



ATTENDANCE

FC No.: 315

Date: 11-24-14

If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

Contents:

- I. General Procedures
- II. Biweekly *Electronic* Timecards
- III. Proponent Unit
- IV. Cancellation

I. General Procedures

- A. First-line supervisors and unit/district commanders will be responsible for scheduling, *reviewing*, and *approving* employee attendance. *Employees will be responsible for accurately entering all of their work hours, leave requests and overtime requests into the departments automated electronic scheduling software program.*
- B. Schedules will be prepared on a weekly basis indicating employees' hours of employment and approved leave. When scheduling FOP employees, refer to the collective bargaining agreement with the FOP, Article 15, "Hours and Working Conditions," Section C, to determine how far in advance the schedule must be published.
- C. Annual, Compensatory, and Administrative Leave
All annual, compensatory, and administrative leave (*to include Professional Improvement Leave*) will be requested in advance *via an entry into the electronic scheduling program by the employee* and approved by the employee's supervisor. *Administrative leave that is in excess of two or more consecutive workdays will be entered into the electronic scheduling program by a supervisor unless it is a request for Professional Improvement Leave.*
- D. Sick Leave, Tardiness, and Failure to Report for Work
Sick leave, tardiness, and failure to report for work as scheduled will be addressed according to the appropriate department directive or collective bargaining agreement. When sick leave is used, the employee's supervisor will enter the sick leave *in the electronic scheduling program.*
- E. Overtime Pay and Compensatory Leave
All requests for overtime pay and compensatory leave will be submitted *by the employee via the electronic scheduling program* and approved in accordance with departmental procedures.
- F. Religious Observances
Supervisors will refer to Article 14, Section B.10, of the FOP contract, Article 13 of the MCGEO contract, and Section 15-3 of the Personnel Regulations for guidance regarding alternate work schedules for religious observances.

II. Biweekly *Electronic Timecards*

A. Verification and Submission

Biweekly *electronic timecards* will be accurately completed by each employee at the end of each pay period and submitted per county procedures.

B. Responsibilities

1. Each employee will complete a biweekly *electronic timecard* indicating actual hours worked, leave used, and special pay earned, and *electronically approve the timecard* verifying accuracy of entries.
2. First-line supervisors (sergeants) will review all biweekly *electronic timecards* for employees under their supervision, checking them against the *electronic scheduling program and* verifying accuracy of all entries. The first-line supervisor will then *electronically approve the electronic timecard for submission*. This responsibility will not be delegated except in the absence of the supervisor; then the next level supervisor must *approve*.
3. Unit commanders, or designees, will make appropriate inspections of biweekly *electronic timecards* for personnel under their command to ensure accuracy and compliance with departmental and county government procedures.

C. Record Keeping

All biweekly work schedules, overtime pay and compensatory leave earned requests, and approved or disapproved leave requests will be maintained in *the electronic scheduling program and electronic timecard program* for a period of *at least* two years.

III. Proponent Unit: *Police Personnel Division*

IV. Cancellation- *This directive cancels Function Code 315, dated 11-15-02.*

J. Thomas Manger
Chief of Police