252.01
TIME CHARGING
12-20-96

PURPOSE
To establish procedures for the timely compensation of employees and accurately apportion work hours to the function performed.

POLICY
That each employee be compensated for services rendered in a timely manner; in accordance with applicable labor agreements, salary schedule, and/or Civil Service Rules and Regulations; and that the work hours for these services be apportioned with reasonable accuracy to the function performed.

PROCEDURE
A. GENERAL
   1. Time sheets shall be the basic input document to the payroll system.
   2. Noted paycheck errors shall be corrected only when verified by the Department.

B. TIMEKEEPING
   1. At the completion of each shift, employees shall:
      a. review all activities for that day.
      b. identify the program, the associated job or activity (ACTV) number, and the event type and number of hours expended in each function performed.
      c. enter the job or ACTV number if appropriate, the event type for hours and the number of hours expended for each of that day's activities on their time sheet.
         (1) Job or ACTV numbers shall be used only with on-duty hours.
         (2) Hours representing time off and excused hours shall be submitted without Job or ACTV numbers. Exception: Employees working under grants or utilizing grant funding shall use the appropriate ACTV numbers when accounting for time off.
   2. Each day, the information for the previous day's activity shall be checked for accuracy by the employee. Noted errors and omissions shall be corrected daily by the employee.
   3. As employees complete their last shift before the close of the payroll week (Friday-Midnight), they shall review all time sheet inputs, add line totals for each line used, total base hours charged in "Total Base Hours Only" box and include any additional hours in "Total" column in the "Total Hours" line in the upper left hand corner, sign the sheet, place the date after signature, and submit the time sheet to their supervisor for approval.
      a. Incorrect or incomplete time sheets may be returned to the employee for correction and timely resubmittal.
      b. The employee should make all required changes.

C. COMPENSATION
   1. Employees shall be compensated for work per their applicable labor agreement and/or salary schedule/resolution.
   2. Out-of-class compensation
      a. Out-of-Class Compensation shall be paid only when authorized by a lieutenant or higher rank (sworn personnel) or by the section head (civilian personnel) to maintain the efficient operation of the Department.
      b. To receive this premium payment, employees shall enter the appropriate event type ("OOCTP" hours for regular out-of-class; "OCOTP" for out-of-class overtime; "OCNTP" for out-of-class night shift; or "OND2" for dispatchers working out-of-class during the graveyard shift) along with applicable Job or ACTV number and the number of hours worked on the time sheet. {The applicable labor agreement should be checked regarding the specific details of out-of-class compensation.}
      c. The out-of-class percentage should not be entered on the time sheet when using the special event codes for out-of-class. If the out-of-class assignment is to a

classification more than the normal percentage represented by the event type, the out-of-class percentage shall be obtained from the supervisor and entered in the "OOC %" column (Do Not enter the % sign).

3. Night Shift Differential
   a. Night shift differential shall be paid per the applicable labor agreement and/or salary schedule/resolution.
   b. Employees earning night shift differential shall enter event type "NSTTP" hours on the time sheet.
4. On-Call Allowance
   a. On-call allowance shall be authorized by the employee's office chief and provided for those employees required to be on call for emergency work.
   b. These periods of on-call status shall be entered in the "overtime" section of the time sheet and shall be designated on the time sheet by event type "SBYTP" hours, and 1.0 in the block for each day of the week. Enter a line total and include these hours in the "Total Hours" line at the upper left hand corner of the time sheet.
5. Overtime for Employees Working in Excess of a 40 Hour Workweek.
   a. Overtime-Court Appearance Report Slip (SPD 148) shall be completed by each employee who works overtime, who appears in court on duty, or who earns court-related overtime compensation.
      (1) The form shall be approved by the employee's immediate supervisor for regular overtime and shall be validated by the Court Liaison Unit (CLU) representative, for court-related compensation prior to claiming the hours for payment on the time sheet.
      (2) A yellow copy of the approved SPD 148 shall be returned to the employee, to support hours claimed on the time sheet.
      (3) The original shall be retained by the supervisor for use in verification of the employee's time sheet, then may be forwarded to the unit secretary. The unit secretary shall record the hours authorized for payment on the employees' calendar page (SPD 422), and place the SPD 148's, with relevant subpoenas attached, in the employee's payroll file.
   b. Regular Overtime
      (1) Employees shall complete Form SPD 148.
      (2) The SPD 148 shall be approved by a supervisor on duty at the completion of the overtime shift.
      (3) Employees shall submit the approved form to their immediate supervisor during the next regular shift.
   c. Court Appearance
      (1) Except for night court appearances, employees shall have all court time, on and off duty, validated by CLU.
      (2) Upon arrival for a scheduled court appearance employees shall report to the CLU and have their subpoena validated.
      (3) The CLU representative shall enter the arrival time and initial the entry.
      (4) Immediately upon completion of the court appearance, the employee shall have the CLU enter the departure time and sign the appearance record.
      (5) Employees shall complete the court appearance portion of SPD 148, including applicable information requested by the CLU, attach the subpoena, and submit the package to their immediate supervisor during their next duty shift.
      (6) Appearances at Juvenile Court, on and off duty, are to be validated by the District Attorney's (DA's) representative or the DA's clerk at that location. Form SPD 148 will be completed and returned as noted above and returned, with the subpoena attached, to the employee's immediate supervisor during the employee's next duty shift.
      (7) Requests for overtime compensation not validated shall be disapproved.
      (8) Appearances at night court, on or off duty, shall be validated by either the Deputy DA or Bailiff, indicating the officer's arrival time and completion

time. The SPD 148 shall be completed and submitted as above.

(9) Employees' court appearances involving on duty and off duty appearance status, (i.e., an employee working swing shift and who is required to remain in court beyond the start of their duty shift), shall make separate entries on their time sheet (with Job or ACTV number) to properly identify the regular hours and overtime hours expended.

d. Telephonic Court Overtime

(1) When an off-duty officer is required to make a phone call to the CLU, the CLU representative who accepts the requested call shall prepare SPD 148 in the name of the person making the telephone call and sign in the authorization blank.

(a) The completed form shall be delivered each day to the employee's work unit.

(b) The completed SPD 148, in this instance, replaces the Subpoena Cancellation/Reset (SPD 686).

(2) The signature of the CLU representative on the SPD 148 shall be the authorization to pay the overtime.

e. On-Duty Verification of Pending Court Case Status

(1) Employees holding a subpoena on a pending court case shall call the appropriate CLU while on-duty to verify the status of a pending case.

(2) The required telephone call shall be made during the employee's last duty shift, immediately preceding the scheduled court appearance.

(3) First watch personnel shall make the required call before 0600 hours on the date of the scheduled appearance. Information concerning canceled cases will be available 24 hours per day by telephone (direct to CLU 0800-1700 Monday-Friday) or by telephone recording (1700 - 0800 Monday-Friday, 24 hours on weekends and holidays).

(4) If any employee appears in court for a case that has been canceled, without having first called the respective CLU, overtime compensation for that appearance shall be disallowed.

f. Telephone Standby

(1) Employees placed on telephone standby by the DA or the Judge, are required to notify the CLU and their division commander.

(2) If the standby requirement is confirmed by the Department, off-duty employees shall be compensated per their labor agreement.

g. Canceled/Reset Court Appearances

(1) Canceled/Reset Court Appearances shall be compensated only under the conditions specified in the applicable labor agreement.

(2) The CLU shall notify the subpoenaed employee immediately of a canceled/reset court appearance by telephone and/or SPD 686.

(a) This form shall be completed in duplicate and forwarded to the employee's work unit where the supervisor shall date, time, initial, and file the duplicate by the reset court date.

(b) This file shall be retained for 2 weeks after the court date.

(3) The CLU shall also advise, by phone, employees who cannot be served before completion of the last shift before that scheduled court appearance date.

(4) When late cancellation does occur, the CLU shall prepare the required SPD 148 to validate the overtime and forward the completed form to the employee's work unit.

h. Miscellaneous Appearances shall be compensated as specified in the Labor Agreement.

(1) Hearing Board appearances resulting from line of duty subpoenas shall be compensated as court appearance time when the requesting document is validated by the Hearing Examiner or the Assistant Hearing Examiner. Officers shall complete SPD 148, attach the validated request, and submit the package to their immediate supervisor, during their next tour of duty,

for approval.

(2) Accident Review Board appearances during officers' off-duty hours, when requested by the City, shall be compensated according to the applicable labor agreement when validated by the representative of this Department. Officers shall complete SPD 148, attach the validated notice to appear, and submit the form to their supervisor for approval.

D. EARNED TIME OFF

Earned time off shall be compensated per the applicable labor agreement, Civil Service Rules and Regulations, and/or City Code, when approved by the employee's immediate supervisor.

1. Time Off Request (SPD 167) shall be completed by employees in advance of day(s) requested to allow adjustment of scheduled assignments where necessary. For holiday use (event type "HLYTL" hours); Holiday credit used (event type "HYETL" or "HYATL" hours); ATO Management Leave taken (event type"ATOTL"); and CTO taken (event type "CTOTL" hours)
   a. When completed, the form shall be submitted to the employee's immediate supervisor for approval.
   b. If the request is disapproved, the supervisor shall check the appropriate box, note the reason for disapproval, sign the form, and return it to the requesting employee.
   c. If approved, the employee shall be notified, the request shall be entered on the Roll Call Sheet(s) and retained for time sheet verification. These forms shall be retained in the employees' payroll files then boxed at the end of the year to be sent to the Property Section upon request of the Personnel Services Division (PSD).
2. Report of Illness or Injury
   a. A "Report of Illness or Injury" form (SPD 196) shall be completed and signed by the supervisor. Event type "SIKTL" shall be entered on the time sheet for non-industrial illness or injury. Event type "IODTL" shall be used for approved duty related illness or injury.
   b. A Report of Industrial Injury form, WC001, shall also be completed by the employee receiving the report and forwarded to the work unit affected.
   c. The supervisor shall have the information entered on the Roll Call Sheet, retain the form(s) for verification of time sheet input, then forward any workers compensation forms to PSD for retention.
3. Military Leave - (event type "MILTL" hours) - Approval of military leave shall be per Civil Service Board Rule 17.
   a. For each leave of 30 days or less, employees shall submit a copy of their military orders through their supervisor.
   b. If the leave is to be longer than 30 days, the military orders shall be accompanied by a Leave of Absence request.
   c. All calendar days over 30 shall be designated as leave without pay (event type "WOPTL" hours) unless the employee has a prior agreement to use other accumulated time credits.
   d. The letter and/or the copy of the military orders, when approved, shall be routed through the PSD to the City Human Resources Department.
4. Vacation - (event type "VAPTL" hours) shall be requested in accordance with existing division orders.
   a. Before leaving on a scheduled vacation, employees shall complete an SPD 167 and time sheet(s), if available, for the entire period of the requested vacation.
   b. This vacation request package shall be submitted by employees to their immediate supervisor for approval.
   c. When the package is approved, the supervisor shall complete and/or approve the time sheet(s), submitting the time sheet(s) in the proper week for payment. The request shall be entered on the appropriate daily Roll Call sheet(s).