

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Employee Leave and Compensation		P&P-L-111
Payroll/JDETK/ FLSA and Overtime		
Effective Date: 02-12-19 Supersedes: 06-27-18	Approval: Sheriff	Number of Pages: 6
References:	Reevaluation Date: Annually	Standards: CALEA 22.1.1, COM 3.2.11, 4-ALDF-7D-13

I. JD EDWARDS TIME KEEPING MANAGEMENT APPLICATION

All members will maintain individual time records using the J. D. Edwards Time Keeping (JDETK) which is located on the Douglas County Employee Self Service page in DCNET and DCSONET. JDETK is used to record the various categories of hours worked, as well as leave. JDETK automatically calculates extra hours worked to determine if they will be paid at the 'straight time' or 1½ time rate. JDETK must be electronically submitted for approval to the member's supervisor by the end of the pay period. If you will be away from the Office when your JDETK is due, submit your time in advance after all the correct time is recorded.

II. DEFINITIONS

Exempt Status

Not eligible for compensated overtime within the guidelines of FLSA: The Sheriff, chief deputies, captains, lieutenants, budget and logistics manager, and other positions so designated by the Sheriff are to be considered exempt and are to be described within the guidelines of executive, administrative, and professional personnel.

Non-Exempt

Eligible for compensated overtime consistent with FLSA. All other commissioned and non-commissioned employees.

Overtime

Each supervisor will be responsible for ensuring that overtime is administered properly. Overtime will be paid at the standard 1-1/2 rate as described in FLSA rules. Employees are obligated to notify their supervisor when they are required to work any time outside of their regular work schedule. A supervisor must pre-approve all overtime and extra time worked.

Work Periods

Non-commissioned personnel work periods will be seven (7) consecutive days, beginning at 0001 hours of each Sunday and ending at 2400 hours on the following Saturday. Employees on a flex schedule will differ from the above example.

Non-Exempt Commissioned Employees

Non-exempt commissioned law enforcement personnel work periods will be based on twenty-eight (28) consecutive days. Periods will begin at 0001 hours on the first day of

the period and will end at 2400 hours on the 28th day. (Note: work periods do not necessarily coincide with pay periods.)

III. Off-Duty Use of Office-Issued Pagers, Smartphones, and Cellular Phones for non-exempt employees.

Many positions within the Sheriff's Office have been assigned pagers, Smartphones or cellular phones based on the needs of the position. Employees assigned such devices are not permitted to use them to conduct any substantial work in their off-time which is not documented as time worked. Any extra-time exceeding 7.5 minutes that is worked via these devices must be pre-approved by your supervisor (or, if time does not permit, your supervisor must be notified by your next scheduled work day) and documented as such on your timesheet. All on-call protocols remain in effect and are not affected alone by this policy.

IV. NON-EXEMPT EMPLOYEES

A. REGULAR TIME

This is the number of hours worked on a specific date, up to the number of hours that make up a full workday or shift, based on your assignment. This will be 10 hours for most commissioned, full-time members. If you worked less than your normal shift, record the number of hours (rounded to the nearest quarter hour, or 0.25 hours) that you actually worked. Additional time needed to account for a full shift must be recorded. This can either be in the form of leave time or rescheduled time.

JDETK automatically generates an error message if the number of hours recorded in a 28-day pay period is less than 160. If this shortage is the result of an Office-imposed schedule adjustment (such as in-service training), you do not need to use vacation or other leave time to make up the difference. Just indicate the reason for the shortage in the "Short Remark" section.

Similarly, if you have overtime as a result of an Office-imposed schedule adjustment and are unable to reschedule the extra time during the pay period, you will be paid for the extra hours.

B. EXTRA HOURS

This is the number of hours worked beyond your normal shift. It also includes time worked when you were scheduled to be off-duty, such as court, training, mandatory meetings, etc. In general, deputies, sergeants, and civilian members can neither be allowed nor required to perform work duties without compensation. Any such member who performs work duties in excess of 7½ minutes per day must be compensated. This includes, but is not limited to, members checking work e-mail or voicemail and loading work equipment prior to the start of their scheduled shift.

The Office P&P manual provides that members called to duty when they are in an 'off-duty' status are eligible for a minimum of two hours compensation. However, this is *only* for situations where the member is required to respond to a location away from their home. For situations that are less intrusive on your time off, such as work-

related telephone calls, record only the actual time worked, rounded to the nearest 0.25 hour. If the nature and frequency of the intrusions on your time off are such that they substantially interfere with your ability to utilize your time off, consult with your supervisor to work out a reasonable compensation plan.

C. ON CALL TIME

An employee who is not on-duty but is required to be available if needed, (Office Pager/Cell Phone) to respond to the office or another location within an hour's time is considered "on-call." On-call employees in any division must be available, must refrain from using alcohol or other substances that would affect their ability to properly respond to call outs and have their vehicle, if assigned, and equipment available. When the Office contacts an employee, only the actual time of the assignment, to include phone time, will be counted as hours worked. If calls are frequent and readiness conditions from the Office restrict the employees' ability to benefit from their off-duty time, then the employee will be fairly compensated for the work-related time. The pay code in the time tracker system that must be used when recording on-call time is "Shrf On Call"

1-3 days on call 2 hours straight time pay*

4-7 days on call 4 hours straight time pay*

*Detentions Hospital Security must serve at least 3 days on-call per month for the minimum 2 hours, 4 or more days will receive 4 hours straight time and anyone on-call in the Law Enforcement Bureau must serve on call for 1 week at a time.

You must use this drop down to add the appropriate hours on the **last day** of your on-call week or last day on call, by indicating the hours which associate with your time on-call as shown above. You must indicate in the "notes" box on JDETK the dates relating to your on-call straight time.

Any trading of on-call days between employees must be done outside of this policy, arranged with the other employee and approved by your supervisor, but will not affect either employee's pay. Supervisors will approve all on-call special straight time on subordinated timesheets.

D. PAID OVERTIME

Overtime will be paid if employees fall within the definition of non-exempt personnel and when:

1. Commissioned law enforcement personnel exceed 171 hours in a 28-day work period. (Note: All leave time taken will be excluded in computing hours worked in a period. Those who work outside their normal work schedule will only receive overtime pay at the time-and-a-half rate when they exceed 171 hours in a 28-day period. Hours worked outside the normal work schedule but not exceeding the 171 hours threshold will be paid at a straight-time rate above the monthly base salary.)
2. Non-commissioned personnel exceed 40 hours in a 7-day work period.

*In rare circumstances, Special Overtime, will be authorized, this is overtime that is time-and-a-half regardless of the amount of paid time off on a timesheet. Approval from the Undersheriff must be obtained to use Special Overtime and this should be indicated using the pay code drop-down of Special OT.

E. STRAIGHT TIME AND TIME-AND-A-HALF

Extra time worked beyond 171 hours in a 28-day pay cycle is paid at time-and-a-half. Extra time below that threshold is paid at your straight time rate.

F. RESCHEDULE TIME

This is time taken off in exchange for extra time worked during the same 28-day pay cycle. It may be any amount of time up to the number of hours that constitute your normal full shift. If less than a full day is taken off, you must record hours in another category that, when added to the reschedule time, will constitute the total time required for your normal full shift. Reschedule time must be taken in 15-minute increments.

V. SNOW HOURS

If you worked during hours designated by the County as a “snow day”, record the number of hours worked under that date. Snow day time is paid at the double-time rate.

VI. LEAVE WITHOUT PAY

This is time taken off without pay on a scheduled work day, either voluntarily or as a suspension day.

VII. BEREAVEMENT LEAVE

See P&P-L-101 for eligibility. Bereavement leave is currently limited to 32 hours per occurrence (not 4 working days).

VIII. FTO/CTO TRAINING TIME COMPENSATION

FTOs/CTOs are eligible for extra compensation of 1 hour of pay per shift if they are actively with a trainee and completing documented FTO training and assessments. Corporals and Lead Dispatchers are eligible for FTO pay if they train their entire shift. This will be accomplished by adding 1 extra hour per shift on their timesheet for the shift and using the pay code drop down of FTO pay. <22.1.1g><COM 3.2.1g>

IX. CORPORAL PAY

Corporals are eligible for extra compensation at the rate of \$250 per month over the current tier the employee is in. For each timesheet, the corporal will enter \$250 into the Corp/Other box on their timesheet.

X. DONNING AND DOFFING TIME

This is time provided to all commissioned (non-exempt) personnel for the donning and doffing of safety equipment whose regular duties are in class A or B uniform. This is

offered at 2 hours per 28-day pay period. It may be taken in one of three different methods with supervisory direction and approval:

- During a training day that has been scheduled as an 8-hour day and the employee is scheduled to work a 10-hour day. 8 “Regular” hours should be noted in the pay type. The remaining 2 hours are to be noted in the pay type “Donning and Doffing”.
- At the direction and coordination of the employee’s supervisor, the employee may be dismissed early, and 2 hours of the employee’s regular shift are logged as “Donning and Doffing”.
- If there is no way for the supervisor to do one of the above, and the employee’s schedule does not allow for 2 hours of leave during the 28-day pay period the employee will be compensated with 2 hours of extra straight time. Those hours should be noted in the pay type as “Donning and Doffing”.

*Donning and Doffing pay will not be given to commissioned officers who’s uniform of the day is a training uniform or plain clothes. This includes those working in a light duty capacity. Donning and Doffing pay will not be paid to employees normally in training uniform or plain clothes but working Extra Duty with the DCDSA.

XI. CALLOUT

When an employee is called out to a duty assignment from an off-duty mode, they will receive a minimum of two (2) hours compensable extra duty time.

XII. COMMUNICATIONS DIVISION SHIFT DIFFERENTIAL TIME (SDP)

In the Communications Division, when an employee is called to work a shift with less than 8 hours between the last shift and the next shift, OR if an employee’s shift is changed from the shift bid and regularly worked (for instance an employee is asked to work a different shift for a temporary period to cover shortages for minimum staffing requirements, or change days off) AND you have your supervisor’s pre-approval that the extra compensation fits the requirements; you may put in for shift differential pay (SDP). SDP is paid at the rate of \$25 per shift recorded in the Corp/Other box on the timesheet with notes made in the “Comments” box. SDP is not authorized during emergencies that are short lived and where rescheduling, flexing schedules or working overtime to cover an incident such as a natural disaster or other large event occurs. SDP is not authorized for shifts which are completely paid in overtime status at time and a half pay, voluntary or not. SDP is not authorized for shifts in which employees are re-assigned permanently for scheduling and coverage purposes from what they bid and were assigned at the beginning of the year.

XIII. EXPLORER ADVISOR COMPENSATION

1. Advisors are paid for their time spent working with the Explorers through their regular assigned divisions budget. Advisors are encouraged to utilize rescheduled time over extra or overtime however, it is recognized that due to staffing and other issues this may not always occur.
2. Advisors will also be compensated the sum of \$50.00 per pay period when they have worked a minimum of five (5) hours in the same pay period working at an approved

Explorer event(s), meeting(s) or training(s). Advisors will need to note the \$50.00 extra pay on their time tracker under the Corp/Other, and comments should also be made in the entry stating Explorer Advisor pay. <COM 3.2.1>

XIV. TRAVEL TIME

Traveling which keeps an employee away from home overnight is 'hours worked' when it cuts across the employee's normal work hours (e.g. 0800-1700 hrs., 0600-1600 hrs., etc.). Time an employee spends traveling during their normal working hours is compensable even if travelling on a non-working day. Overnight travel time outside the normal daily work schedule is not considered hours worked. However, any time spent actually working during travel counts as hours worked.

XV. SUPERVISORY APPROVAL

A supervisor must pre-approve all reschedule time, overtime, and extra time worked.

XVI. ACTING SUPERVISOR

Acting supervisors are eligible for \$100 per week in additional pay only when working independently as the Supervisor of a shift. This amount will be added in increments of \$25 per 10-hour days of acting as the team's supervisor. An Acting Supervisor may be chosen from available Corporal's or by the Division Captain. Acting Pay will only be paid when the employee is the only supervisor on duty on their team or within their division or area and must be approved by a Chief Deputy. Acting Supervisor pay will be indicated by putting the appropriate amount in the Corp/Other drop down on their timesheet.

*Lead Dispatchers are not eligible for Acting Supervisor Pay; and Corporal's are not eligible for Acting Supervisor pay and Corporal Pay for the same time worked. If a timesheet is made up of both Acting Supervisor and Corporal time, each individual shift will be counted with \$25 per shift for Acting Supervisor pay and \$15 per shift for Corporal pay noted in the Corp/Other section, and the dates for each will be noted in the notes section.

XVII. EMPLOYEE ATTENDANCE REPORT

Every employee will be required to record daily the hours worked on an employee attendance report through the J.D. Edwards Time Keeping (JDETK) computerized compensation program. <7D-13> JDETK is located on Douglas County Employee Self-Service link on DCNET and DCSONet. All employees will be cognizant of this Office's Policies and Procedures concerning hours of duty and punctuality.

By Order of the Sheriff