

WOLFEBORO POLICE DEPARTMENT

SOP 5.8

Date Issued: 12/27/2019

Review: 03/15/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

TIME & ATTENDANCE

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| Policy | To provide accurate records of members time and attendance. |
| Purpose | To provide a uniform procedure to account for employee's time worked, overtime, compensatory time, and all of the various types of leaves. |
| Supervisors Responsibilities | <p>Supervisors are responsible for:</p> <p>Scheduling and managing working hours of their subordinates in order to accomplish the mission and objectives of the Department in an efficient manner.</p> <p>Being fair to subordinates and being responsible to their individual needs in the granting of leave and overtime.</p> <p>Supervisors may use discretion to motivate performance but must allow each employee an adequate opportunity to take a meal break, to take leave, and to work extra hours when work is necessary.</p> |
| Dispatch Responsibilities | For logging all employees on and off duty. |
| Members Responsibilities | <p>To complete and verify weekly time sheets no later than 0700 hours of the Monday immediately after the work week through the software named Planit Schedule.</p> <p>Time Sheets must be verified.</p> <p>Any overtime or details must have an overtime form approved by a supervisor.</p> <p>Incomplete or missing sheets and the employee will not be credited with any work over the minimum number of hours that can be documented.</p> |

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**Court –Off
Duty** Off-duty court attendance is considered time worked. Employees desiring to be paid for court attendance will submit an overtime form to their supervisor for approval. Court is paid at three (3) hour call back.

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Overtime The reason for its accrual must be documented, justifiable, and approved by a supervisor in advance. The use of overtime should be planned to meet specific objectives that cannot be met through the use of regular scheduled employees. Occasions will arise when overtime must be used to cover last-minute scheduling problems. Overtime will also be used occasionally for emergencies; these must be true emergencies and must be documented.

In instances where the Department has at least fourteen days advance knowledge of a special event, the Executive Officer/Captain may adjust the regular work schedule of each employee who will work the special event (if necessary/practical). For example, an employee who is assigned to work a special event on an off day would be instructed to not report to work on one of their regularly scheduled workdays.

Overtime Approval

1. Only the Chief of Police, or his or her designee, has the authority to approve overtime for planned special events. The overtime will be planned to meet the specific objectives that cannot be met with regular scheduled employees.

2. Only the Chief of Police, or his or her designee, has the authority to approve overtime for incidents that expand beyond the scope of on duty personnel, or for inclement weather, or other emergencies.

3. Any mandatory or contingency overtime approved by anyone other than the Chief of Police, or his or designee, is strictly prohibited.

Overtime is paid at a time-and-a-half rate, but overtime hours must be reported as the actual number of hours worked.

Overtime forms are required to be filled out within 24hrs of the scheduled shift for approval.

Members are permitted to work overtime when:

- Required to finish processing an arrest
- Extend tour of duty because of a lapse in coverage
- Authorized by a supervisor to finish an assignment
- Authorized by the Chief and/or Captain to handle a special assignment or training
- Overtime form needs to be approved by the Executive Officer/Captain through Planit Schedule.
- Overtime forms in Wolfeboro Central Dispatch need to be approved by the Dispatch Supervisor through Planit Schedule.

Annual Leave Will follow the guidelines of the Union Contract and/or Town Policy.

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Holidays Will follow the guidelines of the Union Contract and/or Town Policy.

Sick Leave Employees must notify their supervisor as soon as possible when the need to request sick leave is evident. The notification will be no later than two hours before the employee's scheduled reporting time.

Employees must submit a statement from a licensed physician if out sick for three or more consecutive working days, or if his or her supervisor has notified the employee that such a statement is required due to frequent or habitual absences from duty. A reasonable time frame should be given to the employee to present all documents for paid sick leave no later than the date of payroll submission.

Meal Breaks Employees who are required to remain at or near their desks, workstations, or beats will be allowed to take up to 30 minutes to eat a meal. Employees are considered on duty during their meal breaks and therefore may be working or called back to work during this time. This time counts as hours worked.

Employees are free to use their meal period for their own purposes but are not necessarily entitled to leave the premises to do so.

If in the building officers will take their meal break in their office or in the officer's room/break room. If two dispatchers are present, dispatcher will be allowed to have a break in the officer's room/break room.

Supervisors will schedule meal breaks appropriately and grant them in a fair and impartial manner.

Field Training Officers (FTO) Time

All officers or dispatcher acting in the role of a Field Training Officer (FTO) or Dispatcher (FTD) are eligible to claim a maximum of one-hour of overtime for each shift when field training. It is expected that would be the time used at home or before work regarding paperwork.

Employees Compensatory Time

Will follow the guidelines of the Union Contract.

Reporting Problems with the Time Clock or Cards

Employees will report a timesheet problem through Planit Schedule. Supervisors will try to resolve the issue.