

## Hours of Work and Overtime Scheduling

### 1036.1 POLICY

The Vancouver Police Department utilizes an electronic scheduling system to schedule regular work hours, training hours, overtime hours, special deployments, leave hours and to backfill vacant shifts for all personnel. The time entered in the system is the record of the employee's hours worked.

### 1036.2 DEFINITIONS

**Planned Vacancy** - A vacancy for which an employee gives notice at least 24 hours prior to the start of the shift.

**Unplanned Vacancy** - A vacancy for which notice is given less than 24 hours before the normally scheduled start of the shift.

**Special Deployment** - A working opportunity not part of the employee's regular shift assignment such as school events, traffic emphasis and special details.

### 1036.3 EMPLOYEE RESPONSIBILITY

All VPD personnel are responsible for maintaining and ensuring the accuracy of their own calendar in the scheduling system as follows:

1. Employees are responsible for making accurate entries and the appropriate notes when changes to their normal work schedule occur. Employees are also responsible for monitoring their leave banks (Vacation, PTO, Comp and Sick), and shall have sufficient leave balances available prior to taking Vacation, PTO, Comp or Sick leave. Employees will submit and obtain supervisor approval for anticipated leave in advance as required by policy and/or applicable collective bargaining agreements (CBAs). Examples include, but are not limited to, the following:
  - (a) Personal/Other Leave (vacation, military, bereavement, comp time etc.)
  - (b) All requests for paid days off, with the exception of actual, sudden and temporary illness, will be submitted at least five (5) working days in advance of the absence and shall be in accordance with established departmental practice. Requests may be submitted with less than the required notice when agreed to by the immediate supervisor. VPD Policy 1012.3.1
  - (c) Sick Leave:
    - i. If a member is unable to report for work due to illness or injury, the employee shall notify his/her immediate supervisor or the on-duty supervisor as soon as possible prior to the regularly scheduled work shift. Policy 1012 3.1 Notification
  - (d) Training (including regular squad training, specialty training, and other training)
  - (e) Bereavement (employees must enter the relationship of the deceased).

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- (f) Overtime (including a detail code stating what the overtime was for and how the overtime is paid (call back, middle day, comp).
- (g) Confirmed court (including case number). Refer to **Policy 347 Subpoenas and Court Appearances** for additional guidance.
  - i. Employee will enter the actual amount of timespent at court upon completion of a court appearance or defense interview, including the case number, and will be paid in accordance with the parties' CBAs.
- (h) Schedule adjustments (should articulate the reason for the adjustment and corresponding date).

The Department payroll personnel will be notified of all changes to work assignments such as change in work location, supervisor, shift, trainee status, or position through the use of a Department Personnel Order.

If an employee needs to make a change to the schedule after the payroll deadline, they will notify the appropriate supervisor and Department payroll personnel.

### 1036.3.1 UNAVAILABLE STATUS

The Unavailable justification must be listed in the notes section of the electronic entry. Generally, an employee's regular days off does not justify their unavailability. Employees must document a reason for being unavailable on their days off. Regular days off do not count for unavailable.

In the event a member receives a subpoena for a date they are unavailable, it is the sole responsibility of the member to contact the assigned prosecutor, explain the reason for their unavailability and reschedule a date they are able to appear.

For guidance on the subpoena process, see **Policy 347 - Subpoenas and Court Appearances**.

### 1036.4 SUPERVISOR RESPONSIBILITY

Supervisors will make every effort to review and approve entries and schedule changes for their personnel by the date required by payroll. Scheduling system entries that are not leave related should not be approved until the event has concluded. If overtime entries remain unapproved after the payroll deadline, payroll personnel will wait for supervisor approval. If leave entries remain unapproved at the payroll deadline, payroll personnel will process as is and send a follow up e-mail to the supervisor for accuracy.

Supervisors will attempt to fill vacancies on other shifts when notified of an employee's unanticipated absence from another shift which will result in a staffing shortage for that shift.

Supervisors will notify the Department payroll personnel of any changes to their employee's schedule after the payroll deadline.

### 1036.5 DIVISION LIEUTENANT RESPONSIBILITY

Division Lieutenants will review scheduling system entries for their assigned staff when working to help reduce errors and to ensure current policy and Collective Bargaining Agreements (CBAs)

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are being applied appropriately (i.e., justification is appropriate for the entry). The purpose for the regular review is to ensure oversight, and timely entries to reduce the need for payroll sending an excess of emails at the end of the payroll period.

### **1036.6 DIVISION COMMANDER RESPONSIBILITY**

Division Commanders or their designees will follow-up on notifications from payroll requiring additional information to process scheduling system entries from employees within their Chain of Command.

### **1036.7 DEPARTMENT PAYROLL PERSONNEL RESPONSIBILITY**

The Department payroll personnel are designated by the Office of the Chief to audit scheduling system related entries and to make corrections as needed. Payroll personnel will ensure all City and Department policies, and current CBAs are being followed in regard to time keeping issues, and the correct application of scheduling system work codes are used. Payroll personnel will send a follow up e-mail to the affected employee and their Chain of Command, documenting the reason for any modifications made that affect an employee's wage(s) and/or leave account balances. Any modifications or corrections should be made by the employee's next scheduled pay period.

### **1036.8 OVERTIME HOURS**

If an employee commits to working an overtime shift, they are responsible to work the shift or to find a replacement to work the shift. If the employee is unable to report for the overtime shift due to an unforeseen circumstance and is unable to find a replacement, the employee must notify a supervisor as soon as possible.

Employees must obtain prior approval from a supervisor to work overtime.

Schedules may not be adjusted to work voluntary overtime.

### **1036.9 SPECIAL DEPLOYMENTS**

Special deployments may be offered initially to officers and/or supervisors. If the coordinating lieutenant is unable to fill the special deployment by one day prior to the special deployment, the opportunity may be offered to other qualified personnel (officers, corporals, sergeants or command staff) who were not originally included in the opportunity.

### **1036.10 AUDITS AND REPORTS**

Audits will occur every pay period to verify the accuracy of the data contained in the scheduling system. The audit will review pay types, pay qualifications, FLSA compliance, policy requirements and appropriate coding. Reports will be available for analysis of staffing patterns, attendance, leave usage, and overtime use.

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### **1036.11 SCHEDULING OF TRAINING HOURS**

Training entries will reflect the actual amount of time spent in class/training or performing class related tasks. If the training course/class requires homework related tasks such as studying, research, or preparing for presentations, prior approval from the employee's Chain of Command is required if it exceeds the allotted classroom time and/or will cause the employee to work beyond their scheduled hours. If scheduled training takes less time than the employee's allotted workday, the remaining time shall be accounted for by either, vacation, PTO, comp, or a continuing of the workday such as report writing, ongoing investigations, or returning to normal duty. If payroll personnel, during the course of reconciling payroll, discover shortage of hours, they will adjust the employee's time to accurately reflect their hours of work by deducting hours from accrued leave. If this deduction was made in error, or the employee(s) become aware their time was improperly accounted for, they will notify their respective Chain of Command to correct the deduction.

1. Training Time shall count hour-for-hour for the member's regular assigned work. As used herein, the term "Training Time" shall include time spent actually attending City-directed business, training or conferences.
  - i. Example #1- Patrol Officer #A normally works a 10.5hr day. He/she attends squad training (also a 10.5hr scheduled day). There would be no need to account for time differently (e.g., Flex/Training Time would both account for a 10.5hr day). If training ends 1hr early, the officer will need to account for the 1hr time period with the appropriate code (Schedule Adj Working if the employee continues to work and the notes should clarify what the time was spent on) or 1hr Vacation or Comp time.
  - ii. Example #2- Patrol Officer #A normally works a 10.5hr day. He/she attends training that consists of an 8hr workday. In this case, the employee needs to account for the extra 2.5hrs in the scheduling system by use of the work code Schedule Adj Working (if the employee continues or returns to work).
2. All time spent in Travel Status shall count hour-for-hour for the employee's regular assigned work regardless of the day, or time of day during which the travel occurs. As used herein, the term "Travel Status" shall include reasonable time spent checking-in and awaiting public transit, time spent actively traveling, time spent retrieving baggage and/or Department-owned equipment or Department authorized duty weapons, and time spent traveling between the destination airport and destination hotel. The intent is to account for travel time to destination to include such occurrences as reasonable wait time for the airplane or meal breaks for long trips, not personal detours while traveling to a destination.
3. It is the employee's responsibility to notify their supervisor of any time corrections to training entries.
4. Travel time is not authorized for training being hosted by VPD and/or the training is located in Clark County or the surrounding Portland metro area.
5. Recognizing travel by airplane requires time to check-in before the flight, and time to gather belongings and travel to a destination. Generally, this would be up to two hours before and up to one hour after a flight barring an unusual circumstance.

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6. Unusual circumstances should be documented in the scheduling system. An email, to the employee's supervisor and department payroll personnel by the officer in travel status to document the reason for extended travel (i.e., flight delay/traffic crash, etc.).
7. If an employee's travel status plus training time exceeds their regular work week, the member shall work with their Chain of Command to flex their time to the extent practicable. The Department recognizes that occasionally due to the timing of applicable Fair Labor Standards Act ("FLSA") periods, it may not be practical to flex time. In such cases, the employee shall be entitled to overtime to the same extent otherwise allowed by the appropriate Collective Bargaining Agreement.

### **1036.12 SHIFT TRADE**

Shift trade is designed to allow employees leave when they do not have the appropriate amount of leave available or staffing does not allow for it. It is the responsibility of the employee whose shift is being covered to ensure that the shift is covered as agreed. If the shift is not covered as agreed, the employee whose shift is not covered will be required to use leave to account for the time or find another employee to cover the shift. All shift trades will be approved and entered by a supervisor.

### **1036.13 LEAVE WITHOUT PAY (LWOP)**

The use of LWOP must be approved by the Office of the Chief.

All requests for Federal, State or other protected leaves must be coordinated with COV Human Resources in a timely manner as prescribed by law or City policy.