

Payroll Record Procedures and Scheduling Software

1019.1 PURPOSE AND SCOPE

Payroll records are submitted to the Deputy Chief on a biweekly basis for the payment of wages. The scheduling software utilized by the Louisville Police Department allows for shift coverage and provides communication to all members with the consolidated schedule for the department.

1019.1.1 RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

Employees are responsible for the accurate and timely submission of payroll records for the payment of wages.

1019.1.2 TIME REQUIREMENTS

All employees are paid on a biweekly basis usually on Friday with certain exceptions such as holidays. Payroll records shall be completed, signed and submitted to the Deputy Chief no later than 9:00 a.m. on the Monday morning after the end of the pay period, unless specified otherwise.

1019.2 ELECTRONIC SCHEDULING

1019.2.1 REQUESTS FOR SCHEDULED LEAVE

Members request scheduled time off by submitting a request slip and by requesting the time off in the scheduling software. Supervisors will check the calendar for availability and if staffing allows, will approve the leave in the calendar software. Supervisors will then approve the leave on the request slip and return it to the member. If there is no availability, the leave will be denied and the member will be notified by the supervisor.

Sergeants and corporals are considered working sergeants/corporals and are utilized for minimum staffing. Therefore, sergeants/corporals must also get pre-approval for leave time in the same manner as officers.

Vacation bids will take place by shift and seniority after shift bid. Vacations requested through this process will be added to the shift calendars by a supervisor on the shift (calendar supervisor) based on availability.

1019.2.2 EXTRA DUTY

Extra duty includes both overtime and special duty assignments. Extra duty will be added to the calendar and will be available for officers to submit interest to work that assignment. The supervisor organizing the event will review the requests for compliance with policy on hours worked as well as the software "fairness" assessment to make a determination on approval of the request to work special events.

Overtime should be handled in the same manner as requests for scheduled leave. A written request for authorization should be completed and submitted to the supervisor and a request for overtime submitted

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in the calendar software. Once approved, the supervisor will sign and return the slip and make sure to approve the overtime in the system.

1019.2.3 TRAINING

Department training, roll call training, ranges/qualifications, department events, and City events affecting staffing will also be added to the calendar. This will be done first, before leave time is added.

1019.2.4 SHIFT TRADES

Shift trades can be requested through the calendar software. Either supervisor from the shifts affected by the trade can review the request and approve or deny the shift trade. If the request is denied, the comment section for the reason for the denial should be completed explaining the reason.

1019.2.5 OTHER REQUESTS

If a member is going to miss a scheduled shift and it is not a pre-approved absence, the shift supervisor receiving the information should mark the shift as a call-off and if it was excused or not. If the call-off results in the under staffing of a shift, the supervisor will fill in the vacant shift using the approved method of the software.

In the event of a large scale preplanned event, administration reserves the right to "block" specific dates. Blocking of dates would mean that no one is allowed off unless leave time was approved prior to the date being blocked.

1019.3 POLICY

The Louisville Police Department maintains timely and accurate payroll records.

1019.4 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

1019.5 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to Administrative Services as established by the City payroll procedures.

1019.6 RECORDS

The Deputy Chief shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

