

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>February 1, 1999</b>	<i>Number</i> <b>GO98-3.14</b>
<i>Subject</i> <b>Employee Timekeeping, Compensation, and Benefits</b>		
<i>Reference</i> <b>CALEA Standards – 22.1.1, 22.1.2, 22.1.9</b>		<i>Revised</i> <b>February <del>27, 2018</del> May 26, 2020</b>
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## I. Policy

It is the policy of the Dalton Police Department to accurately record the attendance of each member in accordance with state and federal law and to provide employees with compensation and benefits in accordance with City of Dalton guidelines.

## II. Timekeeping Procedure

### A. Employee Responsibilities

1. ~~Punch~~ Clock in at the beginning of each workday, and ~~punch~~ clock out at the end of the workday.
2. ~~Punch~~ Clock in no ~~more than fifteen (15) minutes~~ earlier than the established time before the scheduled work time, and clock out no ~~more than fifteen (15) minutes~~ later than the established time after the scheduled end of duty, except in approved overtime situations.
3. Report any time worked during unpaid meal breaks that is automatically deducted by the timekeeping system.
4. Report any additional time worked and any missed punches clock in or clock out to the Supervisor on the Payroll Time Adjustment Sheet/Leave Request Form (ADM PTA 980011 R0726) as soon as possible.

### B. Supervisor Responsibilities

1. Ensure that all employees ~~punch~~ clock in and out.
2. Make any corrections or changes that are brought to their attention by employees.
3. Ensure the accurate, timely entry of vacation, sick time, training, or other exceptions to the normal schedule.

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4. Review ~~weekly time reports~~ the online timekeeping system software to ensure accuracy and ~~make any corrections needed~~ ensure any needed corrections are made.
5. ~~Ensure all changes and modifications to the automated time system are entered prior to 12:00 pm on the Monday immediately following the end of the pay period or the next working day after a holiday.~~ Ensure all required time adjustment sheets are submitted prior to the end of the pay period.

C. Special Instructions

1. If ~~the~~ an employee has a position that requires an eight (8) hour work day, meal breaks will not be automatically deducted if an employee has less than eight (8) hours on the clock. If an employee leaves early (sick, vacation, etc.) and has taken a meal break during that day, this time must be manually deducted from the clock. Additionally, the hours for sick time, etc. taken must be manually added to the timekeeping software so the employee will have eight (8) hours on the clock.
2. Any missing days on the ~~report~~ timekeeping software must be checked to determine if an employee had a day off, sick leave, vacation, etc. If an employee is to be paid for that day, an entry must be made in the timekeeping software.
3. Employees ~~should~~ shall not clock in early if they are not actually working. If more time is indicated for one day than the employee actually worked, the extra time ~~must~~ shall be manually deducted in the timekeeping software.
4. If only one person enters time for a section or division, that person ~~should~~ shall have another employee enter the time into the timekeeping software in his / her absence, including his / her own time.
5. ~~Employees may take leave (sick and vacation) in increments of fifteen (15) minutes or more.~~
- 5.6. Time spent for training, both onsite and offsite, ~~should~~ shall be recorded as the actual time spent in training minus any meal breaks. Only the hours spent in training ~~should~~ shall be recorded, not the time that would have been spent ~~while~~ if employees ~~are~~ were on their regular assignment. Training hours ~~should~~ shall be reported to the employee's Supervisor on the Payroll Time Adjustment Sheet/Leave Request Form as soon as possible.
- 6.7. Employees who utilize leave under the Family Medical Leave Act (FMLA), as outlined in the City of Dalton Employee Handbook, must use all accumulated sick and vacation time within the allotted FMLA leave period.
8. ~~Employees may only earn sick and vacation time as outlined in the employee handbook.~~

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- 7.9. Employees who attend court during non-scheduled work time ~~will~~ shall be compensated as if they were on duty. Employees ~~will~~ shall receive a minimum of one (1) hour's of pay for each court appearance. The one (1) hour, and any time beyond the first hour, ~~will~~ shall be compensated as time worked. Employees ~~should~~ shall complete a Payroll Time Adjustment Sheet/Leave Request Form for ~~each court appearances during~~ non-scheduled work time ~~court appearance~~.

### III. Compensation

The City of Dalton Human Resources ~~Department~~ Office maintains a salary schedule that establishes pay grades and increases within each grade. Each job class is assigned a pay grade consistent with the duties and responsibilities of the class. Each position within the ~~agency~~ Department has its own job code.

#### A. Entry-Level salary for the ~~agency~~ Department

The City of Dalton's salary schedule includes a minimum and maximum rate of pay for positions within the schedule. All newly hired employees ~~will~~ shall be eligible, based upon available Department budget, to start at or above the minimum pay for ~~his/her~~ their position, as determined by the Chief of Police.

#### B. Salary differential within ranks

The City of Dalton's salary schedule includes a minimum and maximum rate of pay for positions within the schedule. An ~~new~~ employee that is promoted to a new rank shall be paid at or above the minimum rate of pay for the position, as determined by the Chief of Police.

#### C. Salary differential between ranks

Salary differential between ranks is based upon the City of Dalton's salary schedule. Each position within the salary schedule is designated a certain pay grade and employees shall remain at that particular grade until they change positions. Each grade carries a difference in salary: the higher the grade, the higher the salary.

#### D. Compensatory Time / Overtime

Compensatory time is not authorized by the ~~Dalton Police~~ Department. For all non-exempt employees, any hours worked over a forty (40) hour per week period for ~~civilian non-sworn~~ employees and any hours worked over an eighty (80) hour per two week period for sworn employees shall be paid at the rate of one and one-half times their normal hourly rate.

#### E. Salary Augmentation

The ~~Dalton Police~~ Department provides the following salary augmentations, based on available funding:

1. A newly hired employee with a baccalaureate degree from an accredited

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university ~~should~~ shall receive a salary increase, determined by the City of Dalton's salary schedule, after one (1) year of employment.

2. If an Officer obtains a baccalaureate degree from an accredited university prior to obtaining the designation of Police Officer First Class, he / she ~~should~~ shall receive a salary increase determined by the City of Dalton's salary schedule.
3. When an Officer who does not have a college degree obtains the designation of Police Officer First Class, he / she ~~should~~ shall receive a salary increase determined by the City of Dalton's salary schedule.
4. When an Officer obtains the designation of Master Police Officer, he / she ~~should~~ shall receive a salary increase determined by the City of Dalton's salary schedule.
- ~~5. When a civilian employee who does not have a college degree or has a two year degree obtains the designation of Administrative Specialist 2 he/she should receive a salary increase determined by the City of Dalton's salary schedule.~~
- ~~6. When a civilian employee obtains the designation of Administrative Specialist 3 he/she should receive a salary increase determined by the City of Dalton's salary schedule.~~
- 5.7. When a ~~civilian~~ non-sworn employee is awarded a college degree at an associate's level or higher from an accredited university, he / she ~~should~~ shall receive a salary increase determined by the City of Dalton's salary schedule.

#### IV. Benefits

- A. Employees may earn sick and vacation time at a rate outlined by the Employee Handbook. Employees may take sick and vacation leave in increments of fifteen (15) minutes. Accrual limits for sick and vacation time are outlined in the Employee Handbook.
- B. The number of paid holidays per year is set by the City of Dalton. Holiday leave shall be used in increments of eight (8) hours. There is no accrual of holiday time.
- C. Employees that receive a summons for jury duty shall inform their immediate Supervisor. Employees that miss work due to jury service shall continue to receive their regular pay for scheduled work hours actually missed.
- D. Employees who experience a loss of a family member, as outlined in the Employee Handbook, may be granted three (3) consecutive days off with pay. These days are the day before, the day of, and the day following the funeral. Bereavement leave is only paid for the days that the employee was scheduled to work during this time.

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- E. Employees that are active members of the military may utilize short-term military leave as outlined in the Employee Handbook. This type of paid leave is generally provided for up to 18 working days per calendar year.

~~IV.~~ **Military Leave**

~~A.~~ **Short-Term Military Leave**

~~Employees may utilize short-term military leave as outlined in the employee handbook. This type of paid leave is generally provided for up to 18 working days.~~

~~V.B.~~ **Military Deployment**

- A. Once an employee has received notice that he / she will be activated or deployed (for a period exceeding 90 days), the employee shall notify the Chief of Police through the chain of command. This notification shall be in writing, and copies of the appropriate military paperwork shall be submitted as well.

~~B.1.~~ Employee Point of Contact

- 1. The employee's Division Commander or ~~their~~ his / her designee shall serve as the Department's point of contact (POC) for ~~deployed the~~ employees.
- 2. The employee shall provide the POC with some form of contact information, ~~to include~~ing an email address or phone number. The POC is responsible for maintaining periodic contact with the employee during the deployment.

~~C.2.~~ Employee Out-Processing

- 1. The POC shall be responsible for out-processing.
- ~~2.a.~~ The employee shall meet with the ~~Administrative Assistant for the~~ Chief of Police's ~~Administrative Assistant~~ in order to complete all documentation applicable to benefits while deployed.
- ~~3.b.~~ The employee shall be required to turn in designated issued equipment items to the Property and Evidence Section where they will be stored and / or re-issued while the employee is deployed.
- ~~4.e.~~ Once all out-processing tasks have been completed, an exit interview ~~will~~ shall be conducted by the Chief of Police or ~~their~~ his / her designee.

~~D.3.~~ Reintegration

- 1. The POC shall be responsible for the reintegration process.
- ~~2.a.~~ Once an employee becomes aware of ~~their~~ his / her return date to the Department, ~~they~~ he / she shall notify the POC.

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- 3.~~b.~~ At the earliest opportunity, an in-processing interview ~~will~~ shall be conducted by the Chief of Police or ~~their~~ his / her designee prior to the employee returning to duty.
- 4.~~c.~~ The POC shall make arrangements with the Department's Training ~~Officer~~ Coordinator for the employee to receive any necessary training prior to returning to duty.
- 5.~~d.~~ If applicable, the POC shall process any needed waivers through the Georgia Peace Officer Standards and Training Council (POST).
- 6.~~e.~~ The POC shall ensure that the employee is re-issued all necessary equipment from the Property and Evidence Section.
- 7.~~f.~~ The employee ~~will~~ shall meet with the Accreditation Manager to ensure all Departmental policies ~~that were~~ revised or issued while the employee was deployed are received and acknowledged.
- 8.~~g.~~ The employee ~~will~~ shall complete a two (2) week reintegration period with a ~~Police Field~~ Training Officer (~~PTO~~) or mentor. Once this phase is successfully completed, the employee ~~will~~ shall be returned to full duty.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

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## DALTON POLICE DEPARTMENT PAYROLL TIME ADJUSTMENT SHEET/LEAVE REQUEST FORM

EMPLOYEE: \_\_\_\_\_

Date(s)	Type of Leave/ Adjustment	Total Add	Hours Deduct	Time IN	Time OUT	Reason	Is this time recorded on clock (Y/N)

### TYPES OF LEAVE/ADJUSTMENT

Regular	Vacation	Sick	Holiday	Military	Jury
Missed Punch	Lunch	Training	Court	<del>Grant OT</del>	Other
Special Event					

DATE REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ADM PTA 980011 R0726

The Dalton Police Department PAYROLL TIME ADJUSTMENT SHEET/LEAVE REQUEST FORM should be filled out in the following manner:

1. Employee's name should be written at the top of the form.
2. Date(s) for each leave/adjustment should be in the first column.
3. Type(s) of leave/adjustment(s) should be in the next column.
4. Total hours to be added to or deducted from the employee's time should be in the next column. If employee worked less than 8 hours, indicate a lunch deduction if lunch was taken.
5. If employee missed a punch, the Time IN or Time OUT should be written in the column indicated.
6. The reason(s) for the leave/adjustment(s) should be listed.
7. If the time worked is recorded on the clock, mark Y. If the requested time has not been recorded, mark N.
8. The form must be signed and dated by the employee requesting the adjustment.
9. The form must be approved or denied, signed, and dated by a Supervisor.
10. The form must be signed and dated by the employee entering the time.

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