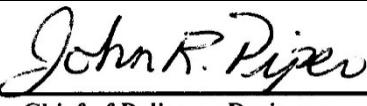




WINCHESTER POLICE DEPARTMENT OPERATION ORDER

NOTE: This policy is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Number 1-21	Effective Date June 1, 2020	Review Date May 7, 2020	Reviewing Division Administration
Subject PAYROLL PROCEDURE	New Policy <input type="checkbox"/> Amends <input type="checkbox"/> Replaces <input checked="" type="checkbox"/> Revised	This policy shall apply to personnel assigned to the following divisions: <input checked="" type="checkbox"/> All Personnel <input type="checkbox"/> Patrol Division <input type="checkbox"/> Administration Division <input type="checkbox"/> Investigation Division <input type="checkbox"/> ECC Personnel	
References VLEPSC: CALEA			
 _____ Chief of Police or Designee		_____ May 13, 2020 Date	

I. PURPOSE

In 2016, the City established an automated payroll system (APS-Novatime) for all City Employees. The purpose of this policy is to give general direction and explanation for those payroll procedures unique to the Winchester Police Department.

II. POLICY

The Winchester Police Department has unique payroll requirements that are not addressed in the City of Winchester Comprehensive Employee Management System (CEMS). By giving guidance on these procedures and City of Winchester payroll procedures, the Department expects to eliminate confusion and create accountability among employees and their supervisors. All employees shall account for their daily leave activity using the APS. All overtime will be authorized before it is worked and the hours actually worked will be verified. Supervisors will review their employees' APS record and validate those records using the proscribed procedure. For items not addressed in this policy employees should refer to the CEMS Manual.

III. DEFINITIONS

- A. Work Time-** For the purposes of determining work time applied to the 80 hour work period, preapproved leave will be any leave approved by a supervisor prior

to the working or scheduling of their duty via APS. All leave is calculated towards hours worked.

B. Level of review- The APS requires identification of who will have the authority to review and approve the schedules for each employee. This must be pre-designated and entered into the APS. This level of review must be changed as assignments and responsibilities change. The level of authority to review and approve time data shall be established for each division as follows:

- a. Patrol- shift supervisor and squad supervisor will have access to information and approvals for all personnel on their shift. The Lieutenant will approve all requests for leave and training unless he/she designates a sergeant or the request is of a critical nature (24 hours or less and the lieutenant is not available)
- b. CID/SIU- Captain and next supervisor down the chain of command
- c. CRT- Assigned supervisor and Deputy Chief
- d. Admin. Services- Captain of Administration or Deputy Chief
- e. Administrative Office- Chief or Deputy Chief
- f. ECC- Leads or Director or Deputy Chief
- g. ECC Director- Deputy Chief or Chief

Supervisors should reschedule work time within the work period for excess time incurred on duty other than the listed assignment when the schedule allows.

C. Punch-in/out- The process of recording the time employee came on and off duty.

D. Payroll verification- Anytime a schedule is changed or deviates from the employee's normal schedule a note should be made using the scheduling software documenting why the change or modification occurred. This is used as a payroll verification form.

E. App- The computer application used to access the APS from a mobile device.

IV. PROCEDURES

1. Marking on Duty- Employees with take home vehicles may "mark on duty" when they enter the City via radio. This is for safety purposes in case the employee makes traffic stops or encounters an emergency situation. This will not start the clock until the employee punches in. If an employee takes police action (takes a call, responds to an emergency, makes traffic stop etc...) before they can punch in, they should notify their supervisor at the earliest convenience to either modify their punch time

to the appropriate time or modify their schedule. A note needs to be added in Novatime by the employee requesting modification.

2. **Marking Off Duty-** Employees with take home vehicles will “mark off duty” as they leave the city limits via radio. However, for payroll purposes, the official end of their day will occur when they utilize Novatime to sign-out. Should the employee take any police action after punching out, they should notify their supervisor to modify their Novatime record, which will also include a notation explaining the situation.
3. **Methods of Punching In/Out-** All employees starting and ending their day at the Timbrook Public Safety Center will use their Department issued mobile data computer or tablet, desktop computer or timeclock. Any other method of punching in such as by website, phone or App will require the approval of the employee’s supervisor.
4. **Meal Time-** Punching out and in for meal breaks is required for non-sworn staff and part-time sworn staff. ECC staff are exempt from punching in and out. The length and times of meal breaks will be determined by the immediate supervisor. Sworn personnel can only take one (1), thirty minute (30) meal break in their shift. They must also mark in and out with dispatch.
5. **Court time-** Court time will be recorded as noted on the summons unless employee has to pick up items at PD. When items have to be obtained from the TPSC (evidence and reports) the employee can punch in at the station at a reasonable time prior to their court summons time. Remember, all property and report information should have been prearranged prior to court date and time.
6. **Fitness-** Fitness time, will be part of the employees 80 hour work period, it cannot be conducted outside of the 80 hour work period in order to earn overtime. Fitness activity must occur at, or begin and end, at the WPD facility. Fitness time should not exceed 4 hours in an eighty (80) hour 14 day work schedule.
7. **Travel time-** For travel purposes the membership academy will be considered a duty assignment for the days scheduled. For travel to other sites, travel time will be paid from the time personnel leave home to the time they reach the alternative location, less normal commute time to and from work. When completing the Training/Travel Request form employees will note the excess travel time required in the appropriate section. When excess travel time is involved it will be the responsibility of the supervisor to modify the employees work schedule to ensure expenditures are being monitored and reasonably handled.
8. **Call Back-** We recognize that certain assignments place a burden on an employee and their family structure. In order to avoid undue stress and hardship the Department recognizes that being called back to duty as part of these assignments should not require an employee to reschedule their time to avoid overtime. These assignments are K-9, SWAT, and CNT, CDU. Therefore,

when an employee is called back to duty during off-duty hours, specific to one of these assignments they will not be required to reschedule themselves within the same pay period to keep their time below the 80 hour limit. If the employee wishes to take time off, via a reschedule that is their option.

9. **(FTO) Field Training Officer:** We recognize the importance of quality training for new officers and the need for consistency of the training schedule and times. In order for these things to take place an officer assigned as a FTO for a training will receive one (1) hour, coded as regular hours, for each day that they have a trainee for eight (8) hours or more. Coding as FTO in Novatime.
10. **(CTO) Communications Training Officer:** We recognize the importance of quality training for new Emergency Communications Specialists. In order to carry out this responsibility, the CTO will receive one (1) hour of leave for each day they actively train a trainee for eight (8) hours or more. Coding as FTO and one (1) hour added to the Comp column.
11. **Timesheet Submission:** Employees will submit their timesheets before supervisor approval.
12. **Timesheet Approval:** Supervisors shall have their assigned employee timesheets correct and in approved status by 12 noon on payroll Monday unless otherwise directed by the finance department.
13. **Training:** Any training that is 4 hours or more held at the TPSC or off site should be submitted via Novatime to supervisor. Training hours are for the actual training time and length and not to be extended to fulfill hours needed to complete daily shift. Training requested that involve extensive travel or added time outside of requested leave will require employee to add a note in Novatime, explaining circumstances with request of modification to original request. If trainings are less than time requested employee will put note in Novatime to supervisor requesting modification. If trainings are less than 4 hours employee will punch in and out.