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Chapter 402 - Timekeeping			
Reviewing Office <i>Payroll</i>			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions in <i>italics</i></small>
References			

NON-SWORN MEMBERS TIMEKEEPING

402.1 - 1 PURPOSE

The purpose of this directive is to outline guidelines, procedures, and policies on documenting time for non-sworn members.

402.1 - 2 POLICY

It is the policy of the Detroit Police Department (DPD) that all non-sworn members shall be promptly paid for service rendered within the scope of their employment.

402.1 - 3 Procedure

Timekeeping of all commands for non-sworn members shall be recorded on the Monthly Time Report (DPD268). The Monthly Time Report shall be maintained in a time bookbinder. Commanding officers are responsible for the proper timekeeping of each payroll unit for non-sworn members within their commands.

402.1 - 3.1 Entries

All timekeeping entries shall be made in black or red ink. Entries made in black ink indicate time worked; entries in red ink indicate time not worked.

402.1 - 3.2 Symbols Indicating Time Worked

1. The symbols listed below entered in black ink have the following meanings excluding roll call time:

M - Midnights	Platoon one	Shift starting between 7:00 p.m. to 3:59 a.m.
D - Days	Platoon two	Shift starting between 4:00 a.m. to 10:59 a.m.
A - Afternoon	Platoon three	Shift starting between 11:00 a.m. to 6:59 p.m.

2. Any entry requiring the use of the above symbols shall be made in the lowest portion of the date block.

3. An **M**, **D**, or **A** entered in black ink in the lower portion of the date block with no red entry in the middle or upper portion of the date block indicates that the non-sworn member has worked a full shift on midnights, days, or afternoons depending upon the symbol used.

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402.1 - 3.3 Symbols Indicating Time Not Worked

1. The symbols listed below that are entered in red ink have the following meanings:

ANP	Absent No Pay
AWL	Absent With Leave
AWOL	Absent Without Leave
CT	Compensatory Time
DL	Department Leave
FL	Funeral Leave
H	Holiday Not Worked
HE	Excused Day - <i>Did not work</i>
HR	Holiday Refused
HS	Sick on a Holiday
JD	Jury Duty
L	Leave Day
LS	Sick on Leave Day
LWC	Leave While on Workmen's Compensation
ML	<i>Military Leave - Approved military absence, unpaid</i>
MT	<i>Military Training - Limited to 15 days per year</i>
S	Sick
V	Vacation
WC	Worker's Compensation
X	Suspended

2. Common entries in red ink, **L**, **S**, **V**, and **FL**, signify respectively that the non-sworn member was absent the entire shift because the non-sworn member was on leave, sick, vacation, or taking a funeral leave day. *The following are examples of time not worked:*

- a. A red **LS** indicates that the non-sworn member was sick on a leave day;
- b. A red **HS** indicates that the non-sworn member was sick on a holiday;
- c. A red **H** indicates a non-sworn member had the holiday off. (An **M**, **D**, or **A** in black ink in the lower third of the date block of a holiday indicates that the non-sworn member worked the holiday);
- d. A red **HE** indicates that a non-sworn member had the excused day off; and
- e. A red **DL** indicates that the non-sworn member requested and was granted Departmental leave to transact personal business or for any cause judged justifiable by the department head.

3. Each non-sworn member is limited to a maximum of five (5) Department leave days per fiscal year. These days are first charged to the non-sworn member's current sick bank.

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4. A red **WC** indicates the non-sworn member is disabled and receiving worker's compensation.
5. Non-sworn members serving on jury duty or military training shall be listed with the appropriate symbol (**JD** or **MT**) when the time is not covered by vacation or other time off.

402.1 - 3.4 Compensatory Time

Compensatory time taken by a non-sworn member shall be recorded in red ink followed by the letters "**CT**."

402.1 - 3.5 Overtime

Overtime shall be recorded in black ink followed by the letters "**OT**."

402.1 - 3.6 One Half Sick Day

When a non-sworn member is to be charged for one-half sick day, a red number "**1/2**" followed by the letter "**S**" shall be recorded in the middle portion of the date block. If a non-sworn member is to be charged one-half sick day due to the illness of a family member, a notation to that effect shall be made in the remarks column of the time report.

402.1 - 3.7 Recording Compensatory Time, Overtime, Etc.

Recording overtime earned, compensatory time taken off, or other time earned or taken off involves using the upper two (2) portions of the date block. Hours earned shall be recorded in black ink and hours taken off recorded in red ink. When a non-sworn member earns overtime and takes time off the same date, the black number shall be recorded in the top portion of the date block, and the red number in the middle portion of the date block. The lower portion of the date block is used to indicate the shift to which the non-sworn member is assigned.

402.1 - 3.8 Temporarily Assigned Non-Sworn Members

Any command which has non-sworn members temporarily assigned shall use a separate Civilian Time Report (DPD66 or DPD66-A) to record the time of that non-sworn member. This report shall be forwarded to the non-sworn member's command of permanent assignment on the following day.

402.1 - 3.9 Retention

The Civilian Time Report (DPD66 and DPD66-A) shall be retained within the command for a period of seven (7) years. The distribution currently appearing at the bottom of these forms shall be disregarded.

402.1 - 4 Holidays

1. Non-Sworn members are entitled to the following seven (7) holidays:
 - a. New Year's Day;
 - b. Martin Luther King's Birthday;

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- c. Memorial Day;
 - d. Independence Day;
 - e. Labor Day;
 - f. Thanksgiving Day; and
 - g. Christmas Day.
2. For non-sworn members engaged in a five (5) day operation, if a holiday falls on a Saturday it shall be observed on the preceding Friday, and if a holiday falls on a Sunday it shall be observed on the following Monday.
 3. However, for non-sworn members engaged in six (6) or seven (7) day operations, the holiday shall be the actual calendar holiday. If a non-sworn member engaged in six (6) or seven (7) day operations works either the actual calendar holiday or the substitute holiday, they shall receive holiday pay, but the non-sworn member will not be allowed to pyramid holiday pay for working both days.
 4. Commands which have non-sworn members working on a six (6) or seven (7) day basis shall ensure that non-sworn members scheduled to be off on the actual holiday are also scheduled to be off on the substitute holiday whenever possible.

402.1 - 4.1 Excused Time for Excused Days

1. Non-sworn members shall be granted eight (8) hours of excused time on the last scheduled paid day before Christmas Day *and* New Year's Day, *Veteran's Day*, *the day after Thanksgiving*, *and Good Friday*.
2. For non-sworn members engaged in five (5) day operations, if an excused day falls on a Saturday it shall be observed on the preceding Friday, and if an excused day falls on a Sunday it shall be observed on the following Monday. All non-sworn members working in non-essential positions shall be granted the excused days off if they can be spared. Excused days taken off shall be recorded with a red "HE" in the shift worked portion of the Monthly Time Report.

402.1 - 5 Sick Time

1. A non-sworn member who fails to report for work and who calls in sick shall be charged with a full sick day. A non-sworn member reporting for work on their regularly scheduled shift that becomes ill and does not complete their shift shall be charged with sick time as follows:
 - a. If the non-sworn member leaves work before completing four (4) full hours of work, they shall be *carried working for actual time worked, and the remainder of the first half of the day as compensatory time and/or absent no pay time, at the supervisor's discretion. The second half of the day shall be carried as sick*, and
 - b. If the non-sworn member leaves work after completing four (4) full hours of work but before completing the entire shift, they shall be *carried working for actual time worked, and the remainder of the shift as compensatory time and/or absent no pay, at the supervisor's discretion.*

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EXAMPLE 1: A non-sworn member reports for work at 8:00 a.m. on their regularly scheduled 8:00 a.m. to 4:30 p.m. shift. At 11:00 a.m. the non-sworn member leaves work sick, the non-sworn member is *carried three (3) hours working, one (1) hour compensatory time and/or absent no pay, and one half (1/2) day sick.*

**NOTE - Non-sworn members are required to work a forty (40) hour work week, per City Labor Relations. Lunch is unpaid.*

EXAMPLE 2: A non-sworn member reports for work at 8:00 a.m. on their regularly scheduled 8:00 a.m. to 4:30 p.m. shift. At 2:30 p.m. the non-sworn member leaves work sick, the non-sworn member is *carried six (6) hours working, with the remaining two (2) hours charged to compensatory time and/or absent no pay.*

2. If a non-sworn member is to be charged with any sick time due to the illness of a family member rather than their own personal illness, a notation to that effect shall be made in the remarks column of the Monthly Time Report. *Sick time taken in such manner shall not exceed three (3) days per occurrence.*

402.1 - 5.1 Changing Sick Time to Workers Compensation

A non-sworn member who suffers a job-related injury may be placed on workers compensation. Time to be changed from “S” to “WC” shall not be changed until notification is received from Human Resources-Police Civilian Personnel in writing. Upon notification, all days recorded as “S” which are consecutive and subsequent to the date of the injury shall have a red “WC” placed upon them.

402.1 - 6 Department Leave

When a non-sworn member is carried “DL” for Department leave, it shall be marked in the time book with a red “DL” and the reason shall be noted in the remarks column of the Monthly Time Report (DPD268). Employees must have current sick to use a Department leave day and can only use five (5) per fiscal year.

402.1 - 6.1 Leave Days during Periods of Illness, Workers Compensation, or Suspension

1. Any regularly scheduled leave days during the period when a non-sworn member is carried sick or on workers compensation shall be marked in the time book as leave sick (LS) or leave workers compensation (LWC). These symbols are for the information of Department units exclusively. Such days will be reported on the Bi-Weekly Time and Attendance Report only as leave days.
2. Whenever a non-sworn member is carried sick or on workers compensation for five (5) consecutive days, it shall be followed by two (2) leave days. Pre-scheduled leave days shall be changed as necessary to comply with this rule. However, when it is unknown if a non-sworn member will be off for an extended period of time, the pre-scheduled

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leave days will be left as scheduled. If a non-sworn member is ill or on workers compensation for an extended period of time, the five (5) and two (2) rule described above shall be adjusted so that all leave days due for the month will be liquidated. At the start of a new month, persons on extended sick leave or workers compensation will then be carried “**LS**” or “**LWC**” on weekends. Leave days during suspension shall be handled in the same manner as when a non-sworn member is carried sick or on workers compensation.

402.1 - 6.2 Sixth and Seventh Days

The standard payroll work week of each non-sworn member begins at 12:01 a.m. Monday and ends at midnight Sunday. It consists of five (5) regularly scheduled workdays with the two (2) remaining days in the payroll week to be known as leave days.

402.1 - 6.3 Forty Hour Week

1. Most non-sworn members of the Department *are required to work a forty (40) hour week and eight (8) hour day, per the City Labor Relations department. Lunches shall be unpaid.*

EXAMPLE: *A non-sworn member reports to work at 8:00 a.m. and is entitled to one half (1/2) hour unpaid lunch. In order to be credited with a full day of work, the non-sworn member must work until 4:30 p.m., resulting in eight (8) hours worked and one half (1/2) hour unpaid lunch.*

2. *All overtime computations are affected by the number of scheduled hours regularly worked by each non-sworn member.*

402.1 - 7 Overtime

1. Non-sworn members assigned to commands which regularly schedule a forty-hour week, are credited with overtime for all time worked over the regularly scheduled forty-hour week *and/or all time worked over the regularly scheduled work day.*
2. *A non-sworn member so scheduled must first actually work an eight (8) hour day before they are credited with overtime for any additional hours.*

402.1 - 7.1 Overtime Earned by Non-Sworn Members

1. All hours worked over eight (8) in one (1) payroll day;
2. All hours worked over forty (40) in one (1) payroll week, *inclusive of the sixth and seventh day, and holiday;* and
3. All lunch periods worked by non-sworn members assigned to a regularly scheduled forty-hour payroll week.

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M	T	W	TH	F	S	S
		NL			5	
1OT		1OT	2OT		D	
D	D	D	D	D	W ⁶ L	L

The figure above represents one (1) date block on the Monthly Time Report for one (1) payroll week of Non-sworn member A. Non-sworn member A works a regularly scheduled forty (40) hour week, Monday through Friday, 8:00 a.m. to 5:00 p.m., with a one (1) hour non-paid lunch. In the course of this payroll week Non-sworn member A earned nine (9) hours of overtime. Non-sworn member A did so in the following manner. On Monday the non-sworn member worked nine (9) hours exclusive of the lunch period. *This means on Monday, if the non-sworn member worked 8:00 a.m. to 6:00 p.m. with an hour non-paid lunch period, they would be paid eight (8) hours working, and one (1) hour overtime.* On Tuesday they worked a regular eight (8) hour day, exclusive of the non-paid lunch period. No overtime is earned. On Wednesday the non-sworn member worked through their lunch period. Since the non-sworn member is entitled to overtime after eight (8) hours worked in a day, they are credited with one (1) hour overtime. The notation “NL” is entered in black above the shift worked entry. On Thursday non-sworn member A worked eleven (11) hours, with one (1) being deducted for the non-paid lunch period taken, so they are credited with two (2) hours of overtime. On Friday the member worked a regular eight (8) hour day, exclusive of the one (1) hour non-paid lunch period so no overtime is earned. On Saturday, which is the non-sworn member’s first scheduled leave day in the payroll week, the member works five (5) hours and is credited five (5) hours of overtime for that day and the symbol “L” shall be superimposed in the lower portion of the date block by a black “W6.”

402.1 - 8 Tardiness

- Non-sworn members who are late in reporting for their assigned shift are docked for the time that they are late. A non-sworn member who reports for work six (6) or more minutes late is docked in tenths of an hour. The formula is as follows for non-sworn members who work a regularly scheduled eight (8) hour day:

TIME LATE	TIME DOCKED	TIME WORKED
06 minutes	0.1T	7.9 hours
12 minutes	0.2T	7.8 hours
18 minutes	0.3T	7.7 hours
24 minutes	0.4T	7.6 hours
30 minutes	0.5T	7.5 hours
36 minutes	0.6T	7.4 hours
42 minutes	0.7T	7.3 hours
48 minutes	0.8T	7.2 hours

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54 minutes	0.9T	7.1 hours
60 minutes	1.0T	7.0 hours

The formula continues in six (6) minute increments for all time late in reporting for work.

2. When a non-sworn member reports more than six (6) minutes late for their regularly scheduled shift, the number of minutes late shall be computed into tenths of an hour according to the schedule given above, and this number followed by "T" shall be entered in red ink above the shift worked entry.

**NOTE - If a non-sworn member is on Attendance Control, the grace period is removed and they may be marked 0.1T after one (1) minute late, without sufficient reason.*

402.1 - 8.1 Shift Premium Pay

1. Shift premium is awarded to all non-sworn members of the Department whose regularly scheduled shift begins within the hours prescribed as follows:
 - a. If the shift begins between 11:00 a.m. and 6:59 p.m. the rate of shift premium pay is *twenty-five (25)* cents an hour; and
 - b. If the shift begins between 7:00 p.m. and 3:59 a.m., the rate of shift premium pay is *fifty (50)* cents an hour.
2. The shift premium is paid to a non-sworn member in addition to their basic rate of pay for the regular shift starting within the hours designated above and any overtime hours worked in conjunction with an afternoon or midnight shift. When a non-sworn member starts their shift and does not complete the shift due to illness, compensatory time, etc., premium pay will be awarded only for the actual time worked.

402.1 - 9 Show-Up Time

When a non-sworn member is called to work, they shall be guaranteed no less than four (4) hours of pay for "show-up" time at the appropriate rate.

402.1 - 10 Non-Sworn Deputy Chiefs

Non-sworn deputy chiefs are Department executives. On the Monthly Time Report they shall either be carried as working (**W**), or the appropriate symbol shall be entered to carry them not working (e.g. **L**, **V**, **FL**, etc.). No overtime, holiday pay, or compensatory time can be earned by deputy chiefs or non-sworn members listed on the civilian administrative roster.

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402.1 - 11 Bi-Weekly Time and Attendance Report

The Bi-Weekly Time and Attendance Report for non-sworn members is different in appearance from that used for sworn members. The only portion to be completed by the timekeeper is the left hand portion of the report. The remainder of the report shall be completed by Payroll. Entries indicating time taken off, leave days, tardiness, etc. shall be made in red ink. Entries indicating time worked shall be made in black ink.

402.1 - 11.1 Section 1

The middle portion of the Bi-Weekly Time and Attendance Report contains the non-sworn member's social security number, class code, Split Pay (S.P.) code, and name (last name first). The information for Section I shall be preprinted.

402.1 - 11.2 Section 2

Section II appears at the far left hand side of the form. The dates above the date block shall be preprinted. The date block consists of three (3) lines, the top line indicating platoon 1, the middle line indicating platoon 2, and the bottom line indicating platoon 3. Each date block must have an entry. No date block shall be left blank. Entries shall be made on the appropriate line.

402.1 - 11.3 Hours Worked

The actual number of hours worked by a non-sworn member on each date during the payroll period shall be entered on the appropriate line of the Bi-Weekly Time and Attendance Report. *Most non-sworn members of the Department are required to work a forty (40) hour week, per the City Labor Relations department. Therefore, if a non-sworn member works a regularly scheduled forty (40) hour week, the number eight (8) shall indicate the standard workday worked.*

402.1 - 11.4 Full-Day Off on Sick Leave, Vacation, Leave Day, Etc.

If a non-sworn member is absent for a full workday from their regularly scheduled shift, the appropriate symbol shall be entered in red on the Bi-Weekly Time and Attendance Report. This symbol shall be the same symbol that appears on the Monthly Time Report for that date.

402.1 - 11.5 Partial-Day Off, Sick Leave, Compensatory Time, Etc.

If a non-sworn member is absent from their regularly assigned shift for only a portion of the workday, the actual hours worked shall first be entered on the appropriate line of the Bi-Weekly Time and Attendance Report. On the line below or above, at the timekeeper's discretion, the appropriate symbol shall be entered in red to account for the hours not worked (e.g. **1/2S**, **1/2V**, **2CT**, etc.).

402.1 - 11.6 Tardiness

If a non-sworn member is more than six (6) minutes late in reporting for their regularly assigned shift, the time late is computed into tenths of an hour and the entry is made

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on the Monthly Time Report. The number of hours actually worked shall also be computed into tenths of an hour and that number entered on the appropriate line of the Bi-Weekly Time and Attendance Report. The amount of time the non-sworn member is to be docked shall be transposed from the Monthly Time Report and entered in red above the time worked entry.

402.1 - 11.7 No Lunch Hour

If a non-sworn member is required to work through their lunch hour, a notation to that effect shall appear above the shift worked entry on the Monthly Time Report. In order to credit the non-sworn member with the lunch hour worked on the Bi-Weekly Time and Attendance Report, that hour shall be included in the total number of hours worked and that number entered on the appropriate line. The notation "**NL**" shall be entered above or below the time worked entry.

402.1 - 11.8 Absence Due to Illness of a Family Member

Each time a non-sworn member is absent due to illness, the remarks column of the Monthly Time Report shall be checked to determine if the illness was that of the non-sworn member him/herself or that of a family member. In the event that a non-sworn member is to be charged with sick leave due to the illness of a family member, the letters "**SF**" or "**1/2SF**" shall be entered in red ink on the appropriate line of the Bi-Weekly Time and Attendance Report.

402.1 - 11.9 Compensatory Time Taken

If a non-sworn member takes compensatory time off, the actual number of hours worked shall be entered on the appropriate line of the Bi-Weekly Time and Attendance Report. The amount of compensatory time taken off shall be entered as follows: the appropriate number, followed by the letters "**CT**" shall be entered in red ink above or below the time worked entry.

402.1 - 11.10 Sixth and Seventh Days

If a non-sworn member works a sixth or seventh day, the actual number of hours worked shall be entered on the appropriate line of the Bi-Weekly Time and Attendance Report. The notation "**W6**" or "**W7**", whichever is appropriate, shall be entered in black ink above or below the time worked entry.

402.1 - 11.11 Overtime

Overtime shall be entered on the Bi-Weekly Time and Attendance Report by adding the number of overtime hours worked to the base number of hours worked in a day, *excluding the hour designated for the non-paid lunch period.*

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402.1 - 12 Sample Monthly Time Report and Bi-Weekly Time and Attendance Report for a *Forty Hour Week*

Below is a sample of entries for the Monthly Time Report and the Bi-Weekly Time and Attendance Report. The following illustration should be used with Section 402.1-12.1 and 402.1-12.2.

Monthly Time Report

1	2	3	4	5	6	7	8	9	10	11	12	13	14
					5OT				0.7T	1CT			
2 OT		NL	1/2 S		D								
D	D	D	D	D	^{W6} L	L	DL	D	D	D	D	L	L

Bi-Weekly Time and Attendance Report

1	2	3	4	5	6	7	8	9	10	11	12	13	14
			4S						0.7T	1CT			
10	8	9	4	8	5	L	DL	8	7.3	7	8	L	L

402.1 - 12.1 Entries on the Monthly Time Report

1. The entries on the Monthly Time Report indicate that the non-sworn member is assigned to work platoon 2. The symbol "D" for shift worked appears in nine (9) of the date blocks indicating a full or partial shift worked.
2. On the first, the non-sworn member worked two (2) hours overtime, indicated by the notation, "2OT".
3. On the third, the non-sworn member was required to work through their lunch period and the notation "NL" is entered above the shift worked entry. *This indicates the member is entitled to one (1) hour overtime for that day.*
4. On the fourth, the non-sworn member was charged with one half (1/2) sick day and the notation "1/2S" is entered above the shift worked entry.
5. On the sixth, which is the non-sworn member's first regularly scheduled leave day within that week, the non-sworn member worked five (5) hours. The notation "W6" is superimposed on the red "L", the shift worked is entered in the middle portion of the date block, and the number of hours worked followed by the letters "OT" is entered in the upper portion of the date block.
6. The seventh is the non-sworn member's second regularly scheduled leave day of the week.

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7. On the eighth, the non-sworn member was granted a Departmental/ leave day. The appropriate notation, "**DL**" is entered in the time worked portion of the date block.
8. On the tenth, the non-sworn member is forty-five minutes late in reporting for their regularly scheduled shift. The computed time, 0.7, followed by the letter "**T**" is entered in red above the shift worked entry.
9. On the eleventh, the non-sworn member took one (1) hour of compensatory time off. The notation "**1CT**" is entered in red above the shift worked entry.
10. All entries indicating time taken off, leave days, and time late shall be made in red ink. All entries indicating time worked shall be made in black ink.

402.1 - 12.2 Entries on the Bi-Weekly Time and Attendance Report

1. The entries on the Bi-Weekly Time and Attendance Report translate the shift worked entries on the Monthly Time Report into numerical equivalents.
2. On the first, the entries on the Monthly Time Report translate into ten (10) hours worked; the basic *eight (8)* hour day, plus *two (2)* hours of overtime worked.
3. On the second, the *number 8* is entered to indicate the full *eight (8)* hour shift worked.
4. On the third, the Monthly Time Report entries translate into *nine (9)* hours worked; the full *eight (8)* hour shift plus one (1) hour for working through the lunch period.
5. On the fourth, the Monthly Time Report entries translate into four (4) hours worked. The notation "**1/2S**" is entered above the time worked entry to indicate that the non-sworn member is charged with one half (1/2) sick day.
6. On the fifth, the *number 8* is entered to indicate the full *eight (8)* hour shift worked.
7. On the sixth, the Monthly Time Report entries translate into five (5) hours worked. Since these hours were worked on the non-sworn member's sixth day, the notation "**W6**" is *superimposed on the red "L", below the time* worked entry in black.
8. On the seventh, the notation "**L**" is transposed from the Monthly Time Report to the Bi-Weekly Time and Attendance Report.
9. On the eighth, the notation "**DL**" is transposed from the Monthly Time Report to the Bi-Weekly Time and Attendance Report.
10. On the ninth, the *number 8* is entered to indicate the full *eight (8)* hour shift worked.
11. On the tenth, the Monthly Time Report entries translate into *seven point three (7.3)* hours worked. The "**0.7T**" entry in the Monthly Time Report is transposed to the Bi-Weekly Time and Attendance Report and is entered above the time worked entry in red.
12. On the eleventh, the Monthly Time Report entries translate into *seven (7)* hours worked. The notation "**1CT**" is entered above the time worked entry in red.
13. On the twelfth, the *number 8* is entered to indicate the full *eight (8)* hour shift worked.
14. On the thirteenth and fourteenth, the notation "**L**" is transposed from the Monthly Time Report to the Bi-Weekly Time and Attendance Report.
15. All entries indicating time taken off, leave days, tardiness, etc., shall be made in red ink. All entries indicating time worked shall be made in black ink.

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402.1 - 13 Civilian Time Card (595A)

The Civilian Time Card (DPD595A) shall be utilized to properly and efficiently maintain and process civilian employees' paid overtime, compensatory time, vacation, holidays, and excused time.

402.1 - 13.1 Compensatory Time

1. *Due to the implementation of the forty (40) hour work week, non-sworn members no longer earn compensatory time for overtime worked.*
2. *The compensatory time column of the Civilian Time Card (DPD595A) is divided into three (3) parts: earn/take column, total earn column, and balance column. Compensatory time taken off shall be entered in the earn/take column, and subtracted from the balance column. Compensatory time taken shall be recorded daily.*

402.1 - 13.2 Liquidation of Compensatory Time

Compensatory time shall be used before the end of the fiscal year in which it was earned.

402.1 - 13.3 Vacation

Vacation time earned will appear on the Fringe Bank Balance Report once a member reaches 1600 fiscal hours exclusive of overtime prior to July 1st. It shall be entered in the earn/take portion of the vacation column and added to the balance column. When vacation time is taken off, it shall be entered in the earn/take portion of the vacation column, and subtracted from the balance. Non-sworn members may carry over up to *twenty (20)* vacation days and *160* hours of vacation time from one (1) fiscal year to the next. Hours in excess of *160*, if not used prior to Nov 1, shall be lost.

**Note - Each year after receiving regularly accrued vacation time, each non-sworn employee shall have sixteen (16) hours of vacation converted to compensatory time, to be used by the end of the fiscal year.*

402.1 - 13.4 Excused Time

1. *When a non-sworn, six (6) or seven (7) day operation employee is scheduled a leave day on an excused holiday, they shall receive eight (8) hours straight time compensatory time (excused time).*
2. Excused time earned shall be entered in the earn/take column and added to the balance column. Excused time taken off shall be entered in the earn/take column and subtracted from the balance column. Excused time shall be used before the end of the fiscal year in which it was earned.

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402.1 - 13.5 Holidays

1. The entries for the seven (7) holidays listed at the top of the Civilian Time Card are as follows:

W	(Black)	Worked
H	(Red)	Day off, no option
HR	(Red)	Day off, refused option to work

2. *Non-sworn members are no longer entitled to eighth, ninth, and tenth holidays (swing holidays).*
3. When special days are granted by the city, the blank space shall be used to indicate the date taken and designation of special days.

402.1 - 13.6 Paid Overtime

1. The amount of paid overtime to be credited to a non-sworn member is determined according to the formula. All paid overtime *during the week* is paid at the rate of time and one half, except *when a non-sworn member is carried sick, on Departmental leave, or non-paid time on the same day the overtime is worked. All paid overtime worked on a sixth or seventh day is paid at the rate of time and one half, except when a non-sworn member is carried sick, on Departmental leave, or non-paid time in the same week in which the overtime is worked. Overtime is paid at straight time when necessary to make up sick or nonpaid time.*
2. Entries to the paid overtime column is divided into two (2) parts: the earn/paid column and the balance column. All overtime paid shall be converted according to the appropriate rate and entered in the earn/paid column. It shall also be added to the balance column.
3. At the end of each pay period, the non-sworn member will be paid for their paid overtime and the pay period-total shall be shown as a negative figure in red in the earn/paid column. The paid overtime balance then becomes zero and the procedure is repeated as necessary.

402.1 - 14 Civilian Time Report (DPD66)

The Civilian Time Report, (DPD66), or the short form (DPD66-A), shall be used by each command to document the time of non-sworn members within the command.

402.1 - 14.1 Preparation

1. A new form shall be prepared for each workday. Each non-sworn member shall be required to enter the time in at the beginning of the workday, time out for lunch, time in from lunch, time out at the end of the workday, and signature. A designated supervisor within the command shall review the entries to verify their accuracy and shall sign the form in the space designated for the supervisor's signature.
2. The supervisor shall also insure that the unit and date are properly recorded in the appropriate spaces on the form. In the event that a non-sworn member does not

402.1 Non-Sworn Members Timekeeping

report for work on a given work day, the supervisor shall list the name of the absent non-sworn member and shall provide, in the remarks column, the reason for the absence (e.g. leave day, sick, vacation, jury duty, etc.). In the event that a non-sworn member leaves work before the end of the work day, the non-sworn member shall sign out at the time the non-sworn member leaves work, and the supervisor shall enter the reason in the remarks column (e.g. “**1/2S**”, one (1) hour compensatory time, etc.).

3. In the event that a non-sworn member works overtime, the supervisor shall enter the amount of overtime worked in the overtime column. Supervisors are reminded of the rules which govern overtime for non-sworn members. In the event a non-sworn member arrives late for work or returns late from a lunch period, the number of minutes late shall be entered in the time late column. Supervisors are reminded of the rules which govern tardiness for non-sworn members.