



Series 400 Personnel	Effective Date 7/13/2017	Review Date Three Years	Directive Number 401.12
Chapter 401 - Career Development			
Reviewing Office <i>Centralized Time Keeping</i>			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions in <i>italics</i></small>
References			

TIME CARD

401.12 - 1 PURPOSE

The purpose of this directive is to outline the proper guidelines for maintaining and processing the time worked by sworn members of the Detroit Police Department (DPD). The Time Card (DPD590) shall be retained permanently by all commands.

401.12 - 2 Procedure

1. The Time Card (DPD590) shall be utilized to properly and efficiently maintain and process sworn member's accumulated compensatory time, court time, bonus vacation days, furlough days, holidays worked, recall time, overtime, and option for pay or no pay for overtime. All entries shall be recorded in black or red ink. Entries made in black ink indicate time accumulated. Entries made in red ink indicate time off. All entries shall be recorded daily and those entries that need to be converted will be converted biweekly.
2. Group entries having a total number of hours for a given period are prohibited except for the roll call preparation time entries. All court time, recall time, and overtime entries shall be recorded at straight time and will be totaled and converted on a biweekly basis. Compensatory time shall be entered in the amount granted. The recorded date shall always be the date that the time was earned, granted, taken off, or deducted for payroll purposes.
3. Supervisors making an entry on the Time Card (DPD590) shall sign their first and middle initials and the last name in full in the Approved/Remarks column. When it becomes necessary to correct an entry, it shall not be made by an erasure but by drawing a line through the error and re-entering the information just below the original entry. The *supervisor* making the change shall indicate the reason for *the* change and enter the date and signature.

401.12 - 2.1 Beginning the Fiscal Year

At the beginning of each fiscal year, a new Time Card (DPD590) will be initiated for every member of the Department. The balance of the compensatory time column will be brought forward and all other balance columns will begin with a zero balance. A list announcing the July 1st compensatory time balances of the personnel assigned shall be posted during the month of July each year. Time earned in a previous fiscal year shall not be transferred

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to the court time, overtime, or recall time balance column to assist in achieving a balance of payment sooner.

401.12 - 2.2 Ending the Fiscal Year

It is the responsibility of the commanding officer to ensure the accuracy and completeness of the old Time Card and cause it to be filed in the member's command personnel file at the end of each fiscal year.

401.12 - 2.3 Holidays

When a member works a holiday the Time Card holiday record shall be marked with a "W" in black ink in the appropriate box.

- a. When a member works a portion of a holiday and qualifies for holiday pay, the member shall be considered to have worked a holiday;
- b. The holiday record of the Time Card shall be marked with a "W/H" in the appropriate box indicating that the member received holiday pay, but the official time book entry shows the member on holiday; and
- c. *For the symbols and their meanings used to document when a member does not work a holiday, reference Manual Directive 401.11, Holidays - Sworn Members.*

401.12 - 2.4 Bonus Vacation Days

The number of bonus vacation days earned from the preceding fiscal year shall be entered on the Time Card when notified by Payroll via the payroll fringe bank balance report and the date of each day taken shall be entered.

401.12 - 2.5 Overtime

1. All members are required to sign their Time Card indicating their preference to be paid in cash or compensatory time during the first month of the fiscal year in the space labeled "Option." It should be noted that once a member elects or does not elect to take time instead of cash payment, the member is restricted to that choice for the entire fiscal year.
2. The "Overtime" column is subdivided into two (2) columns indicating "Earned/Paid" and "Balance." If a member elects to be paid for overtime, all overtime earned shall be entered in the "Earned/Paid" column and converted biweekly at the end of each payroll period and added to the "Balance" column. The pay period total shall then be shown as a negative figure in red in the "Earned/Paid" column. The overtime balance then becomes a zero and the procedure is repeated biweekly.
3. If a member elects to take time, all overtime earned shall be entered in the "Earned/Paid" column and converted biweekly at the end of each payroll period. This converted time will also be entered biweekly in the "Balance" column and again in the "Balance" column of the "Compensatory Time" section. When time is taken off it shall be deducted only from the compensatory time balance.
4. The "Overtime Balance" column will serve to indicate the total amount of earned overtime so that when a member reaches the 112.5-hour limit the time will be paid.

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Once the member reaches the 112.5-hour limit, the entries shall not be carried over to the “Compensatory Time Balance” column. When overtime is to be paid, the pay period total shall be shown as a negative figure in red in the “Earned/Paid” column. The overtime balance then becomes 112.5, and the procedure is repeated as necessary.

401.12 - 2.6 Roll Call Preparation Overtime

At the end of each biweekly payroll period, all roll call preparation time shall be totaled and converted at time and one half and any product of five hundredths or over shall be recorded to the next higher tenth. The converted total shall be entered on the member’s Time Card as overtime and reported for pay purposes in the normal manner.

401.12 - 2.7 Recall Time

This time shall be entered and paid in the same manner as paid overtime. Under no circumstances may recall time be accumulated from month to month or added to the compensatory time balance.

401.12 - 2.8 Court Time Column

1. The “Court Time” Column is subdivided into two (2) columns titled “Earned/Paid” and “Balance.” The time earned for each court appearance shall be entered in the “Earned/Paid” column and converted biweekly at the end of each payroll period. This converted time will also be entered biweekly in the “Balance” column and again in the “Balance” column of the “Compensatory Time” section. When time is taken off it shall be deducted only from the compensatory time balance.
2. The “Court Time Balance” column will serve to indicate the total amount of earned court time so that when a member reaches the sixty-hour limit (for L.S.A. members only), the time will be paid. Once the member reaches the sixty-hour limit, the entries shall not be carried over to the “Compensatory Time Balance” column. When court is to be paid, the pay period total shall be shown as a negative figure in red in the “Earned/Paid” column. The court time balance then becomes sixty and the procedure is repeated as necessary. D.P.O.A. members have the option of being paid or receiving compensatory time with no limit.

401.12 - 2.9 Compensatory Time Column

The “Compensatory Time” column is also subdivided into two (2) columns titled “Earned/Taken” and “Balance.” All compensatory time taken shall be noted in red in the “Taken” column and deducted from the “Balance” column. Generally, the compensatory time accumulated will reflect court time earned which is not paid for, such as the first sixty hours. It will also include compensatory time granted such as the time received on New Year’s Eve, Christmas Eve, Good Friday, etc. In such cases, the amount of time granted shall be entered in the column, in black ink, indicating compensatory time earned, and also added into the compensatory time balance.

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401.12 - 2.10 Furlough Dates

The furlough dates, which the member has liquidated during the fiscal year, shall be entered in the appropriate portion of the Time Card.