COLUMBIA POLICE DEPARTMENT
Special Order

106.7.1 SPECIAL ORDERS

The Chief of Police, Assistant Chiefs or their designees are authorized to issue special orders for specific circumstances or events which are self-canceling due to an included expiration date.

Special orders may also be issued to introduce time sensitive new policies or procedures or revisions to existing policies or procedures until such time the addition or revision can be approved by the City Manager and added to the Policy and Procedure Manual. This use of a special orders should be reserved for additions or revisions of policy and or procedures which require immediate attention and the immediacy does not allow for the normal approval process as outlined in Chapter 19-22 of the Code of Ordinances prior to implementation. City Manager approval is required before any special order becomes accepted as Policy.

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<th>General Information</th>
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<tr>
<td>Policy Number: 1011</td>
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<td>Policy Title: Time and Attendance for Exempt Employees</td>
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<tr>
<td>Date Issued 07/29/2020</td>
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<td>Date Effective: 07/29/2020</td>
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<td>Special Order Number: 20-1011-1</td>
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<td>Type of Revision: ☒ Policy Revision</td>
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<td>Purpose of Revision: Add guidelines and procedures to be followed by CPD employees for requesting vacation donations.</td>
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From the office of the Chief of Police the following Special Order has been issued...

The following sections in red regarding procedures for requesting vacation donations are effective immediately and will remain in effect until such time as they are added to policy 1011.

See attached Special Order 20-1011-1

[Signature] 7-29-2020

Updated: 07/01/2019
COLUMBIA POLICE DEPARTMENT
Policy and Procedure Manual

TIME AND ATTENDANCE FOR EXEMPT EMPLOYEES

Approved By: Geoffrey Jones Chief of Police
CALEA 6th Edition Standard:

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.

Effective: 10/01/2017
Revision Date: 10/21/2019
Special Order Effective Date: 07/29/2020
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TIME AND ATTENDANCE FOR EXEMPT EMPLOYEES

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.

1011.10 VACATION DONATIONS

The City’s Vacation Donation program allows employees to donate vacation hours to another City employee in need of hours due to an FMLA qualifying event. The following sections will provide guidance for those employees needing to request vacation donation hours and those wishing to donate vacation hours.

1011.10.1 PROCEDURE FOR REQUESTING VACATION DONATION HOURS

CPD employees who have an FMLA qualifying event that anticipate exhausting all eligible accruals during the FMLA approved period may request Vacation Donation hours. The following procedure shall be followed:

A. Requests should be made in the form of an email sent to the Assistant to the Chief of Police and copied to the employees chain of command;
B. Upon receipt, The Assistant to the Chief of Police will prepare the appropriate paperwork required by HR to receive vacation donations. Once approved, a copy of the approved form will be sent to the requesting employee for their records;
C. A department-wide and City-wide email will be sent requesting vacation donations on your behalf. Your identity will not be revealed in the request. This is a one-time request and will not be repeated automatically each period/month/quarter etc.;

D. Donations will be accepted and reported to both HR and the requesting employee. The requesting employee will be informed of the number of hours received for the donation request. It is the requesting employee’s responsibility to monitor the usage of those hours;

E. The requesting employee is responsible for reporting any donated vacation hours to be used for each pay period, to the Assistant to the Chief of Police, by Wednesday at 5pm on payroll ending weeks. Hours that are not reported by this deadline will not be included on that pay check;

F. If an employee uses all of the vacation hours donated to them, and has a need for additional hours, they will be required to submit another request following the procedure described above.

1011.10.2 DONATING VACATION HOURS

The following information is consistent with information located in City Ordinance 19-129(k). Information on how to donate hours along with the forms on the Intranet at: www.mycolumbiamo.com/hr/how-to-donate-vacation-hours

Employee wishing to donate vacation hours:

A. Should be a permanent employee who has completed six months of employment;

B. May not donate lost hours or have lost hours restored if they’ve reached their maximum vacation balance (must donate prior to reaching maximum accrual balance);

C. If donating to an employee, complete and sign the “Authorization to Transfer Vacation Hours to an Employee” form, and forward to the HR Liaison or Department Contact by the deadline on the email (no extensions will be allowed and late forms will be processed the next pay period);

D. All unused hours by the recipient will be added to the City Vacation Donation Pool;

If donating to the City’s pool, complete and sign the “Authorization to Transfer Vacation Hours to the City Vacation Donation Pool”, and forward to the Human Resources Department.