

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
1626.10, ATTENDANCE RECORDS**

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CHIEF OF POLICE	ORLANDO ROLÓN

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POLICY:

It is the policy of the Orlando Police Department to record the bi-weekly and weekly attendance status of each employee of the Department in the Kronos Time Keeper system. This policy establishes guidelines and procedures for documentation of employee attendance.

PROCEDURES:

1. RESPONSIBILITIES

Every employee of the Orlando Police Department is responsible for recording his or her daily attendance data by entering hours in the Kronos system. The employee will certify the hours worked are true and correct by his or her approval of their Kronos Timecard by 2100 hours on the Sunday immediately following the previous pay period.

Supervisors will be responsible for ensuring that each of his or her subordinates has completed a time entry in the Kronos system, and will verify the information is correct by approval of the Kronos by 2400 hours on the Sunday immediately following the previous pay period. Each supervisor will designate and train a subordinate to complete this supervisory task for the unit in the supervisor's absence.

Managers are responsible for reviewing and approving time entries in the Kronos system for employees assigned to their command no later than 0900 hours on the Monday immediately following the previous pay period. In the event of a scheduled holiday, the Fiscal Management Section will publish a Department Special Notice at least two weeks prior giving the date and time change for the approval of Kronos.

Employees shall direct any questions with the Kronos time keeping system to the Police Fiscal Management, Payroll Section Supervisor. Additional helpful information and forms can be found on OPD Online, under the Fiscal Tab.

2. INITIATING

At the start of each pay period (Sunday), all employees will initiate a Kronos Timecard. Kronos users will certify their hours worked are true and correct by approving their electronic time sheet. Supervisors of Kronos users will review and electronically verify that the record is correct. The commander of the employee will electronically sign, indicating the daily attendance record has been reviewed and work hours are approved.

3. MAINTAINING

Kronos time entries should be completed according to Department directive, City Policy and Procedures, and any current contract. All entries for each day will be recorded in the column for that date. Officers and sergeants who work other than 8 hour shifts should enter the scheduled hours on the first Sunday of the pay period.

3.1 PAY CODE CATEGORIES

HOURS WORKED IN PRIMARY POSITION (*"Hours Worked"*): Enter the actual number of hours worked in assigned primary position. Leave the section blank on an employee's RDO.

Non-exempt civilian employees will use in/out times to record hours worked.

ADMINISTRATIVE LEAVE (*"ADMLV"*): Enter any administrative leave used during scheduled worked hours in a separate row under the corresponding date column. Administrative leave is available only to management and exempt position personnel. Per City Policy 808.6(4) only one scheduled work shift, or less hours, in any pay period should be taken. Anything in excess of a one-day work schedule shift must be approved by CAO or designee.

Management may document hours in excess of four consecutive hours of their scheduled work shift by entering the hours in the comment section for the day the hours were worked. Managers may use these hours as administrative leave within 120 days from the date they were documented. Only one scheduled work shift, or less hours, in any pay period shall be taken.

COMPENSATORY/MANAGEMENT LEAVE USED (*"COMP"*): Enter any compensatory time or management leave used during scheduled work hours in a separate row under the corresponding date column as prescribed by Department directive, contract, and City Policy and Procedures.

SICK TIME USED (Banked) (*"SICK-NE or EX"*): Enter any sick hours used during scheduled work hours in a separate row under the corresponding date column as prescribed by Department directive, contract, and City Policy and Procedures, only if you have banked sick time. Supporting comments must be included indicating reason for use of sick time either for employee or name and relationship of family member.

PERSONAL LEAVE USED (SICK) (*"PLVSK-NE or EX"*): Enter any hours used in a separate row under the corresponding date column as prescribed by Department directive, contract, or City Policy and Procedures. Supporting comments must be included indicating reason for use of personal leave (sick) either for the employee or name and relationship of family member.

PERSONAL LEAVE USED (*"PERLV-NE or EX"*): Enter any personal leave hours used during scheduled work hours in a separate row under the corresponding date column as prescribed by Department directive, contract, and City Policy and Procedures.

PAID OVERTIME EARNED: Enter all authorized overtime in the same section as Hours Worked, in addition to the regular hours worked (i.e.: .5 hours of paid overtime on an 8-hour work day would be entered as 8.5 hours worked). Supporting comments must indicate the reason for earning paid overtime.

DIFFERENTIAL - REGULAR HOURS - CIVILIAN (*"DIFF"*): For those employees authorized differential pay, enter regular hours worked provided that the majority of the normal work shift falls between the defined hours in the Collective Bargaining Agreement (CBA) in a separate row under the corresponding date column as prescribed by Department directive and City Policy and Procedures and CBA.

DIFFERENTIAL - OVERTIME HOURS - CIVILIAN (“DPROT”): Shift differential shall apply to overtime hours only when worked during the defined hours in the Collective Bargaining Agreement in a separate row under the corresponding date column as prescribed by Department directive or City Policy and Procedures. Supporting comments must include the reason for earning paid overtime.

COMPENSATORY TIME EARNED (*Transfer Work Rule – “OPD Comp”*): At the discretion of the employee, overtime hours may be recorded as compensatory time earned in a separate row under the corresponding date column. Supporting comments must be included indicating reason for earning compensatory time.

COURT TIME EARNED – (*Transfer – Enter respective “Work Rule” below*): Enter only the time earned due to off-duty appearances in the legal process on behalf of the City as prescribed by Department directive, contract, or City Policy and Procedures in a separate row under the corresponding date column. Employees must select the respective “Work Rule” under the “Transfer” column to distinguish how they want to be paid. OPD is for sworn members and CVL applies to civilians.

- “OPD CT paid All,” “CVL CT paid All” means both Overtime and Court Time will be paid
- “OPD CT paid wkld,” “CVL CT paid wkld” means the Overtime is paid and the Court Time is compensatory time
- “OPD CT Comp All,” “CVL CT Comp All” means the Overtime and Court Time will be compensatory time
- “OPD CT Comp wkld,” “CVL CT Comp wkld” means the Overtime is compensatory time and the Court Time is paid.

Supporting comments must be included indicating Police Department case number.

TRIAL SUBPOENAS (“*Subpoena Day, Eve, Mids, or MAXED COMP*”): Employees will receive compensatory time for each subpoena actually issued as prescribed by Department directive, contract, and City Policy and Procedures. Record this time in a separate row under the corresponding date column the employee receives the subpoena. Officers shall make a photocopy of every subpoena or notice of court appearance that they receive. The officer shall sign his or her name and ID number, along with the date of receipt on the copy. This copy shall be attached to the officer’s Weekly Attendance Record – Payroll Supporting Documentation form (Attachment A). Officers shall not attach the original subpoena, which should be retained for his or her records.

STANDBY TIME EARNED (“*STAND*”): Enter standby time earned in a separate row under the corresponding date column as prescribed by Department directive, contract, and City Policy and Procedures. Supporting comments must include reason or police case number for hours earned.

FIELD TRAINING OFFICER PAY (“*FTO*”): Enter a “1” in a separate row under the corresponding date column for each day assigned to training duties. Employees will be compensated as prescribed by Department directive, contract, and City Policy and Procedures. Supporting comments must include the name and employee number of the recruit being trained.

SERGEANT’S FIELD TRAINING PAY (“*FTSGT*”): Enter a “1” in a separate row under the corresponding date column for each day assigned to training duties. Employees will be compensated as prescribed by Department directive, contract, and City Policy and Procedures. Supporting comments must include the name and employee number of the field training officer(s). Officers working higher class must not use this paycode, FTSGT.

CIVILIAN TRAINING PAY: Enter a “1” in a separate row under the corresponding date column for each day assigned to training duties as prescribed by Department directive and City Policy and Procedures. Employees should use Pay Code “TPCVE” to reflect an 8-hour training shift and use Pay Code “TPCVT” to reflect a 10-hour training shift. Supporting comments must include the name and employee number of the trainee.

CIVILIAN SUPERVISOR TRAINING PAY (“SUPYC”): Enter a “1” in a separate row under the corresponding date column for each day assigned to training duties as prescribed by Department directive and City Policy and Procedures. Supporting comments must include the name and employee number of the trainer.

DOWNTOWN BEAT DETAIL: Enter the numbers of hours worked in a separate row under the corresponding date column for each day assigned to the Downtown Beat Detail duties as prescribed by Department directive and City Policy and Procedures. Employees must select the respective “Work Rule” under the “Transfer” column to distinguish how they want to be paid:

- “OPD Dwntwn paid” means hours worked will be paid overtime.
- “OPD Dwntwn Comp” means hours worked will be earned as compensatory time.

CITY HALL DETAIL: Enter the numbers of hours worked in a separate row under the corresponding date column for each day assigned to the City Hall Detail duties as prescribed by Department directive and City Policy and Procedures. Employees must select the respective “Work Rule” under the “Transfer” column to distinguish how they want to be paid:

- “OPD Ctyhll paid” means hours worked will be paid overtime.
- “OPD Ctyhll Comp” means hours worked will be earned as compensatory time.

MARINE PATROL DETAIL: Enter the numbers of hours worked in a separate row under the corresponding date column for each day assigned to the Marine Patrol Detail duties as prescribed by Department directive and City Policy and Procedures. Employees must select the respective “Work Rule” under the “Transfer” column to distinguish how they want to be paid:

- “OPD Marine paid” means hours worked will be paid overtime.
- “OPD Marine Comp” means hours worked will be earned as compensatory time.

SCHEDULED WORK HOURS (*Pay Code – “! Scheduled Work Hours”*): For 12-hour shift employees only, list in a separate row the number of regular scheduled hours on the first Sunday of the pay period (i.e.: 32, 36, 44, 48).

3.2 SPECIAL CATEGORIES

SWORN HOLIDAY NOT WORKED (“HOLID”): Enter hours in a separate row under the corresponding date column when scheduled to work but took the day off.

SWORN HOLIDAY WORKED – PAID (“Holiday Extra Pay”): If worked the holiday, enter hours in a separate row under the corresponding date column as prescribed by Department directive, contract, and City Policy and Procedures. Employees are also required to enter hours worked in the respective row as outlined in Hour Worked in Primary Position.

Managers who are required to work on a holiday will be allowed to take the holiday off on an alternative day within 120 days of the date of the holiday they were required to work. Managers will document this alternative day as “SWORN HOLIDAY NOT WORKED (‘HOLID’)” on their Kronos Timecard and make a notation of the holiday in the comments section for that day.

SWORN HOLIDAY WORKED – COMPENSATORY (“Holiday Comp Earned”): At the discretion of the employee, holiday hours worked may be earned as compensatory time. In a separate row under the corresponding date column, enter the number of hours worked that date as prescribed by Department directive, contract, and City Policy and Procedures. Employees are also required to enter hours worked in the respective row as outlined in Hour Worked in Primary Position.

Some employees, by contract, are entitled to an extended meal break on certain holidays, or compensatory time if the break cannot be taken. Indicate holiday in comments. The compensatory time earned for meal break should be entered in a separate row under the corresponding date column using Pay Code – “MEAL COMP Holiday.”

CIVILIAN HOLIDAY: Holiday pay will automatically post. If an employee works the holiday, they must enter their holiday as either paid or comp through the appropriate work rule.

FLOATING HOLIDAY (“FLOAT-NE or EX”): Enter scheduled shift hours, 8, 10, or 12 hours, in a separate row under the corresponding date column for a day off. Floating Holidays must be taken in full days.

CALL BACK/TELEPHONE TIME (“TELEPHONE CALL”): Enter call back and telephone call time in a separate row under the corresponding date column as prescribed by Department directive, contract, and City Policy and Procedures. Supporting comments must include who called, reason, and police case number for time earned.

DETECTIVES ON-CALL (“ICALL”): Enter hours of on-call status in a separate row under the corresponding date column. Sworn employees will be compensated as prescribed by Department directive, contract, and City Policy and Procedures.

DETECTIVE SERGEANTS ON-CALL (“ICALL”): Enter hours of on-call status in a separate row under the corresponding date column. Sworn employees will be compensated as prescribed by Department directive, contract, and City Policy and Procedures.

NO PAY HOURS (“NOPAY”): Enter those scheduled hours in a separate row under the corresponding date column for which the employee will not be paid as prescribed by Department directive, contract, and City Policy and Procedures. Supporting comments must include reason for no pay hours.

WORKING HIGHER CLASSIFICATION (“WHC”): Enter the total number of hours per shift in a separate row under the corresponding date column when working in a higher classification, such as a police officer working as a sergeant. Supporting comments must indicate the individual being substituted for. The Division Manager must submit the appropriate form to the Fiscal Management Section when the employee works in a higher classification as prescribed by Department directive, contract, and City Policy and Procedures. Sworn Managers will use the Police Management Pay Plan – Request for Working Out of Classification Pay (Attachment B). All other sworn personnel will have no additional documentation required. Timesheet must have approval from Lieutenant or above for Working Higher Classification payment to be processed. Civilian personnel will use the Civilians – Request for Working Out of Class form (See City Policy 808.51).

UNION POOL TIME USED (“OPD Union Work Hours”): Enter all authorized union pool time in a separate row under the corresponding date column (written approval on prescribed union form must be submitted, attached to Weekly Attendance Record – Payroll Supporting Documentation form).

BLOOD BANK TIME USED (“BLOOD-NE or EX”): As prescribed by Department directive, contract, and City Policy and Procedures, enter hours used for donating blood in a separate row under the corresponding date column. In the event the employee donates Pheresis as prescribed by Department directive, contract, and City Policy and Procedures, enter hours used for this type of donation in a separate row under the corresponding date column using Pay Code “Pheresis Donation.” Blood Bank form for the donation must be submitted, attached to the Weekly Attendance Record – Payroll Supporting Documentation form.

BEREAVEMENT LEAVE (Pay Code – “BRVLV-NE or EX”): As prescribed by Department directive, contract, and City Policy and Procedures, enter time off for the death of an immediate family member in a separate row under the corresponding date column. Supporting comments must include the name of immediate family member and relationship to employee.

MILITARY DUTY (“MILLV-NE or EX”): Enter hours spent on military leave in a separate row under the corresponding date column as prescribed by Department directive, contract, and City Policy and Procedures. Military orders must be submitted, attached to Weekly Attendance Record – Payroll Supporting Documentation form.

JURY DUTY (*"JURY-NE or EX"*): Enter hours spent on Jury Duty in a separate row under the corresponding date column as prescribed by Department directive, contract, and City Policy and Procedures. Jury duty summons must be submitted, attached to Weekly Attendance Record – Payroll Supporting Documentation form.

3.3 INFORMATIONAL CATEGORIES

Informational categories are required in addition to the above categories. Record total time spent on the following categories each week in the Kronos system. Employees are not paid from hours entered in informational categories.

EXTRA-DUTY HOURS WORKED (*"OFF DUTY"*): Enter hours spent working extra duty in a separate row under the corresponding date column.

BLOCK TRAINING (*"Info Block Training"*): Enter hours spent in block training in a separate row under the corresponding date column.

TRAINING – CENTRAL FLORIDA CRIMINAL JUSTICE INSTITUTE CLASSES (*"Info Training CFCJI Classes"*): Enter hours spent in training classes that are sponsored by CFCJI in a separate row under the corresponding date column.

TRAINING – EMERGENCY RESPONSE TEAM (ERT) (*"Info Training ERT"*): Enter hours spent training with ERT in a separate row under the corresponding date column.

TRAINING – CRISIS NEGOTIATION TEAM (CNT) (*"Info Training CNT"*): Enter hours spent training with CNT in a separate row under the corresponding date column.

TRAINING – CRISIS INTERVENTION TEAM (*"Info Training CIT"*): Enter hours spent training with CIT in a separate row under the corresponding date column.

TRAINING – SPECIAL WEAPONS AND TACTICS (SWAT) (*"Info Training SWAT"*): Enter hours spent training with SWAT in a separate row under the corresponding date column.

TRAINING – CRITICAL INCIDENT STRESS MANAGEMENT TEAM (CISM) (*"Info Training CISM"*): Enter hours spent training with CISM in a separate row under the corresponding date column.

TRAINING – DOMESTIC VIOLENCE RESPONSE TEAM (DVRT) (*"Info Training DVRT"*): Enter hours spent training with DVRT in a separate row under the corresponding date column.

TRAINING -- ALL OTHER SEMINARS (*"Info Training OTH SEMINARS"*): Enter hours spent in training that does not meet above criteria in a separate row under the corresponding date column. This would include classes sponsored by IPTM, IACP, FBI, etc.

TRAINING – EMERGENCY SERVICES UNIT (ESU) (*"Info Training ESU"*): Enter hours spent training with ESU in a separate row under the corresponding date column.

CALL OUT – ERT (*"Info Call out ERT"*): Enter hours spent on an ERT call-out in a separate row under the corresponding date column.

CALL OUT – CNT (*"Info Call out CNT"*): Enter hours spent on a CNT call-out in a separate row under the corresponding date column.

CALL OUT – CIT (*"Info Call out CIT"*): Enter hours spent on a CIT call-out in a separate row under the corresponding date column.

CALL OUT – SWAT (*Info Call out SWAT*): Enter hours spent on a SWAT call-out in a separate row under the corresponding date column.

CALL OUT – CISM (*Info Call out CISM*): Enter hours spent on a CISM call-out in a separate row under the corresponding date column.

CALL OUT – ESU (*Info Call out ERT*): Enter hours spent on an ESU call-out in a separate row under the corresponding date column.

TDY ASSIGNMENT - ALL (*Info TDY Assignment ALL*): Enter hours spent in a TDY assignment in a separate row under the corresponding date column. This includes permanent TDYs. Supporting comments must indicate unit/section where assigned.

RELIEF OF DUTY WITH PAY (*Info Relief of Duty WITH PAY*): Enter hours spent relieved by management with pay in a separate row under the corresponding date column.

RELIEF OF DUTY WITHOUT PAY (*Info Relief of Duty WITHOUT PAY*): Enter hours spent relieved by management without pay in a separate row under the corresponding date column.

ALTERNATIVE DUTY (*Info Alternative Duty*): Enter hours as defined in current issue of P&P 1617, Relief of Duty, Alternative Duty, and Limited Duty in a separate row under the corresponding date column.

LIMITED DUTY WITH PRIVILEGES (*Info Limited Duty WITH PRIVILEGES*): Enter hours as defined in current issue of P&P 1617, Relief of Duty, Alternative Duty, and Limited Duty in a separate row under the corresponding date column.

LIMITED DUTY WITHOUT PRIVILEGES (*Info Limited Duty NO PRIVILEGES*): Enter hours as defined in current issue of P&P 1617, Relief of Duty, Alternative Duty, and Limited Duty in a separate row under the corresponding date column.

SUSPENSION HOURS FORFEITED - IR# (*SUSPENSION HRS FORFEITED*): Enter the number of hours forfeited due to suspension in a separate row under the corresponding date column. Place the IR number in the comments section. Lieutenant's are to send an email to payroll, who will then complete the process with the City Human Resources Division and the Internal Affairs Section.

3.4 SUPPORTING DOCUMENTS FORM

An employee who has supporting documents (i.e.: Court Slip, Subpoena (copy), Military Orders, etc.) to submit during the pay period will complete a Bi-Weekly Attendance Record – Payroll Supporting Documentation form (Attachment A) with the appropriate information completed in the following:

PAY PERIOD: Enter the date which started the two-week pay period and the date which will end the two-week pay period. These dates should normally cover a fourteen-day period.

EMPLOYEE NUMBER AND NAME: Enter employee number and name (last, first, initial).

The employee will check the box of all the appropriate supporting documents attached therein. The employee is responsible for submitting all required supporting documentation to their supervisor by 2100 hours on the Sunday following the previous pay period.

4. REVIEWING AND SUBMITTING

Supervisors are to perform the following:

- a. Review Kronos time entry for completeness and accuracy.
- b. Ensure employee approves his or her Kronos time entry.
- c. Approve assigned employees' Kronos time entries and ensure necessary supporting documents are completed prior to 2400 hours on the Sunday immediately following the previous pay period, unless advised otherwise.
- d. Deliver all supporting documents to the manager.

Managers are to perform the following:

- a. Review records for completeness and approval of time earned and/or used.
- b. Approve Kronos time entries.
- c. Submit supporting documents to the Fiscal Management Section prior to 1200 hours on the Monday immediately following the previous pay period, unless advised otherwise. Kronos must be approved by 0900 hours on the Monday immediately following the previous pay period, unless advised otherwise.

5. ERRORS

It is the responsibility of each employee to review his or her payroll check or direct deposit stub every payday and immediately report any errors to his or her supervisor. Accordingly, it is the responsibility of supervisors to assure that the Fiscal Management Section is immediately notified of any adjustments that need to be made.

All adjustments must be received within two bi-weekly payroll periods following the date of the check that requires a correction.

Errors or omissions to Kronos timecards already approved by a manager must be corrected by the supervisor via electronic correspondence to the Fiscal Management Section stating the required change and their approval of the change (include date, time and type of pay). The supervisor will assure the necessary proper supporting documentation is provided to the Fiscal Management Section in these circumstances. No adjustments should be entered by the employee, supervisor or manager on another pay period.

ATTACHMENT A

BI-WEEKLY ATTENDANCE RECORD
ORLANDO POLICE DEPARTMENT

PAY PERIOD	BEGINNING		ENDING	
EMPLOYEE #	NAME (LAST, FIRST, INITIAL)			

**** PAYROLL SUPPORTING DOCUMENTATION ****

- Subpoenas**
- Court Slips**
- All Other** (*Blood donation slips must be on letter, 8.5 x 11, size paper*)

ATTACHMENT B

**POLICE MANAGEMENT PAY PLAN
REQUEST FOR WORKING OUT OF CLASSIFICATION PAY**

_____ is assigned to work out of class in the position/rank of _____
Name Employee #

_____ for the pay period of _____ to _____
Name Employee #

Date/Hours Worked:					
Week 1			Week 2		
	Date	Hours		Date	Hours
Monday	_____	_____	Monday	_____	_____
Tuesday	_____	_____	Tuesday	_____	_____
Wednesday	_____	_____	Wednesday	_____	_____
Thursday	_____	_____	Thursday	_____	_____
Friday	_____	_____	Friday	_____	_____
TOTAL		_____	TOTAL		_____

Endorsements

	Employee #	Date	Approve	Disapprove
Employee	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Division Commander	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Bureau Commander	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Chief of Police	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Section below to be completed by OPD Fiscal

Employee current rate of pay: _____
 Higher classification rate of pay: _____
 Increase amount: _____ X Total Hours _____ Total Increase _____