

Payroll Records

918.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of department members who are eligible for the payment of wages.

918.1.1 TIME REQUIREMENTS

A basic work week is defined in the Memorandum of Understanding (MOU) for the represented employee. Unrepresented employees report under the City personnel policies. Part-time employees will be scheduled to meet the specific needs of the Department.

918.2 POLICY

The Redding Police Department maintains timely and accurate payroll records.

918.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Division Commanders are responsible for approving the payroll records for those under their commands.

918.4 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to Administration as established by the City payroll procedures.

918.5 RECORDS

The Administration Division Commander shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

918.6 SHIFT TRADES

Employees of the same rank and qualifications may trade shifts within the same pay period.

- (a) The substitute employee is not entitled to overtime pay as a result of the shift trade. Overtime is allowed if the employee works beyond the normal traded shift.
- (b) If the substitute employee fails to report for duty on the assigned shift, the substitute employee's vacation/ CTO will be charged. The employee will select the time bank to be used.
- (c) If the substitute employee fails to appear for duty on the assigned shift because of illness the employee's sick leave balance will be charged.
- (d) The shift supervisor's approval is required for all shift trades.

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- (e) The approving shift supervisor is responsible for entering the shift trade into PlanIt.

918.7 DAYLIGHT SAVING TIME

Daylight Saving Time begins at 2:00 a.m. on the second Sunday of March. Time reverts to standard time at 2:00 a.m. on the first Sunday of November.

Personnel working during the fall, when the time is set back one hour, will be compensated for the additional time worked in excess of their normal shift (e.g. Shift I officer working from 2030 to 0630 hours would receive 10 hours straight time and one hour overtime.)

Personnel working during the spring, when the time is advanced one hour, may elect to either take one hour off their balance or work one additional hour (e.g. Shift I officer working from 2030 to 0630 would receive nine hours of straight time and then may elect to work until 0730 or take one-hour CTO or vacation.)