
	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> <b>Ardmore, Pennsylvania</b>	
	<b>Policy 3.3.11</b>	
Subject:		Distribution:
<b>Payroll Timesheet - Daily Attendance Reports</b>		<b>All Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>06-01-2014</b>	<b>Until Amended or Rescinded</b>	<b>Directive: 05-73, 98-39</b>
References:		
<b>CALEA: N/A; PLEAC: N/A</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

The purpose of this policy is to standardize the method of recording hours worked and the associated job classification by personnel in the Police Department.

## **POLICY**

It shall be the policy of the Department to comply with Federal, State and Township regulations relative to recording time worked. To accurately record payroll information, it is mandatory that all employees and designated department timekeepers be responsible for the accurate recording of all hours worked and the proper job classification code.

## **PROCEDURE**

### **A. Recording Work Hours and Job Classifications on Time Sheets**

1. All employees must accurately record and review hours worked on their individual time sheets. This is the Township's official record.
2. Only employees, immediate supervisors or the Department's designated timekeeper may record time on an employee's time sheet. Recording time on another employee's time sheet is prohibited and cause for disciplinary action up to and including termination.
3. Employees are to utilize the Department Payroll Code Sheet to determine the appropriate job and hours code to attach to each activity. Employees are not required to record meal breaks.
4. The time sheet assigns every employee a default job and hours code. The default codes are based on the employee's primary duties. Space is provided on

the time sheet for additional job and hours codes to accurately reflect Officer's time and activity.

5. All employees must sign their time sheets at the end of each pay period, signifying the completeness and accuracy, and submit the time sheet to their immediate supervisor. Failure to submit the time sheet on time and/or inaccurate entries may result in disciplinary action.
6. Employees or the Department's timekeeper may not alter, deface or damage their own or another employee's time sheet, unless as an authorized change. Such action is cause for disciplinary action.
7. If an employee is unable to fill out or sign their time sheet due to a circumstance approved by his/her Department Head, the supervisor and/or the official timekeeper must sign the time sheet and indicate the reason for the employee's inability to record or sign their time sheet. An employee must sign his/her time sheet upon returning to work unless the employee is on an extended approved leave of absence.
8. Falsification, without reasonable explanation, of a time sheet by any employee will be grounds for immediate termination.
9. If an employee will be off for vacation, etc., the time sheet shall be turned in to his/her supervisor prior to leaving for vacation.

#### **B. Overtime - Recording**

1. Overtime is to be recorded on overtime cards. Yellow overtime cards are to be utilized to record time at Courts of Common Pleas, State and Federal Courts. Blue cards are utilized to record all other overtime worked (including District Court).
2. Overtime cards are to be completed by the employee working overtime on the date that the overtime was worked. Completed cards are to be forwarded to an on-duty supervisor to be reviewed and signed. Cards signed by an on-duty supervisor are to be forwarded to a Division Lieutenant for a second authorization.
3. Overtime cards are to be placed in the designated overtime mailbox located in each division. The Operation's Division mailbox is located in the Sergeant's Room. The Staff Services Division mailbox is located in the records unit.
4. Overtime is recorded on your time sheet by placing a check in the column that corresponds with the date of the overtime.

### **C. Supervisor Responsibilities**

1. All supervisors are required to thoroughly review timesheets and overtime cards for accuracy. A supervisor's signature is required to indicate approval and to authorize compensation based on the recorded hours.
2. Supervisors are to assure that subordinates' time sheets are forwarded to the Staff and Inspections Unit at the end of each pay period. All time sheets are to be received by the Staff and Inspections Unit by 0900 hours on the Monday (Tuesday, if Monday is an official holiday) following the end of the pay period.

### **DAILY ATTENDANCE REPORT**

The Daily Attendance Report form is to be used by all Unit Supervisors in accounting for personnel attendance. For Platoon Supervisors, the "Beat Plan" sheet will be utilized as the Daily Attendance Report.

### **PROCEDURE**

**A.** The following is to be adhered to in preparing the attendance report:

1. Under the heading "Status" the word "In" is to be used to indicate an officer is on duty. All other entries are to be carried as follows: HOL, PH, VAC, DO40, SL-ST/LT, etc.
2. The Traffic Safety Unit Supervisor will indicate on the attendance form when a Crossing Guard is entitled to a paid sick day. For a paid sick day, the Crossing Guard is to be carried at SI-1, otherwise, SI is sufficient.
3. The reverse side of the form has areas for special duty and details. The Platoon Beat Plan Sheet shall also indicate special duty. In listing the special duty being performed, it will be necessary to specify the amount of time each officer spent, i.e. Communications Center -2.5 hours, School – 3 hours, CPR Training – 4 hours, etc.
4. These forms are to be completed electronically and emailed to the Daily Attendance Distribution List.

**B.** The person who filled out the form will sign their name to the form at the appropriate location. Both the employee and the Unit Supervisor are responsible for the accuracy of all payroll related forms.

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