

- I. Purpose
- II. Kronos Timecards
- III. Leave Requests
- IV. Overtime Compensation
- V. Off-Duty Compensation

I. Purpose

This Directive establishes policies and procedures regarding compensation and leave for all Park Police Division Employees.

II. *Kronos Timecards*

- A. An official *Kronos* timecard, *herein referred to as timecard*, will be *completed and approved* by each Division employee prior to the *end* of each pay period.
- B. It is the responsibility of each employee to enter their time worked, leave usage and shift differential in the appropriate *blocks on their timecard* and to ensure that *all entries* are accurate.
  - 1. If an employee requests leave for which he/she does not have sufficient hours available, *the* employee will be put on leave without pay for that particular day.
  - 2. *If corrections are needed after approval, the employee is to print a "time detail" report for the affected pay period and write the corrections on the report. They are then to submit the corrected "time detail" report, with a copy of the affected timecard, to their Supervisor for approval. Once approved, the documentation is to be forwarded to the Support Branch Administrative Specialist for processing.*
- C. Supervisors will be responsible for ensuring that each employee under his/her supervision completes a timecard, *approves their timecard in Kronos* and that the information on the timecard is complete and accurate. *Improperly completed timecards are to be corrected by employees prior to final Supervisor approval.* Supervisors will be required to complete a timecard for all employees on leave. Supervisors will *approve* each timecard *by utilizing the approval dropdown function for each timecard in Kronos.*
- D. Timecard *approvals* must be *completed by Supervisors no later than 0800 hours* on the Monday following the end of each pay period. All timecards will *receive final administrative approval by the Support Branch Administrative Specialist, by 1000 hours., on the Monday following the end of each pay period.*
- E. Shift Differentials
  - 1. Evening shift starts between 1400 hrs. and 1959 hrs.
  - 2. Midnight shift starts between 2000 hrs. and 0459 hrs.
  - 3. Evening and Midnight shift differentials premiums are delineated in union contracts.

## III. Leave Requests

- A. *All Division employees are required to submit a written leave request form to their Supervisor when requesting to utilize leave.*
- B. Leave request forms initiated by employees of this Division, submitted to and accepted by their immediate Supervisor more than 30 days in advance of the effective date, will be initialed and dated by the Supervisor upon receipt. *The requests will be approved at the discretion of the Supervisor anytime within 30 days of the effective date.*
- C. When circumstances dictate the need for approval more than 30 days in advance, leave request forms *must be accompanied with the appropriate documentation (i.e.: copy of hotel reservation confirmation, copy of flight reservation confirmation, etc.). The documents will then be forwarded to the appropriate Supervisor for approval.*
- D. With the exception of Emergency Annual Leave, Sick Leave and Personal Leave, all leave requests *forms* will be submitted to the employee's immediate Supervisor at least five days in advance of the effective date.
- E. Supervisors may approve Annual Leave or Compensatory Leave on short notice, if:
  - 1. *The unit's work program is not disrupted.*
  - 2. *The leave request form is submitted no later than normal reporting time on the day that the leave is requested.*
  - 3. *The necessary leave request form(s) are properly completed.*
- F. In cases of Emergency Annual Leave and unscheduled Sick Leave, *notification shall be made to the employee's immediate Supervisor no later than one half (1/2) hour before the employee's assigned reporting time. If the employee's immediate Supervisor is unavailable, notification shall be made to the on-duty Supervisor/Watch Commander. All leave request forms will be submitted to cover the time used by the employee, immediately upon the affected employee's return to work.*
- G. Supervisors will notify *the chain of command* when extended leave is *requested by an employee. The Internal Affairs Section will contact the States Attorney's Office to make notification regarding an employee's extended leave status.*

## IV. Overtime Compensation

- A. All overtime will be approved by a *Supervisor* in advance of its *performance (except Off-Duty Court Compensation)*. Employees who are required to work in excess of their normal tour of duty for any reason, will contact a Shift Supervisor for approval. If a Shift Supervisor is *not* available, the employee will contact the on-duty Watch Commander for approval.
- B. Supervisors will, before approving overtime, review all requests on an individual basis *and make notification up the chain of command.*

- 
- C. If the request is approved, the Supervisor will set a reasonable time limit for completion of the work.
  - D. The Supervisor will provide any alternate means for completion that may be expeditious or necessary (i.e.: providing on-duty employees for processing, guarding or transporting prisoners, *etc.*).
  - E. The Supervisor will *monitor* the employee *to ensure they are* progressing on schedule.
  - F. Supervisors may extend the set time limits for due cause.
  - G. In exigent circumstances, a Supervisor may grant blanket approval for overtime to one or more employees as may be appropriate for special activities, late calls, and *details as assigned*. If this is done, it is the Supervisor's responsibility to ensure that the task(s) is/are completed in a timely manner *and proper notification is made up the chain of command*.
  - H. All employees are responsible for completing their work within the time allotted.
  - I. If the nature of the work to be completed changes to the extent that more time is required, the employee will immediately notify the Supervisor who originally approved the overtime. If that Supervisor is unavailable, the employee will notify the on-duty *Shift* Supervisor for approval.
  - J. The employee will submit an overtime slip to the Supervisor who originally approved the overtime, *upon completion of the assignment*.
  - K. Nothing in this Directive will be construed to limit any employee's discretion or authority in handling any incident or offense that occurs at or near the end of his/her tour of duty. Supervisory authority need not be obtained before taking such action.
  - L. A copy of all completed *and* approved overtime slips will be forwarded to the *Support Branch Administrative Specialist*.
- V. Off-Duty Court Compensation
- A. All *sworn personnel* will receive a minimum of three hours pay at one and one-half times their regular rate of pay, whenever they are required to attend court or judicial proceedings while off-duty.
  - B. If it is necessary for Officers to obtain evidence, reports or other documents at headquarters prior to their court appearance, they will be compensated from the time they leave headquarters until they return to headquarters, after the court appearance. If it is not necessary to report to headquarters for evidence, reports, or other documents, officers may respond *directly* to court, in which case they will be compensated from the time they arrive at the court location, until the time they leave the court location.
  - C. If an Officer is required to attend court only in the morning or only in the afternoon on a single day, the Officer will receive only one minimum guarantee of three hours pay at one and one-half times the Officer's regular rate of pay.

- D. If an Officer is required to attend both morning and afternoon court dockets on the same day, the Officer will receive a minimum of six hours pay at one and one-half times the officer's regular rate of pay. The Officer may be required to perform other police duties, as assigned, during the time between the morning and afternoon dockets. Officers who work the midnight shift proceeding the day of the court proceedings, will not be required to work between the morning and afternoon dockets.
- E. No Officer will receive more than a minimum guarantee of six hours pay at time and one-half for attendance at multiple court proceedings during any twenty-four (24) hour period, running from midnight to 11:59 p.m., regardless of how many dockets or cases he attends. This paragraph does not preclude payment of more than six hours, if the Officer actually *attends court proceedings in excess of six hours*.
- F. Officers who are required to attend court or judicial proceedings while off-duty will be paid at one and one-half times their regular hourly rate of pay, for all hours worked in excess of the above minimum guarantees.
- G. Stand-by pay will be determined by *the* existing collective bargaining agreement at the time of court standby.

**Approved Park Police Document  
Signed Original on File**

**End of Directive**