

RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

Chief of Police: Steven Pitts /s/		
Approving Deputy Chief:		
General Order No: E-300-05	Issued: September 6, 2005	Supersedes: 4/730.000
	Revised: November 6, 2013	
General Order Title: EMPLOYEE PAY REPORTING		

POLICY

Reno Police Department uses electronic payroll reporting to ensure that all employees are paid promptly and accurately, while maintaining control of department budgetary components. The department requires its employees to complete the electronic reporting and submit supporting documentation to their immediate supervisor for approval, or in the absence of their immediate supervisor, to a supervisor within their chain of command.

DEFINITIONS

Computerized Payroll System – Any computer program designated by the City of Reno or the Reno Police Department which has the purpose of documenting the work hours of employees.

PROCEDURES

Employee Responsibilities

Employees will utilize Computerized Payroll System timekeeping and scheduling software to record all payroll entries.

1. Employees will accurately complete entries into the Computerized Payroll System and ensure that the information is a true and honest reflection of hours worked and time taken off.
2. Employees will notify their immediate supervisor of any entries they make which requires supervisory review and approval. If the employee's immediate supervisor is unavailable, the employee's chain of command must be followed for approval.
3. Copies of subpoenas, court standby slips, and/or court appearance slips must be submitted to their supervisor to receive approval for the corresponding pay.
4. Any addition or correction to an employee's time card that needs to be made after the Computerized Payroll System schedule has been finalized will require that a "Time Card

Supplemental Form” be completed and approved by the employee’s immediate supervisor.

5. Reasons for any supplemental pay, special pay, overtime, etc., will be documented in the “Notes” section of the entry and reviewed by the employee’s immediate supervisor, or a functional supervisor with direct knowledge of the overtime, or if unavailable, a supervisor within their chain of command. Employees will not be paid any overtime pay that has not been approved.
6. Employees are expected to work their normal scheduled work week. Absences will be charged against the applicable leave bank. Employees may only use leave time actually accrued. Use of leave time which has not been accrued may be recorded as an absence without leave, will not be paid, and will be grounds for investigation. AWOL may be grounds for discipline.
7. Leave requests may be submitted through electronic entry into the Computerized Payroll System by the employee. Employees will notify their immediate supervisor of any pending requests. Leave requests must be approved by a supervisor before the employee is authorized to use the leave. Leave requests may also be submitted via an employee’s chain of command, by use of a Leave Usage Report” (Form C). Leave requests will not be considered approved until signed by the employee’s direct supervisor or, if unavailable, a supervisor within the employee’s chain of command and are entered into the Computerized Payroll System.

Exempt Employees

1. According to the City’s Management Policies and Procedures manual, as outlined in the Employee Work Time Approval section number 105, identified Exempt Employee by the Department of Human Resources, are not eligible for overtime compensation.
2. Employees holding exempt positions are paid on a salaried basis and in the interest of ensuring smooth operation of the City may be required to devote extended hours to fulfill the demands of the job.
3. In order for exempt employees to be paid through the Computerized Payroll System, they must enter a regular forty hour work week into the system. Exempt employees will also use the Computerized Payroll System to document when vacation, sick and holiday time are taken.

Supervisor Responsibilities

1. Supervisors will confirm that Computerized Payroll System entries are an accurate reflection of their employees work time and that any required supporting documentation is submitted by the employee. If subpoenas, court slips, overtime authorization forms, or any other supporting documentation is not submitted, supervisors will not approve the entry until the documentation is produced. All supporting documentation will then be submitted to payroll.
2. Supervisors will ensure that all Leave Usage Report forms are completed and reflect the

true status of time off. A signed Leave Usage Report form must coincide with leave time taken as reflected in the Computerized Payroll. In lieu of a Leave Usage Report form, supervisors will ensure that employees' hours worked and leave taken is accurately recorded in the Computerized Payroll System.

3. Supervisors will ensure that each of their immediate employees accurately complete all entries into the Computerized Payroll System on a regular basis. Entries need to be complete and supervisor approved within the timeframes established by the payroll clerk to ensure the information can be uploaded into the payroll system in a timely manner.

Payroll Responsibilities

1. Payroll will ensure payment of a straight 40 hours of regular pay when no time is electronically submitted. Payroll will issue a "pending approval" notification to department supervisors via e-mail prior to finalizing the Computerized Payroll System schedules.
2. Court notification slips must match the amount of time recorded in the Computerized Payroll System. Court notification slips and overtime slips that reflect changes or revisions are invalid without a supervisor's legible signature.
3. No changes will be made to finalized Computerized Payroll System reports, or to an employee's leave-bank usage, without a signed time card supplemental form from a supervisor within the employee's chain of command. For clarification purposes, an e-mail will be accepted. Payroll will not make telephonic adjustments.
4. Payroll personnel will not pay an employee any extra supplemental pay that has not been approved by a supervisor from within the employee's chain of command and/or does not have the required supporting documentation submitted.

Payroll Forms

Time Card Supplemental Form: This form will be utilized when the Computerized Payroll System information has been finalized by payroll and the employee needs to add/change pay information. The employee will make every effort to submit the changes in a timely manner, and will complete a separate form for each payroll week. In order for the pay listed on the supplemental form to be processed, the form must have appropriate documentation attached and signatures. The time card supplemental forms will be processed within two to three pay periods from the time of receipt by RPD Payroll personnel.

Time Card Error Notice: This e-mail notification will be utilized by Payroll personnel to notify an employee of an error. For clarification purposes, i.e., time is filled out under the wrong pay code, an e-mail response from the employee will be accepted. For those instances when supervisor approval is required, it will be the employee's responsibility to complete a time card supplemental form, obtain required signatures and return it to the RPD Payroll Office.

Leave Usage Report:

- Prior notice and authorization are required before leave can be taken.
- Leave will be requested in conformance with departmental notice requirements, will be recorded on a Leave Usage Report (Form C), and approved in advance by the

employee's authorized supervisor.

- If unforeseen circumstances, such as illness or injury, prevent requesting leave in advance of the time taken off, the employee will notify his/her immediate supervisor as soon as possible in a manner consistent with his/her department's notification requirements. Upon return to work, the employee will record the leave time on a Leave Usage Report form and obtain formal approval.

Overtime Authorization Slip: The Overtime Authorization Slip may be utilized by any RPD Division. If an order to use this form is issued by a Division Commander, the following will be mandatory for that designated Division:

- Overtime needing an Overtime Authorization Slip includes after-shift overtime, hired extra, backfill, teaching duties, and special events.
- When the Overtime Authorization Slip is utilized for documentation of approved overtime, the slip will be submitted to payroll.

OVERTIME AUTHORIZATION

EMPLOYEE: _____ I.D.# _____

DATE: _____ CASE # _____

TIME FROM: _____ TO: _____

REASON FOR OVERTIME: _____

Approving Supervisor

Time/Date Stamp

**RENO POLICE DEPARTMENT
TIME CARD SUPPLEMENTAL FORM**

Time Card Procedures: "No changes in an employee's time card will be made without signed written documentation from a supervisor within the employee's chain of command. Payroll will not make telephonic adjustments. Corrections may take two to three pay periods." (Standing Order #96-01, dated March 7, 1996)

Date:
To: Payroll
From: (name and PAPF# of employee):

I was unable to enter the following on my time card:

			Purpose
Date	Pay Code *	Hours	

Signature of Employee

Date

Signature of Supervisor

Date

- *Commonly used Pay Codes:
- | | | | |
|------------------|------------------------|-------------------------|--------------------------|
| 100 Regular Time | 120 Holiday | 630 Hol Wk Comp | 425 MC Standby Comp |
| 105 Vacation | 520 Hol Wk Pd 1.5 Pers | 309 Local 39 Shift Diff | 540 Ct Appearance Pd |
| 110 Sick Leave | 522 Hol Wk Pd Non Pers | 305 RPPA Shift Diff | 650 Ct Appearance Comp |
| 115 Comp Used | 505 OT Paid 1.5 | 306 RPSAE Shift Diff | 421 DC/JC Standby Pd 125 |
| Floating Holiday | 605 OT Comped | 420 MC Standby Pd | 426 DC/JC Standby Comp |