



Sheridan Police Department
Policies and Procedures
5.4 Replaces 203.1
Chapter 5 – Department Employment
Section 4 – Payroll Time Sheets

Date: January 1, 2013
Updated: 9/9/2021

Signature:

The following guidelines will be used when completing City of Sheridan payroll time sheets.

5.4.1 General Information

- A. Information on payroll time sheets includes the employee's name, employee number, pay period dates, department and division.
- B. Type code numbers are assigned for all general duties and leave requests.
- C. One payroll time sheet will be completed for each two-week pay period.
- D. Each supervisor will be responsible for their respective staff, assuring all time sheets are completed and signed off on.

5.4.2 Overtime/Comp-Time

- A. Generally, employees are compensated for any hours worked over their normally scheduled hours. (See Employee Handbook)
 - 1. Eligible non-sworn employees receive overtime for any time worked in excess of forty (40) hours per week.
 - 2. Eligible sworn personnel receive overtime after additional hours are worked in an eighty-hour (two-week) pay period.
- B. Time worked shall be calculated on the quarter hour system. Eight minutes or more towards the quarter hour will be compensated, seven minutes or less will not.
- C. Several activities are unique to police work and therefore are not specifically addressed by city policy. The following is a list of specific incidents:
 - 1. Holidays (See Employee Handbook)
 - a. Holiday compensation is based on a traditional eight-hour shift. All employees are encouraged to utilize the 9 holidays and 1 personal day benefit provided by the city. Sworn officers and dispatchers assigned to patrol teams are eligible to bank up to 40 hours of holiday pay to be paid at the end of the fiscal year.
 - b. Holiday or Vacation leave may be granted with 14 day notice to their supervisor, unless prior notice was not possible due to unusual circumstances.
 - 2. Criminal and Civil Court
 - a. Court appearances as a result of employment activities: A minimum rate of two hours pay will be given in these incidents if it does not occur in conjunction with the beginning or ending of an assigned shift. If the incident is in conjunction with a shift, the quarter hour rule will apply. Personnel, who claim pay and are reimbursed for their court appearance, must forward the reimbursement to the police department.

- b. Jury Duty: See the city handbook.
- 3. Training and Association Meetings
 - a. All P.O.S.T. accredited hours will be compensated in accordance with standard policies, as long as the employees are directed by the department or their supervisor to attend. Non-mandatory training will be compensated only if approved by the bureau head and the Chief of Police.
 - b. Officers may be subject to discipline for remedial training/qualifications that become necessary for continued certification in various law enforcement functions due to the negligence or inattention on the part of the officer.
- 4. Travel Time

Employees traveling to and from training sessions will receive compensation for the initial trip to the site and the final trip home. Additional trips will not be compensated unless the travel is within the regularly scheduled shift. Travel time compensation will be capped at eight hours a day. Department members should take the fewest number of vehicles practical. The above compensation policies also apply to reimbursements for mileage or fuel.
- 5. Promotional Testing and Oral Board Interviews

Personnel will be compensated to attend promotional testing or oral boards. Supervisors may reschedule employee's hours to provide an opportunity for the employee to attend the testing or interview.
- 6. Shift Differential – All personnel assigned to rotating shifts shall be compensated an additional \$2.00 per hour for hours worked between 6:00 p.m. and 6:00 a.m. Shift differential shall not be given for volunteer grant hours worked between 6:00 p.m. and 6:00 a.m. Extra duty shifts assigned shall be subject to shift differential pay.

5.4.3 Entering Hours

- A. All hours worked must be listed for each day worked during the pay period.
- B. Overtime hours will automatically be calculated from the total number of hours worked.
- C. When entering hours for extra duty, a brief explanation must be listed by the supervisor in the note section of the time card system.