

DEKALB POLICE DEPARTMENT

Subject: **Time Sheet and Payroll Procedures**

Policy #: **302.4**

Effective Since: 8-21-03

Originally Issued As: General Order # 34 of 6-8-95

Revision Effective: 1-1-19

FTO Training Task: NA

Reference Material: NA

ILEAP Standards Covered: NA

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PURPOSE: The purpose of this policy is to provide guidelines for the reporting and recording of time sheets and payroll records.

POLICY: It is the policy of the department to ensure completeness and accuracy of the police personnel payroll system. Procedures set forth in this policy should be followed to prevent omissions and inaccuracies that cause delays in processing payroll checks, extra work for clerical personnel, and dissatisfaction by affected personnel.

DEFINITIONS: NA

PROCEDURES:

- A. This procedure is applicable to the reporting and recording of an employee's normally assigned duty status. It does NOT apply to the recording of overtime, which is recorded and submitted on overtime request cards, approved by the supervisor, and then added to the employee's time sheet.
- B. Notification of absence from duty: It is the responsibility of each employee to notify his immediate supervisor as soon as possible, but not less than 30 minutes prior to scheduled duty, of the reason for any unexpected absence.
- C. **Employees requesting time off** must do so in accordance with the procedures established for their assigned division. Division Commanders or the appropriate supervisor maintain a calendar documenting advance time off. Employees scheduled for time off who later determine they will work instead should notify their supervisor of the change to avoid complications and the unnecessary assignment of overtime.
- D. **Time sheets:** each Shift Commander or Division Commander responsible for the assignment of employees shall maintain a time sheet for each shift, or each day, of employees' work status.
 - 1. Employee's time sheets should be completed daily.
 - 2. Supervisors should ensure accuracy of work or leave status.
 - 3. Duty-related disability leave is logged as workman's compensation.
 - 4. Non-ranking officers in charge should be logged in the "Acting Supervisor" line.
- E. For time sheet and payroll coding purposes, established classifications of absence from duty include:
 - 1. S = sick leave
 - 2. FS = family sick leave
 - 3. C = compensatory time off
 - 4. V = vacation leave
 - 5. B = bereavement leave
 - 6. T = training assignment
 - 7. LD = officer assigned to light duty
 - 8. WC = workman's compensation leave
 - 9. O = assigned day off
 - 10. M = military absence
- F. **Employees substituting, or switching shifts** , upon approval of the affected Shift Commanders: employees who have someone substitute for them shall be recorded for payroll purposes as though the employee originally assigned to duty had worked that day.

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- G. Civilian personnel, exempt personnel, and officers assigned to special assignments, in which a supervisor is not present during their tour of duty, shall properly record their own duty status on the daily time sheets. The appropriate supervisor should verify the time sheets.
- H. Any exceptions or unusual circumstances shall be referred to the Deputy Chief for disposition.
- I. The Deputy Chief is primarily responsible for processing payroll and submitting it to the Finance Department.
- J. The department maintains records of time sheets and overtime cards. Destruction of these documents will follow the guidelines established by the Local Records Commission.

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police .

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.