
Payroll Records, Scheduling, and Time Off

1036.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records, scheduling, and time off requests of department members who are eligible for the payment of wages.

1036.1.1 TIME REQUIREMENTS

All employees are paid on a bi-weekly basis usually on Friday with certain exceptions such as holidays. Payroll records shall be completed and submitted to Administration no later than 8:00 a.m. on the Saturday morning after the end of the pay period, unless specified otherwise.

1036.2 POLICY

The Red Bluff Police Department maintains timely and accurate payroll, scheduling, and time off records.

1036.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

1036.4 RECORDS

The Administration Division Commander shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

1036.5 SCHEDULING

To establish and define the various shift schedules available to Red Bluff Police Department Personnel and to establish parameters for the time off requests by employees. This policy will provide guidelines for Supervisors and Managers for the approval of time off requests.

BACKGROUND

Police personnel work a variety of time schedules. These vary by function, position and rank.

The uniqueness is that police services are provided on a 24 hour a day basis, 7 days a week.

Therefore, to have all personnel working the same work hours, or the same work shift is often not appropriate.

In order to provide clarity and direction to staff, a work schedule should be completed and made available to all personnel associated with tasks and duties within the police organization. This allows for planning and coordination of associated activities, i.e. training, organizational events, scheduled time off and personnel shortages. The current scheduling system for the Red Bluff Police Department is the online scheduler PlanIt Police Professional.

Definitions

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- (a) Organization – The Red Bluff Police Department, its personnel, functions, and equipment that contribute for a particular purpose through the established Mission and philosophy.
- (b) Schedule – A document which depicts personnel names and those shifts associated with their particular employment, for a designated period of time. All schedules must be approved by the appropriate Division Commander prior to implementation.
- (c) Shift – A specified period of duty time; the regular work hours for personnel within the Organization.
- (d) Administration Prerogative – The authority of the Chief of Police to assign personnel to a shift, which best serves the interest of delivery of police services to the community.
- (e) Paid Leave of Absence Request – Completed for any request for use of various types of leave; vacation, sick, or Accumulated Time Off (ATO), from the regularly scheduled shift duty for the employee.

PROCESS

Assignment of Personnel

- (a) Shall be by Administrative prerogative.
- (b) Conditions for scheduling are subject to a review of staff availability, tasks and duties to be performed, and work load.
- (c) All personnel are to be placed on a schedule, and all schedules are to be in written or digital format.
- (d) Each Function, Section, or position of the organization shall be assigned a work shift.
- (e) Each Division Commander is responsible for the planning and implementation of schedules for their respective Division.
- (f) Special Assignment (TIDE, SRO, etc) personnel are to have their schedule established by the Division Commander. Changes are to be in writing.

Changes to Assignment of Personnel

- (a) Shall be by Administrative prerogative.
- (b) Requests to be in writing through the shift supervisor to the Division Commander.
- (c) Shift Swaps – To be in writing. The requesting employee(s) must have the approval of both Shift Sergeants prior to being authorized. Copy to be forwarded to the Division Commander upon approval of both Shift Sergeants.
 - (a) Shift Swaps must occur within the same pay-period.
- (d) Division Commanders must review and approve all time off requests.
 - (a) An exception to Division Commander approval is allowed under certain circumstances as outlined in this policy.
 - (b) In these cases the time off request shall be forwarded to the appropriate Division Commander as soon as practical.

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Time Off Request by Personnel

All requests for more than one (1) full shift are to be in writing which is submitted a minimum ten (10) days prior to any planned time off.

- (b) Exceptions:
 - (a) Time Off – Unforeseen events causing a need for time off, which do not meet the ten day minimum, must be approved by the Watch Commander.
 - (b) Requests for only one shift off may be accommodated and approved by a supervisor with only (48) hours notice by the requesting employee.
 - (c) Request for less than a full shift off may be accommodated and approved by a supervisor with 24 hrs or less notice.
 - (d) All exception requests once reviewed and acted upon by the Watch Commander are to be forwarded to the appropriate Division Commander.
 - (e) The Shift Sergeant, Corporal, and/or OIC shall comply with shift coverage requirements as determined by the Administrative Personnel. In most cases, shifts shall not drop below levels currently determined to be minimum staffing. Refer to the Staffing Levels policy for specific minimum staffing levels.

Paid Leave of Absence Request:

- (a) A Paid Leave of Absence Request shall be completed when any time off is requested from the individual's regularly scheduled shift.
- (b) A Paid Leave of Absence Request form is to be completed in advance of a time off request, unless it meets the "exception" as indicated above. The form shall be completed as soon as practical thereafter.

Shift Options:

1. 5/8's: five, eight hour days with two days off.
2. 9/80: four, nine hour days with three days off followed by four, nine hour days and one, eight hour day with two days off.
3. 10's: four, ten hour days with three days off.
4. 12's: three, twelve hour days with four days off followed by three, twelve hour days and one, eight hour day with three days off.
 1. the exception to 12's is: four days on; three days off followed by three days on; four days off, which results in four hours of built-in overtime.
5. Reserve Officer: Hourly as assigned.
6. Part-Time: hourly as assigned.