

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

August 14, 2015

Policy Number 3.03

ATTENDANCE, OVERTIME, AND COMPENSATORY TIME REPORTING AND CONTROL

POLICY

All employees are required to maintain an accurate record of their attendance and obtain permission from their authorized supervisor prior to engaging in any overtime work or taking any compensatory time off. Failure to obtain permission may result in disciplinary action. Captains and above and their civilian equivalents are exempt from certain sections of this policy, as indicated, since they are categorized as "not covered" under the overtime provisions of the Fair Labor Standards Act (FLSA).

PROCEDURE

I. ATTENDANCE REPORTS

- A. Employees' work attendance shall be recorded utilizing the Daily Attendance Report, HPD-25 form. For accurate recordkeeping and uniformity, no other variation of this form shall be used.
- B. The element commander shall determine whether one Daily Attendance Report, HPD-25 form, will be used for the entire element or whether each unit within the element will use a separate report.
- C. Employees shall personally record their work start and end times and meal start and end times (if applicable) by writing the time in black ink immediately upon each occurrence, rounding up to the nearest five minutes. At no time shall an employee fill in the time for another employee.

Exception: With prior approval from the element commander, employees who work outside of the office shall write in their work start and end times and meal start and end times immediately upon reporting for their next scheduled work shift.

- D. At no time shall the start and end times on the Daily Attendance Report, HPD-25 form, be typed or completed beforehand.
- E. A copy of the Daily Attendance Report, HPD-25 form, shall be kept on file within the element, in chronological order by date, for five years.
- F. The provisions of this section do not apply to captains and above and their civilian equivalents.

II. EMPLOYEES' RESPONSIBILITIES

- A. Employees shall ensure that their work hours and meal periods (if applicable) are accurately recorded for each work shift on the Daily Attendance Report, HPD-25 form, as outlined in this policy. To ensure accurate records, this requirement also applies to employees working alternate work schedules.
- B. Employees shall work only within their scheduled work shift, unless an authorized supervisor approves the overtime work or in circumstances that dictate immediate action. Prior approval for overtime is necessary for, but not limited to, the following examples of situations:
 - 1. Arrive early to the workplace to acquire equipment, complete reports, prepare for line-up, or to conduct any other work-related business;
 - 2. Stay late or return to the workplace after their scheduled work hours to complete reports, citations or projects or to conduct any other work-related business;
 - 3. Complete work during an uncompensated meal period. In the event that the employee is unable to take a meal period, the employee shall inform his or her supervisor immediately;

4. Complete work at home or away from the workplace, including, cleaning city-owned vehicles; and
 5. Attend community functions as a representative of the Honolulu Police Department (HPD).
- C. Employees shall take their meals or other breaks in accordance with their respective labor contracts (if applicable).
1. Employees who have compensated meal periods (e.g., 5/9 work schedule) shall be available to work in the event they are needed; and
 2. Employees who do not have compensated meal breaks shall not perform any work during this designated time period (e.g., eat meals at their desk or workstation, answer the telephone, respond to e-mails, complete reports, etc.), unless prior approval has been granted from their immediate supervisor.
- D. Employees shall not volunteer their time for the HPD or city to perform similar duties that they would normally be assigned to do.
- E. Upon working any overtime, employees shall complete and submit an Overtime/Compensatory Time Card, HPD-66 form.
- F. The provisions of this section do not apply to captains and above and their civilian equivalents.

III. SUPERVISORS' RESPONSIBILITIES

Supervisors shall be responsible for monitoring and managing their respective employees' workload and overtime. This includes (but is not limited to) the following:

- A. Ensure that employees accurately record their work hours and meal periods (employees compensated for their meal periods do not have to record their meal periods) on the Daily Attendance Report, HPD-25 form, during each work shift;

- B. Be aware of the start and end times of employees' work schedules and ensure that they are not working overtime without proper authorization;
- C. Be cognizant of officers who are assigned to "late cases" and provide relief for them, as necessary;
- D. Be attentive of employees who have not completed their reports or assignments in a timely manner and determine whether they have to complete those reports before leaving from their work shift;
- E. Identify employees who take excessive amounts of time to complete reports or assignments and appropriately address the situation;
- F. Authorize overtime compensation for employees who need to work overtime to complete necessary duties including (but not limited to) writing reports, preparing presentations, conducting surveillance, executing search warrants, performing extraditions, and completing annual physicals;
- G. Authorize overtime compensation for employees who need to work overtime to attend work-related functions as a representative of the HPD (including but not limited to) neighborhood board meetings, community gatherings, and legislative hearings;
- H. Ensure that employees take their required uncompensated meal periods. In the event that an employee does not take their meal period, the supervisor shall ensure that the employee completes and submits the Overtime/Compensatory Time card, HPD-66 form. This requirement does not apply to employees on the 5/9 work schedule, as they have compensated meal periods;
- I. Ensure that employees accurately submit their Overtime/Compensatory Time card, HPD-66 form, if overtime is earned; and
- J. Conduct investigations of employees for any violation of this policy.

IV. ELEMENT COMMANDERS' RESPONSIBILITIES

Element commanders shall be responsible to:

- A. Establish and maintain procedures within their manual of operations to ensure compliance with this policy. This includes (but is not limited to) the following:
 - 1. Schedules for meal periods, if necessary;
 - 2. Guidelines for supervisors to follow when approving overtime/compensatory time;
 - 3. Establishes the element's minimum staffing levels to meet operational needs and maintains a file of the daily requests for all leaves, regardless of whether they were approved or denied; and
 - 4. Provides for the maintenance and safekeeping of the original or electronic file of the Daily Attendance Report, HPD-25 form; and all Payroll, Time, and Attendance records.
- B. Ensure that all personnel within their elements comply with the provisions of this policy.

V. REPORTING PROCEDURES FOR OVERTIME AND STANDBY PAY

Personnel earning overtime or standby time shall fill out and submit the appropriate cards no later than two days after the date earned. All information must be typed or printed legibly in black ink.

A. Overtime/Compensatory Time Cards (HPD-66 Form)

In order to meet the calculation deadlines imposed by the FLSA, overtime cards shall be turned in, approved by the element commander or designee, and recorded for payment no later than two calendar days after the overtime is earned. Compensatory time can be converted to pay only as authorized by the Finance Division. The form shall be filled out in the following manner:

1. "TO:" is the element commander's name, rank, and element;
2. "FROM:" is the applicant's name, rank, and element;
3. "COMP TIME" or "PAY" shall have only one checked;
4. "REQUESTED BY:" is the name of the person requesting the applicant to work overtime;
5. "DATE EARNED:" is the date of the overtime;
6. "REPORT NOS./DEF. NAME OR REASON FOR OT:" is the applicable report numbers, defendant's name, or reason for the overtime;
7. "TRAVEL TIME EARNED:" is the total travel time (rounded to the nearest 15 minutes) from home to court or other destination and from destination to home;
8. "TIME FROM/TO:" are three lines used to record the starting and ending times of specific activities (e.g., travel from home to court or other destination on one line, travel from destination to home on another line, and court or activity time on the third line);
9. "ACTIVITY TIME EARNED:" is the total activity time (rounded to the nearest 15 minutes) from the start to the end of court attendance or other assignment;
10. "TOTAL TIME EARNED:" is the total hours earned in travel time and activity time;

11. "HOW EARNED:" lists many types of activities. Check the appropriate block for one of the courts or other types of overtime;

NOTE: If time for more than one court is recorded on an overtime card, fill in the "Hrs." space to the right of each court, rounding the time to the nearest 15 minutes. The total time listed for all courts must equal the total activity time.

12. "Employee's Signature" and "Date/Time" are the signature of the applicant and the date and time;
13. "Employee's Payroll I.D. Number" is the applicant's payroll identification number;
14. "Attested by" and "Date/Time" are the signature of the person authorizing the overtime work and the date and time;
15. "Court Appearance Date/Time as shown on Subpoena" are the date and time shown on the subpoena; and
16. "Approved by" and "Date/Time" are the signature of the element commander or a designee and the date and time.

B. Standby Pay Cards (HPD-66B Form)

In order to meet the calculation deadlines imposed by the FLSA, standby cards shall be turned in for approval by the element commander no later than Sunday for standby time earned during the previous week (Sunday through Saturday):

1. "TO:" is the element commander's name, rank, and element;
2. "FROM:" is the applicant's name, rank, and element;
3. "REQUESTED BY:" is the name of the person requesting the applicant to work overtime;

4. "HOW EARNED:" should have one of the four blocks checked. If the "Other" block is checked, explain how the standby time was earned on the line after the block;
5. "REPORT NOS./DEF. NAME/OTHER:" is the applicable report numbers, defendant's name, or other reason for standby. Provide an explanation for the standby if the "OTHER" block is checked;
6. "STANDBY TIME:" Insert the date of the standby on the "Date Earned" line and the starting and ending times on the "Time From:" and "To:" lines.

NOTE: To qualify for standby, an employee must be off duty;

7. "TOTAL STANDBY DAYS:" are the total days earned from the start to the end of standby time;
8. "Employee's Payroll No." is the applicant's payroll identification number;
9. "Employee's Signature" and "Date/Time" are the signature of the applicant and the date and time;
10. "Attested by" and "Date/Time" shall be signed and dated by the attorney of record for court standby time. If a court appearance was not required or the attorney's signature cannot be obtained, the standby time shall be verified by a copy of the subpoena and/or by the attorney of record, and the form shall be signed and dated by the employee's immediate supervisor;

For noncourt standby, the employee's immediate supervisor shall sign and date the form.

11. "Approved by" and "Date/Time" are the signature of the element commander or a designee and the date and time; and

12. "Court appearance date/time as shown on subpoena" are the date and time as shown on the subpoena.

VI. REQUEST FOR COMPENSATORY TIME OFF

- A. A full day of compensatory time off that is requested with at least five calendar days prior notice shall be submitted to the watch commander or, for nonpatrol elements, the element commander's designee for consideration.
- B. A full day of compensatory time off that is requested with less than five calendar days prior notice shall be submitted to the element commander or designee for consideration.
- C. A partial day of compensatory time off may be requested anytime and shall be submitted to the watch commander or, for nonpatrol elements, the element commander's designee for consideration.
- D. Compensatory time off may be granted for the specific date requested, as long as it does not unduly disrupt operations. In the event that the request cannot be granted, an alternate date shall be given, as indicated on the request. Employees may waive consideration of an alternate date by indicating their preference on the request.
- E. Once sick leave has been taken, the sick leave time shall not be converted to compensatory time off.
- F. If a request is denied, the employee shall be provided with a reason for the denial.

VII. ACCOUNTING PROCEDURES FOR ATTENDANCE

A. Employee's Record of Attendance

1. Each element shall post all required attendance information on the City and County of Honolulu's Payroll, Time and Attendance system and ensure that it is current and accurate.
2. Compensatory time earned shall not be subject to forfeiture.
3. Commanders shall conduct random checks to ensure that posted data are current and accurate.

B. The Finance Division shall compile all of the element overtime reports and prepare a monthly summary report for the Chief of Police. Copies shall be sent to the element commanders.

C. Element commanders shall monitor the monthly reports to ensure that their divisions/districts are maintaining proper management and control of overtime. They shall seek to reduce compensatory time balances by mutual agreement with the employee and in accordance with the applicable collective bargaining agreement. Employees are encouraged to take their compensatory time in conjunction with vacation time.


LOUIS M. KEALOHA
Chief of Police

Post on bulletin
board for one week

Policy first issued
March 22, 2001