DAVIS POLICE DEPARTMENT
TIMESHEETS/OVERTIME/SHIFT SWAPS/
PATROL & DISPATCH VACATION APPROVAL
Policy and Procedure 1.11-B

DEPARTMENT MANUAL

Index As:
- Timecard
- Timesheets
- Overtime
- Approval of Overtime
- Shift Swaps
- Timesheet Correction
- Vacation Approval
- Patrol Vacation Approval
- Dispatch Vacation Approval

I. POLICY

The Department strives to balance the need for maintaining adequate staffing levels for public safety purposes with the potential for member hardship resulting from excessive overtime or shift changes with little or short notice. This policy delineates a timely and proper notification of shift changes, the procedure for communicating shift changes, the policy for the approval of overtime, the policy for member initiated shift swaps, documentation of hours worked, and the approval of vacation time for officers assigned to Patrol and for dispatchers.

There are times when workload and personnel shortages require working overtime. Approval of overtime work shall be based on need and sound fiscal management. All overtime shall be approved by a supervisor or manager and documented on the appropriate Overtime Explanation Sheet, which is submitted when timesheets are due.

Routine reassignment to another shift on short notice can create personal hardship on the affected person. This policy stipulates that, whenever practical, employees should receive 72 hours advance notice of a change in their normal work schedule.

Members are responsible for the accurate and timely submission of timesheets for the payment of wages.

II. PREPARATION AND REVIEW OF TIMESHEETS

A. Completion of Timesheets

Members shall complete and submit their regular or ExecuTime timesheet by the end of their last working shift at the end of each pay-period. All submitted timesheets shall be accurate and contain no misleading or false information.
B. Correction of Prior Submitted Timesheet

If a shift modification or change is made after submission of the timesheet that reflects the modified shift or changed work-time, the member shall correct the time on the next submitted timesheet.

C. Submission and Supervisor Review of Timesheets

On-Call Investigator Pay form, Extra-Duty Shift forms, Shift swap requests forms, Leave Without Pay forms, Overtime Form, and subpoenas must be submitted at the end of each pay-period.

D. Supervisor’s Review of Timesheets

1. Although members are required to submit an accurate timesheet, supervisors are responsible for checking submitted timesheets for completeness and accuracy in compliance with this policy.

2. Supervisors have the responsibility and authority to modify submitted timesheets to ensure accuracy of time worked for a particular activity. If time allows, the affected member should be consulted prior to editing the timesheet.

III. APPROVAL AND DOCUMENTATION OF OVERTIME WORK

A. Approval of Overtime

1. Except for emergency situations, all overtime must be approved by a supervisor prior to commencement of the work period.

2. The overtime work period will be computed as outlined in the Memorandum of Understanding between the Davis Police Officers Association and the City of Davis.

B. Documentation of Overtime on Timesheet

1. The member will be responsible for listing the supervisor who authorizes the use of overtime on the employees Overtime Explanation Sheet. The Form will be submitted at the end of each pay-period.

2. Overtime, which is not authorized or verified by a supervisor, may be denied.

IV. SHIFT SWAPS

Members may work substitute shifts (also known as shift swaps) as outlined in the Memorandum of Understanding between the Davis Police Officers Association and the City of Davis.

V. DEPARTMENT INITIATED SHIFT MODIFICATIONS

A. Shift Modification Procedure

1. As an emergency services provider, the Department may order personnel to work at anytime. Personnel are required to provide the Department with their current landline and/or cellular phone number and address so that contact can be made, when needed. Members shall timely answer phone calls/text messages and return messages from the Department or left by the Department. Unless the member is assigned to work a Flexible Work Schedule, the Department shall not alter a member’s regularly scheduled shift to avoid payment of
overtime without at least seventy-two (72) hours notice. Notifications from supervisors to members regarding shift changes may be made in person, by telephone, or by e-mail.

a. Notification is complete when the employee is actually notified in person or by telephone.

b. Notification is also complete when:

   1. The member’s schedule is posted in their respective Division schedule at least ninety-six (96) hours in advance and the member will have worked a regularly scheduled shift where they could have checked the posted schedule at least ninety-six (96) or more hours in advance.

   2. The member reads an E-mail or text notification or listens to a voicemail message at least ninety-six (96) or more hours in advance. (The burden of proof the message was received rests with the sender).

   3. The notification is made to another adult member of the member’s household and they agree they will be able to deliver the message in time.

   c. Notification may be placed with a telephone-answering machine or left in voicemail or text message. This form of contact, however, is not considered proper notification until the member acknowledges the message by return call. Therefore, members shall return messages as soon as possible after receiving them.

B. Department issued cellular telephones are intended as a means of contact. Members shall answer or return a received call, text, message or page sent by or at the direction of a supervisor or manager.

C. Minimum notification of shift modification does not apply when the member initiates the request for a shift change or when the Department asks for volunteers for an assignment (e.g., note on bulletin board, personal requests, mass announcement by e-mail).

D. Shift modifications made because of emergency conditions and shift modifications made outside the notification requirements of this policy will be compensated as outlined in the Memorandum of Understanding between the Davis Police Officers Association and the City of Davis.

VI. VACATION APPROVAL FOR PERSONNEL ASSIGNED TO PATROL

A. Vacation Approval for Personnel Assigned to Work Patrol Shifts.

   1. Priority 1 Vacation Requests

      a. Priority 1 vacation requests take precedence over all other types of vacation requests.

      b. The Department will attempt to accommodate all priority 1 vacation requests, subject to seniority rules and a general rule that no more than 1 supervisor (Sergeant or Corporal) and 2 patrol officers from the same shift will be granted vacation requests for the same time period.

      c. Once the Department approves a priority 1 vacation request, the vacation will not be cancelled absent extraordinary circumstances where minimum staffing levels cannot be maintained, even using overtime.
d. Priority 1 and 2 vacation requests for the upcoming shift rotation (from January to July and July to December) will be accepted up to two weeks after shifts are created (usually the first week of March and the first week of August for the upcoming rotation). All requests must be received by a Patrol Commander, in writing, by 1700 hrs on the day they are due or the request for a priority 1 and 2 vacation is waived for the upcoming rotation.

e. Officers may submit one priority 1 vacation request form per rotation. It is strongly recommended that officers place several requested vacation periods on the form in priority of preference because not all first or even second choices can be granted.

f. An officer may request a vacation period of up to the amount of vacation time the individual officer earns in one year, except that during the months of June, July, August, and December a priority 1 vacation request may not exceed 80 hours of time off. This is to ensure that as many officers as possible can take some time off during the impacted periods, if that is when they chose to take their priority 1 vacation.

2. Priority 2 Vacation Requests

a. Priority 2 vacation requests take precedence over priority 3 and 4 requests. A priority 2 vacation may be requested when the officer is unable to take all of their earned vacation in a year because their priority 1 vacation was requested in June, July, August, or December when the 80 hr limit applies.

b. The priority 2 vacation request must be submitted on the priority 1 vacation request form each rotation and must be clearly marked as a priority 2 request.

c. The Department will attempt to accommodate all priority 2 vacation requests, subject to seniority rules and a general rule that no more than 1 supervisor (Sergeant or Corporal) and 2 patrol officers from the same shift will be granted vacation requests for the same time period.

3. Priority 3 Vacation Requests

a. A priority 3 vacation request covers a time period in excess of one work shift. A priority 3 vacation request takes precedence over priority 4 requests.

b. A priority 3 vacation request may be submitted at anytime, however the requests will be held until all priority 1 and 2 requests are calendared for the upcoming rotation. After the higher priority requests are calendared, priority 3 vacation requests may be approved, in advance, subject to seniority rules and a general rule that no more than 1 supervisor (Sergeant or Corporal) and 2 patrol officers from the same shift will be granted vacation requests for the same time period.

c. A priority 3 request that cannot be pre-approved because of the general rule allowing only limited personnel off in advance may be later approved as long as the shift is able to meet minimum staffing requirements at least 14 days from the start of the requested time off and there is no predetermined reason for increased staffing because of special circumstances.

d. Requests received first in time take precedence over requests received later in time.

4. Priority 4 Vacation Requests

1. A priority 4 vacation requests is a request for one work shift off and is the lowest of priority for approving time off.

2. During non-impacted periods, a priority 4 vacation request may be submitted the day of and up to 21 days prior to the requested day off.
3. During impacted periods (March 15 to April 30; the months of June, July, and August; November 20 to November 30; and December 10 to January 5) a priority 4 vacation request may be submitted the day of and up to 14 days prior to the requested day off.

4. Priority 4 requests will normally be accommodated after all higher priority requests are calendared, the shift is able to meet minimum staffing requirements, and there is no predetermined reason for increased staffing because of special circumstances. The Patrol Commanders will use due diligence to mark off increased staffing days in the schedule book as far in advance as possible.

5. Determination of Seniority for Vacation Requests
   a. For patrol officers, seniority will be determined by time in the rank of Police Officer.
   b. For supervisors, seniority will be determined by time in rank in a supervisory position (Corporal or Sergeant or combined time in both ranks).

VI. VACATION APPROVAL FOR DISPATCHERS

A. Vacation Approval for Personnel Assigned to Dispatch.

1. Priority 1 Vacation Requests
   a. Priority 1 vacation requests take precedence over all other types of vacation requests.
   b. A dispatcher can schedule up to 4 priority 1 vacation picks per calendar year.
   c. The Department will attempt to accommodate all priority 1 vacation requests, subject to seniority rules and a general rule that not more than one employee will be granted vacation time off for the same time period.
   d. Once the Department approves a priority 1 vacation request, the vacation will not be cancelled absent extraordinary circumstances where minimum staffing levels cannot be maintained, even using overtime.
   e. Priority 1 vacation requests generally occur when shifts are selected.
   f. The priority 1 vacation process involves four distinct rounds (picks) for selecting time off, meaning dispatchers may submit up to four priority 1 vacation request per year, subject to the following:
      
      1. Priority 1 requests will be approved in week long increments, meaning an employee can request 7, 14, 21, or 28 calendar days off.
      2. An employee who requests less than 28 calendar days in the first round for selecting time off may then select additional time off in a second, third or fourth round of vacation picks until they have reached the maximum, or total in all rounds, of 28 calendar days of time off.
      3. All requests must be received by a Dispatch Supervisor, in writing, by 1900 hrs for each selection round or the request for a priority 1 vacation time off under that round is waived.

2. Priority 2 Vacation Requests
   a. A priority 2 request is any requested time off that does not fall under the priority 1 requested time off. A priority 2 request may be submitted no more than 6 months in advance of the requested time off and all priority 2 requests will be held until all priority 1 requests are calendared for the upcoming year. Priority 2 vacation requests are processed on a first come/first serve basis subject to rules for maintaining minimum staff requirements.
b. Once the Department approves a priority 2 vacation request, the vacation will not be cancelled absent extraordinary circumstances where minimum staffing levels cannot be maintained, even using overtime.

Darren Pytel
Police Chief

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11/05: Addition of section II.E. and V.D.
2/08 changes made to reflect automated timesheets and OT Form and to clarify phone call procedure
2/11 modifications because of new dpoa mou. Patrol vacation procedure added.
07/12 ExecuTime changes made
1/13 Shift swaps modified because of MOU changes
08/13 Dispatcher vacation added
03/16 Shift Swaps follow MOU
1/18 patrol vacation priority 1 bids due 2 weeks after shift selection
5/19

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