



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 252.01 TIME CHARGING 3-16-18

### **PURPOSE**

The purpose of this order is to establish procedures for the timely compensation of employees and to accurately apportion work hours to the function performed.

### **POLICY**

It shall be the policy of the Sacramento Police Department that each employee be compensated for services rendered in a timely manner and in accordance with applicable labor agreements, salary schedules, and/or Civil Service Rules and Regulations, and that the work hours for these services be apportioned with reasonable accuracy to the function performed.

### **PROCEDURE**

#### **A. GENERAL**

1. eCAPS is the designated computer payroll system.
2. Employees are responsible for the accuracy and completeness of their time entries.
3. Supervisors are responsible for ensuring the accuracy and completeness of their employees' entries.
4. Paycheck errors shall be corrected only when verified by the Department.

#### **B. TIMEKEEPING**

1. At the completion of each week, employees shall
  - a. Review all activities for that week.
  - b. Input hours worked, Time Reporting Code, and Program CD (if necessary) for each day worked. NOTE: Hours representing time off and excused hours shall be submitted without Program CD code.
2. As employees complete their last shift before the close of the payroll week (Friday at midnight), they shall review their entries for accuracy.

#### **C. SUPERVISORS**

1. Supervisors shall verify all entries are accurately inputted into eCAPS
2. Supervisors shall address incorrect or incomplete entries with the employee
3. Timesheets are to be completed, submitted, and approved by a supervisor by 1700 hours on the Monday of each week.

#### **D. COMPENSATION**

1. Employees shall be compensated for work per their applicable labor agreement and/or salary schedule/resolution.
2. Out-of-class compensation
  - a. Out-of-class compensation shall be paid only when authorized by a lieutenant or higher rank (sworn personnel) or by the section head (civilian personnel) to maintain the efficient operation of the Department.
  - b. To receive this premium payment, employees shall enter the applicable Program CD code and the appropriate Time Reporting Code based on the out-of-class percentage approved for the assignment.
3. Shift differentials
  - a. Shift differential shall be paid per the applicable labor agreement and/or salary schedule/resolution.
  - b. Employees earning swing or night shift differential shall enter the appropriate event type on the timesheet as follows:



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- (1) SS1 hours – Swing Shift Premium
  - (2) SST hours – Swing Shift Training Premium
  - (3) NS1 hours – Night Shift Premium
  - (4) NST hours – Night Shift Training Premium
4. On-call allowance
- a. On-call allowance shall be authorized by the employee's office chief and provided for those employees required to be on call for emergency work.
  - b. These periods of on-call status shall be entered in the Time Reporting Code section and shall be designated on the timesheet by either Time Reporting Code "STB" or "SBY."
5. Overtime for employees working in excess of a 40-hour workweek
- a. Court overtime shall be entered in eCAPS and a notation made in the comment bubble with the court appearance information.
  - b. Regular overtime shall be entered in eCAPS and a notation made in the comment bubble with the details of the overtime.
- E. EARNED TIME OFF
- Earned time off shall be compensated per the applicable labor agreement, Civil Service Rules and Regulations, and/or City Code when approved by the employee's immediate supervisor.