NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 13.37

TITLE: PAYROLL AND TIMEKEEPING

EFFECTIVE: 12/3/2017
REVISED: Replaces Policy 1036

PURPOSE

The purpose of this Chapter is to establish departmental payroll and timekeeping procedures for commissioned and civilian members. Recording and approving time and attendance is necessary to ensure timely and accurate disbursement of employee pay and to comply with local, state and federal laws.

DEFINITIONS

Definitions related to this Chapter include:

Payroll Day—The day designated by the City Finance Department on or before which the Biweekly Approval must be completed. It will usually be the Sunday or Monday of the following week being reported.

Biweekly Approval—Payroll Section approves and locks the time sheets after the employee has entered and approved his/her entries in ADP and the appropriate supervisor has reviewed and approved the entries for that employee for the two-week pay period.

Shift Codes—Platoon designators designed to distinguish between platoons which begin on one calendar date (i.e. 11:00 PM) and end on the following calendar date (7:00 AM) and from platoons which begin and end on the same date.

Status Codes—Designators that distinguish the condition under which the member is being carried in the payroll system (i.e. Working, Annual Leave, Sick, Military Leave, IOD, Workman's Comp, etc.).

Shift Differential Pay—Shift differential pay is generated automatically by the computer according to the time the employee begins his/her workday in his/her regular work assignment, except for court time or case overtime.

LEGAL AUTHORITY

1.   Section 4-302(5) of the Home Rule Charter authorizes the Chief Administrative Officer to "prescribe accepted standards of administrative practice to be followed by all offices, departments, and boards." **CAO Policy Memorandum #72(R) – Payroll Time Keeping Procedures** outlines the requirements for the City's Payroll System.

2.   An electronic payroll system is the means of recording time and attendance by City employees. The City of New Orleans (and the NOPD) utilize ADP (Automatic Data Processing) as the software system for all City payroll. Detailed procedural guides for the use of ADP are found on the City of New Orleans web site at: https://employee.nola.gov/work/pay/using-adp/.

3.   As such, every City employee is required to:
      (a) Personally and accurately record time, attendance, and leave used on a biweekly (or weekly basis if applicable), and
      (b) Approve his/her time at the end of each pay period.

4.   All employees are paid biweekly on Friday (except on holidays).

TIME KEEPING POLICY

5.   Members entering payroll records shall pay particular attention to the **Charge Code** list and enter the appropriate charge code for each employee and his/her unit.

HOURLY (NON-EXEMPT) EMPLOYEES

6.   Each hourly employee shall enter time and attendance in the ADP system by:
      (a) Biometric time clock,
      (b) Web entry, if approved in advance; or
      (c) Other approved means.

EXEMPT (EAPS-EXECUTIVE, ADMINISTRATIVE, PROFESSIONAL) EMPLOYEES

7.   Each EAP employee must obtain approval for leave in advance, record leave usage, and approve his/her attendance at the end of a pay period. Leave for EAP employees may only be taken in whole day increments.

SUPERVISOR RESPONSIBILITIES

8.   The Unit supervisor (in Districts, the Platoon Commander) shall review the following for accuracy:
      (a) All shift members are accounted for and entered.
      (b) No data entry errors occurred, especially total hours entered for each employee.
      (c) The Work Status Codes and Charge Codes are correct.
      (d) The shift entered is correct according to the time the employee's REGULAR work began. See below:
         • Shift Code 1 – regular working between 1:00 am and 1:59 pm
         • Shift Code 2 – regular working between 2:00 pm and 6:59 pm
         • Shift Code 3 – regular working between 7 pm and 12:59 am

9.   If an employee uses sick, annual or other leave at the beginning of his/her regular shift, the appropriate Code shall be entered for the record on the time card (i.e. Annual Leave 8:33 minutes).

10.   The Status Code shall be entered in the appropriate location indicating the member's work status for each workday. Each entry, if more than one entry is made for a day, must contain a status code.

11.   If the Platoon Commander is informed at least one day in advance of the employee's need to use annual leave in the middle of a workday, he/she **may** elect to change the

reporting time of the employee to coincide with the ending time of the workday with the rest of his/her platoon.

12.   Employees who are eligible for Shift Differential Pay will receive the appropriate rate of pay if their reporting time for duty falls within the guidelines set. Individuals who work more than 8:35 in one day will receive the rate of pay indicated at the beginning of their duty and will require the <u>work rule transfer</u> for any additional hours worked (i.e. 6:25am-3p 1st shift, 3p-6p 2nd shift unscheduled).

13.   Holiday "off" is already pre-populated in the ADP System.

14.   Holiday "working" for all employees will be recorded when that employee clocks in and out for the actual hours worked on the holiday.

TIME SHEET APPROVALS

15.   Prior to 6:00 AM on Payroll Day, the Unit supervisor or his/her designee shall review the unit's daily records to ensure that all daily records have been approved by each employee and then by their supervisor.

16.   After the Biweekly Approval, any changes must be made by the Unit supervisor and approved by the Unit Commander in writing by submitting a **Payroll Adjustment Form** (Form #93) to the Payroll Section as soon as possible after the error is discovered.

17.   When completing the form, the employee's Status and Charge Codes must be included.

18.   When the Payroll Section receives the Payroll Adjustment Form (Form 93) attached to the ADP/time sheet (with the exception block checked off), the Payroll Section shall:
         (a) Immediately make the proper correction in the ADP system in the appropriate location,
         (b) Affix their own signature below the correction, and
         (c) Submit the ADP/time sheet to the City Finance Department for processing.

19.   After the payroll has been approved by all units (by 7:00 AM on Payroll Day), the Payroll Section shall verify that all units are approved and then certify the payroll as correct by 7:00 AM on Payroll Day.

20.   No changes will be made once the time sheets have been certified correct, any subsequent changes must be made by submitting a Form 93 to the Payroll Section which will then make the necessary requested changes.

SPECIFIC ENTRIES

COURT TIME

21.   An employee is paid overtime for attending court on employment related cases. An employee attending court during regular working hours shall not be paid overtime while on duty.

22.   An employee attending court while on annual, sick, or any other form of paid leave shall be carried Working during the time he/she is physically in a tribunal.

23.   Members attending Traffic Court, Municipal Court, Criminal District Court, or the Grand Jury shall utilize the ADP biometric timeclocks located on the first floor of Police Headquarters and in the lobby of the Municipal/Traffic Court building. The ADP biometric

timeclock shall be used to record both the time of arrival and departure from the above listed courts.

24.   Members attending Juvenile Court, Civil District Court, Federal Court, courts outside the jurisdiction of Orleans Parish, or the City Council or Civil Service shall have their subpoenas signed by a representative of the court indicating the time of arrival and departure from the court.

25.   If a member's court appearance extends into his/her regular working hours, the court time entered under Charge Code 03 must end at the time the employee's regular shift begins.

26.   Court subpoenas and overtime slips shall not be sent to the Payroll Section but instead shall be maintained by each employee's unit assignment according to the Department's record retention schedule.

27.   Court overtime will be automatically rounded by the ADP System, not the entering person, to the next half hour. The item number related to the overtime entry shall be entered in the comment section. A minimum of one (1) hour of overtime will be paid for any court appearance.

CASE OVERTIME

28.   Case overtime must be entered to the exact minute and will be paid to the exact minute. The item number of the case being worked shall be placed in the comments section on the day the case overtime was worked.

IOD / WORKMAN'S COMPENSATION STATUS

29.   No employee shall be carried in an IOD or Workmen's Compensation status until the injury has been classified as such.

30.   Until the injury has been classified, the employee shall be carried sick with the item number included in the comment section.

31.   Once a copy of the classification letter is forwarded from Employee Relations to the employee's unit of assignment, that unit shall make the appropriate adjustments to the employee's time card within that two (2) week pay period.

TEMPORARY ASSIGNMENTS OUTSIDE REGULAR UNIT

32.   If an employee works his/her entire shift in another unit, his/her primary unit shall carry him/her detailed to the temporary assignment with no hours entered.

33.   The temporary unit shall enter all of the employee's hours under that unit's organization code. If the temporary unit neglects to enter the employee's time, the primary unit will not be able to execute its weekly approval.

34.   If an employee works partial hours in both his primary unit and a temporary unit in any workday, the unit in which he/she begins his workday shall enter his/her hours worked in that unit before any other unit enters the remainder of his/her hours worked.

SPECIAL EVENT CHARGE CODE

35.   All members assigned directly to particular special event functions or duties shall be carried

under the Special Event Charge Code (usually designated in the Special Event Operations Order) during the hours they perform those duties.

PERSONAL USE CHARGE FOR TAKE-HOME VEHICLE

36.   Employees of the department who are assigned a City-owned vehicle with take-home privileges shall be assessed a **Personal Use Charge** for this privilege.

37.   Each employee authorized for take-home use of a City vehicle shall complete and sign the **City of New Orleans Take-Home Vehicle Add/Delete/Change Form** (**CAO Policy 5(R) Attachment D**).

38.   To provide for this **Personal Use Charge** deduction, a daily entry shall be required on in the ADP System as follows:. Either enter:
   (a) In the Pay Code section, use the dropdown menu and enter the correct distance entry: either "Vehicle Use within 20 Miles" or "Vehicle use Between 20, 40 Miles," whichever is the appropriate entry.
   (b) Enter the appropriate <u>unit number</u> into the First Transfer Section.
   (c) Under the field titled Take Home Veh #, the <u>Account Number</u> of the vehicle assigned to the employee as a take-home vehicle will be entered.
   (d) Entries in the Take Home Vehicle section are not required when an employee is annual (annual leave), sick or AWP (unless the employee is AWP working).

39.   Employees carried Leave Without Pay are **PROHIBITED** from being assigned/using a take-home vehicle.

40.   Employees who are provided a take-home vehicle <u>shall be charged</u> a personal use fee **unless** access to the vehicle is denied for one of the following reasons:
   (a) Extended maintenance/repairs or mechanical failure causing the vehicle to be placed out of service (however, if an assigned take home vehicle is available for any portion of a day or a replacement vehicle is provided, the personal use fee will continue to be charged);
   (b) Emergency fleet use, wherein the vehicle is taken out of take-home status and placed into the fleet for use by the department to maintain normal operations;
   (c) Take-home vehicle privileges are suspended for the employee by the department; or
   (d) Any other departmental action which causes the employee to be denied access to the vehicle in take-home status.

CIVILIAN EMPLOYEES – 7 HOUR WORKDAY (35 HOUR WEEK)

41.   Civilian employees who work the entire day without taking any form of authorized leave will be carried working for eight hours. The one hour lunch break will be automatically deducted from the record.

42.   Civilian employees who take any form of authorized leave shall have all entries accounted for, and the total hours <u>must</u> equal seven hours.

   Example:
   (a) Employee works from 8:00AM to 10:00AM - 2 hours working.
   (b) Employee takes annual leave from 10:00AM to 11:00AM - 1 hr.
   (c) Employee returns to work at 12:00 noon and works to 4:00PM - 4 hrs.

(d) The total entries of the above example totals seven hours.

NOTE: The lunch hour from 11:00AM to 12:00 noon is not automatically subtracted by the computer.

CIVILIAN EMPLOYEES (SHIFT) – 8 HOUR WORKDAY (40 HOUR WEEK)

43.   Civilian employees who work the entire shift without taking any form of authorized leave will be carried working for eight hours. The 30 minute lunch break is not deducted from the record.

44.   Civilian employees who take any form of authorized leave shall have all entries accounted for, and the total hours must equal eight hours.

   Example:
   (a) Employee works from 8:00AM to 10:00AM - 2 hours working.
   (b) Employee takes annual leave from 10:00AM to 11:00AM - 1 hr.
   (c) Employee returns to work at 11:00 noon and works to 4:00PM - 5 hrs.
   (d) The total entries of the above example totals eight hours.

NOTE: The 30 minute lunch from 11:30AM to 12:00 noon is not subtracted by the computer. The member is carried working.

CYCLE EMPLOYEES – 8.58 HOUR WORKDAY (85.5 HOURS BIWEEKLY)

45.   Civil Service Rules now make it possible for all cycle employees to get paid for 85.5 hours bi-weekly (14 day pay cycle) regardless of their work/leave status.

46.   A minimum of 8 hours and 33 minutes for all entries other than regular working hours, and 8 hours and 35 minutes for regular working hours shall be entered each working day.

   Example:
   (a) Regular working 8 hours and 35 minutes - 6:25am to 3:00pm = 8.58 hours.
   (b) Annual 8 hours and 33 minutes 3:27pm to 11:00pm = 8.55 hrs.
   (c) Sick 8 hours and 33 minutes 10:27pm to 7:00am = 8.55 hrs.

   The use of civil and military leave should also be 8 hours and 33 minutes.

47.   If a cycle employee takes leave for any portion of the day, their hours must total 8 hours and 33 minutes.

   Example:
   (a) Working from 6:25am to 11:00am
   (b) Annual from 11:00am to 2:58pm.
   (c) Total of 8 hours and 33 minutes = 8.55 hours.

   The leave hours that are taken by the employee must be entered by the supervisor.

EXTENDED COMPUTER SYSTEM FAILURE

48.   In the event of a city-wide extended electrical or computer system failure, daily reporting of employee payroll shall be documented on the **Employee Work Record Emergency Incident form** (Form #91). All required information on the form shall be completed.

49.   An extended electrical or computer system failure is defined as lasting over one week.

50.   If the extended electrical or computer system failure is isolated, payroll shall be entered at alternate locations (i.e., district station, payroll office).

51.   The Employee Work Record Emergency Incident Form (Form #91) shall be forwarded to the Payroll Section within three days upon completion of each form. A copy of the forms submitted shall be maintained at the unit level.