour shift from 0800-1600 hours and needs to change their schedule for work-related reasons, the schedule may be adjusted to 1000-1800 hours, for a total of eight hours.

B. Administrative Work Schedule – Is defined as a nine-hour work day with one-hour unpaid meal break. An example of an administrative schedule would be from 0800-1700 hours, Monday through Friday. The Chief of Police, or designee, will delineate which Divisions or Units will work an administrative work schedule.

C. Classified Personnel – Employment status given to a full-time employee in a classified position. For the purpose of this Order, Officers, Sergeants and Lieutenants are examples of classified personnel.

D. Compensatory Time – Hours earned in excess of forty (40) hours in a given pay week and used in a different pay week.

1. Only classified employees may be eligible to use compensatory time.

2. In the case of non-exempt employees, compensatory time may be earned provided both the employee and their supervisor agree that compensatory time is acceptable in lieu of overtime pay. In any case, the earning of compensatory time requires approval of a supervisor.

3. Sergeants and Lieutenants have the option of choosing Compensatory Time or Overtime for regular hours they work above forty (40) hours in a week. The following rules will apply:

a. A maximum of forty (40) hours of Compensatory Time may be banked per quarter.

b. If the Compensatory Time accrued is not used within the quarter it was earned, it will be paid out at the end of that quarter.

4. Professional employees are eligible to receive and accrue compensatory time on an hour-for-hour basis.

E. Exempt Personnel – Employment status given to employees who are not classified, such as management personnel above the rank of lieutenant, who serve at the discretion of the Chief of Police.

F. Flex Time – Hours worked in excess of a management employee's normally scheduled shift on any given day, for a work-related purpose, and used on a different day during the same pay week. For example, if an employee is scheduled to work five eight-hour days but works ten hours the first day, they may flex the additional two hours to the next day, or any day during the week, and only work six hours. The total "core" hours for the pay week must equal forty (40).

G. Overtime – Work performed by eligible employees, including holidays, in excess of forty (40) hours in any one pay week. Overtime hours must be authorized by a supervisor.

H. Pay Period – A period consisting of two consecutive pay weeks as defined by the City.

I. Pay Week – A forty (40)-hour work week, Monday through Sunday.

J. Professional Personnel – Within the St. Petersburg Police Department and as defined by the *Rules and Regulations of the Personnel Management System*, an employment status given to employees who perform work which requires advanced learning, generally acquired through a college education, and involves the exercise of independent judgment and discretion.

K. Scheduled Leave – An absence from work which is planned and requested by an employee and approved by the Department. It may include vacation, various types of personal leave and emergency leave. Unscheduled leave, usually for illness, is covered by <J:\Research\GeneralOrders\III Operational General Orders\III-13 Leave Due to Illness.pdf>.

III. TIME KEEPING PROCEDURES

A. Work schedules for employees will be established by the Chief of Police, or designee, in accordance with operational needs. Employees shall be present and ready to work by their designated starting times in accordance with established Departmental policy.

B. All employees will record their own time in Kronos to include the total number of hours they work on the time sheet. They will be compensated for a maximum of forty (40) hours per pay week.

C. Exempt personnel are not eligible to receive overtime or compensatory time except under certain conditions; e.g., when operating under FEMA guidelines.

D. Exempt employees are unable to bank holidays.

E. Supervisors are responsible for accurately verifying and approving the time entered in Kronos, for those employees under their supervision, on a daily basis. Any adjustment to an employee's time for a prior pay period needs to be requested by the employee's Supervisor, via correspondence to Fiscal Services.

F. Employees who are authorized a paid meal break, during their work hours, must take the break during those work hours. The meal break may not be used to adjust work hours, or to leave early or come in late.

G. Exceptions to this Order may, under special conditions, be authorized by the Chief of Police.

IV. REQUESTING SCHEDULED LEAVE (TIME OFF)

A. A request for vacation leave of less than two weeks or time that has been approved through the shift bid process does not require completion of the <J:\Forms\Leave Request Form.pdf>. Such requests shall be in the manner and format as directed by the respective Bureau Assistant Chief.

B. For all vacation leave of more than two weeks and all other types of leave, employees shall submit Part II of a properly completed *Leave Request Form* to their supervisor in order to request scheduled leave.

V. PAYROLL ENTRY AND VERIFICATION

A. In compliance with the City's payroll entry and verification policy, the method of time input for the Department is payroll clerk input through direct access to the system (Kronos). Employees are granted payroll clerk access so as to enter their own time into the Kronos system.

B. Payroll verification will be accomplished by the approval of employee time in the Kronos system by their supervisor.

VI. CLASSIFICATION OF WORKING HOURS

A. Adjusting Hours

1. Employees who adjust their work hours must obtain permission from a supervisor in advance.
2. Adjustment of hours may be done for work- related activities/purposes only.
3. If employees adjust their normally scheduled work hours, their Kronos entries must accurately reflect the hours they work.

B. Compensatory Time

1. Eligible Employees authorized to earn and use compensatory time shall, with the approval of a supervisor, adhere to the following:

- a. Excluding professional employees, overtime hours worked may be:
 - 1) Taken off as flex time on an hour-for-hour basis, during the week in which overtime hours would have otherwise been worked, if a total of forty (40) "core" hours will have been worked within the pay week; or
 - 2) Taken off as time and one-half, if taken during a different pay week.
- b. Professional employees may accrue and use compensatory time, but must use it, on an hour-for-hour basis, whenever it is taken off.
- c. City policies require that a department, electing to utilize a compensatory time program, record all compensatory time earned and used in an account maintained by the department's Payroll Clerk.

C. Flex Time

1. The Chief of Police, or designee, will designate the Units/Divisions that are approved to use flex time.
 - a. Employees assigned to those Units/Divisions must obtain approval from a supervisor in advance to utilize flex time.
 - b. The use of flex time is discouraged.
2. Flex time may only be used to benefit the Department and to achieve an operational goal.
 - a. It may not be used for personal reasons.
 - b. Employees desiring time off for personal reasons must utilize annual leave or another approved pay status.
3. Flex time must be taken during the pay week in which it was earned. It may not be taken or carried over to a different pay week or pay period.
4. If employees utilize flex time, their time sheets must accurately reflect the time they work and the total "core" hours for the pay week must equal forty (40).

VII. SPECIAL SITUATIONS

- A. On special occasions, such as holidays, supervisors may allow non-essential employees to leave work early.
 1. Any employee who leaves work early must utilize annual leave.
 2. Flexing or adjusting hours is not allowed.

Anthony Holloway
Chief of Police