1011 TIME AND ATTENDANCE FOR EXEMPT EMPLOYEES

1011.1 PURPOSE AND SCOPE

It is the philosophy of the Police Department to be accessible and responsive to our internal and external customers. The following policy and procedure statements will be used to ensure consistent attendance guidelines are followed and time not at work during scheduled work hours is accounted for appropriately.

1011.2 OFFICE HOURS

The normal business days and hours for exempt employees of the City of Columbia are Monday through Friday, 8:00 a.m. to 5:00 p.m. Overtime exempt staff shall, at the discretion of the Chief or the Chief’s designee, be scheduled to work at times appropriate to their current assignment outside these hours. Overtime exempt employees will not be specifically compensated for overtime in either money or compensatory time.

Per City of Columbia Ordinance 19-96 overtime exempt employees shall be expected to average at least 40 hours each week. Overtime exempt employees are expected to work whatever number of hours are required in order to accomplish their duties and meet their deadlines.

1011.3 WORK SCHEDULES

In order to meet the operational and supervisory needs of a 24/7 department, overtime exempt employees may be assigned to work a schedule that is not within the standard Monday through Friday, 8:00 a.m. to 5:00 p.m. range. These schedules shall be determined by the Chief or designee. Overtime exempt employees may flex their work schedule with time of arrival and departure that differs from their assigned schedule by not more than one hour without permission from their supervisor. They may also flex their schedule for approved absences for personal reasons of less than 4 hours.

Overtime exempt employees shall comply with department procedures for requesting time off and use appropriate accruals for absences of 4 hours or more unless other arrangements have been approved by their immediate supervisor.

It is the responsibility of the immediate supervisor to verify and ensure continuity of service and performance of exempt employees flexing their schedules. Work schedules, including meetings and times where an employee is unavailable due to a personal appointment, will be recorded and regularly updated on the electronic calendar system in use at that time. Good relationships and effective communication among everyone involved are important for successful scheduling and continuity of service.
Supervisory employees will still be held accountable for their direct reports when flexing their schedules. The expectation of supervisory employees is to use alternative ways of being available to their direct reports while out of the office, such as e-mail, text messages, etc. In addition, supervisory employees are encouraged to schedule time with direct reports while in the office to answer questions and provide guidance.

Flexible schedules are a privilege, not a right, and if abused can be taken away at the discretion of the supervisor. Staff is expected to continue to accept/attend and schedule meetings and appointments during normal City business hours of 8am to 5pm, unless otherwise directed. At no time shall services, supervisory responsibilities, or deadlines be postponed, denied or diminished based on flexible schedules.

1011.4 TIMEKEEPING

Overtime exempt staff shall submit timesheets indicating work hours of Monday through Friday, 8:00 a.m. to 5:00 p.m. unless accruals are used in accordance with this policy. Exempt personnel do not receive “time for time” for time worked in excess of 80 hours in a two week period, or for weekly averages in excess of 40 hours. Staff is prohibited from keeping “off the books” compensatory time for use at a later date as they are not eligible to receive compensatory time in exempt status. If an employee has completed their duties and met required deadlines, or has worked on regularly scheduled days off they may, with the permission of their supervisor, take time off without using accruals.

1011.5 LUNCH BREAK

Exempt staff does not receive a specific lunch hour, but are reasonably expected to be available by phone or radio, depending on their current assignment.

1011.6 BREAKS

Exempt staff does not receive specific break times. Breaks taken during working hours should be of reasonable duration.

1011.7 LEAVE REQUESTS

Requests for use of vacation, floating holiday, and scheduled sick leave for doctor/dentist appointments should be submitted in the appropriate system to the immediate supervisor for approval prior to taking the time off. For scheduled doctor/dentist appointments, actual time used may be reported upon return when the duration of an appointment is unknown. Unscheduled absences must be reported in the appropriate system using the applicable accrual type as soon as possible after the use of the leave.

While leave requests for vacation, and floating holiday, are to have prior approval, no leave request will be approved prior to 90 days before the scheduled time off without approval of the appropriate supervisor. This applies particularly during the holiday and special events seasons (Memorial Day weekend through January 2nd). It is expected that all staff be considerate and communicate when planning/scheduling time off.

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In granting leave requests, consideration will be given based on past approvals when staffing is an issue. In all cases, adequate staffing is required and arrangements should be made to cover work responsibilities when absent.

1011.8 NOTIFICATION OF UNSCHEDULED ABSENCE OR LATE ARRIVAL

Staff must report unscheduled or other emergencies that delay arrival or attendance prior to the start of scheduled shift. A telephone call/voicemail message or email message to your immediate supervisor is required. Text messages do not meet this requirement. Upon arrival/return to work, staff must submit a time off request in their time keeping system in use at the time for the appropriate type of accrual.

1011.9 CALENDARS

All exempt staff shall use the electronic calendar system in use at the time to post appointments, scheduled time off, etc. Proxy access to read staff calendars shall be granted by each employee to their immediate supervisor, as well as all Lieutenants, Assistant to the Chief, Assistant Chiefs, and the Chief of Police. Time off requests should be reflected on the electronic calendar system in use at the time. Approved time off requests will be distinguished by the employee on the electronic calendar as “approved” in the notes section of the calendar entry with the date of approval and person who authorized the leave. It is the responsibility of the employee to keep the electronic calendar system updated so that appointments can be scheduled as efficiently as possible. Exempt employees who are generally assigned to a specific shift rotation (Operations Bureau Lieutenants) should designate their days off on their electronic calendar so that others are aware and can avoid scheduling appointments on those days when possible.