

# ELIZABETH POLICE DEPARTMENT GENERAL ORDERS



**VOLUME: 2**

**CHAPTER: 31**

**# OF PAGES: 3**

**SUBJECT: MANAGING TIME RECORDS**

**EFFECTIVE DATE**  
January 12, 2021

**ACCREDITATION STANDARDS:**  
N/A

**BY THE ORDER OF:**  
Chief Giacomo Sacca

**BY AUTHORITY OF:**  
Police Director Earl J. Graves

**SUPERSEDES ORDER #: G.O. #4 (01/2014), G.O. V.2, C.31 of February 2016**

**PURPOSE** The purpose of this Order is to provide a uniform method for recording time and to ensure that all employees are equitably compensated per existing collective bargaining agreements.

**POLICY** It is the policy of the Elizabeth Police Department to manage employees' time through an electronic scheduling system and to ensure that all personnel are compensated per existing collective bargaining agreements

## PROCEDURES

### I. GENERAL

- A. Each division, bureau, and unit shall have a posted working schedule in the departmental electronic scheduling system (currently *Planit*).
- B. Employees are to request all time off through the electronic scheduling system and require authorized supervisor approval as specified in *Special Order 2020-19 Police Department Staffing and Scheduling*.
- C. When an employee works overtime, an Overtime Form (D.P. #170) shall be completed and submitted to the Station House Commander for approval. The Station House Commander will enter all approved overtime information into the agency electronic time management system and forward completed forms to the Division Commander.

- D. Division Commanders will forward all D.P. 170 forms to the Office of Human Resources for processing.
- E. When an employee requires military leave, the employee shall submit a fully completed Elizabeth Police Military Leave form, along with a copy of the employee's military orders to their Division Commander. The Division Commander will submit the completed military leave form along with the military orders to the Human Resources Supervisor for entry into the electronic scheduling system. The Elizabeth Police Military Leave form is uploaded onto PowerDMS in the forms section.
- F. When an employee reports for his/her return to work, and the reason for his/her absence was an injury sustained on duty, clearance must be obtained from the Police Department designated workers' compensation physician. Employees are not allowed to return to work without the granting of prior permission from the designated city compensation physician.
- G. When an employee requests leave for a death in the family (DIF), the employee must submit a Private Report explaining their relationship to the deceased through the chain of command. Division Commanders shall submit DIF request reports to the Human Resources Office for processing. Human Resources shall make all data entries regarding DIF days in the agency time management system.
- H. Employees who will be absent from duty due to sickness shall enter their status into the agency scheduling system no later than 2 hours before their scheduled tour of duty as described in *G.O. Vol. 2 Ch. 30 Reporting Sick, Absenteeism*.
- I. Employees may exchange workdays with another agency member who is assigned to the same division, bureau or unit. Employees may not exchange workdays with an employee who is of a different rank, or is assigned to a different division, bureau, or unit. Additionally:
  - 1. Employees must submit a private report a minimum of five (5) days in advance through the chain of command to their Division Commander detailing the terms for the exchange. The private report must contain the specific day exchange for both parties. For example:
    - Officer A is working for Officer B on 03/04/21.
    - Officer B is working for Officer A on 03/21/21.
  - 2. Officers must complete the scheduled workday exchange within 6 months of the initial exchange date. A failure to complete the full exchange within six (6) months shall trigger the filing of a complaint and an internal investigation into the violation of this order. The Chief of Police or the Police Director may grant an extension beyond six (6) months for a workday exchange due to unforeseen or unusual circumstances.
  - 3. Division Commanders shall deny workday exchanges that fail to comply with the provisions of this order. Approved workday exchanges shall only be entered into the PlanIt system by the Division Commander. Once entered into PlanIt, a note will be forwarded through PlanIt to the Scheduling Coordinator. Commanders are not to forward exchange

requests to the Scheduling Coordinator without first entering the exchange into the Planit system.

4. The Scheduling Coordinator shall track all work day exchanges and submit a quarterly report to the Chief of Police and Police Director detailing exchange activity.
5. Officers that wish to cancel an approved work day exchange must submit a private report to their Division Commander requesting cancellation. Division Commanders will remove approved cancellations from the Planit system and submit a note through the PlanIt system to the Scheduling Coordinator.