

WATERTOWN POLICE DEPARTMENT GENERAL ORDER



**JOANNA W. VITEK
CHIEF**

Effective Date: June 1, 2009	Rescinds: Amends: A-193 September 1, 2005	Number: A-193
Subject: Employee Record Keeping		Re-evaluation Date: June 2012
Distribution: ALL PERSONNEL	Related CALEA Standards:	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. PURPOSE

To provide guidelines for maintaining accurate employee time records and provide a structured payroll program for the Watertown Police Department. This statement of policy shall be used in conjunction with active working agreements between the City of Watertown and the Watertown Fraternal Order of Police Union; American Federation of State, County and Municipal Employees, and the City of Watertown Personnel Policy. In any instance where these policies, practices and procedures conflict with any statutes of the State of South Dakota or United States, Union Contracts, Personnel Policy, or civil service rules as applied to municipal employees, the provisions contained in the applicable state and/or federal laws, union contract, civil service rules or Personnel Policy shall supersede.

2. POLICY

Each member of the Police Department is responsible for maintaining accurate reporting of hours worked for the Watertown Police Department.

3. DEFINITIONS

- A. **CERTIFIED PERSONNEL** ó Employees of the Police Department who have attained certification through the Criminal Justice Standards and Training Commission.
- B. **CHECK STUBS** ó A monthly payment document that illustrates all payroll data for directly deposited funds.
- C. **DIRECT DEPOSIT** ó Wire transfer of payroll funds into the checking or savings account of the employee's choice.
- D. **NON-CERTIFIED PERSONNEL** ó Administrative or other personnel who have not attained certification through the Criminal Justice Standards and Training Commission.

4. PROCEDURES

- A. The Finance Office will administer a monthly payroll for the employees of the Police Department. The Police Department recognizes the last working day of the month for the Finance Office, as payday.
- B. **Record-Keeping Procedures**
 1. **Non-Certified Personnel**
 - a. Employee time sheets will be initiated through the Police Department. The employee and direct supervisor must sign employee time sheets. The accuracy of the data on the time sheets is the primary and ultimate responsibility of the employee and first line supervisor.
 - b. Leave/overtime slips will be filled out by the employee and retained by the first line supervisor.
 - c. The employee is responsible for timely and accurate recording of time sheets. Time sheets will be updated on a regular basis. First line supervisor will review time sheets and sign them. First line supervisor will then forward time sheets to the Records Supervisor. The Records Supervisor will make copies and forward them to the Finance Office at the end of the payperiod.
 - d. Employee time sheets are due to the Finance Office no later than the Friday following the cutoff date as designated by the Finance Office.
 - e. Employees cannot request changes to their time sheets without written approval by the employee's supervisor. To initiate any changes to a completed time sheet, ink must be used to denote any error corrections, which must be initialed by a supervisor. White out should not be used on time sheets.
 2. **Certified Personnel**

- a. Employee time sheets will be initiated through the Police Department. The employee and direct supervisor must sign employee time sheets. The accuracy of the data on the time sheets is the primary and ultimate responsibility of the employee and first line supervisor.
 - b. Leave/overtime slips will be filled out by the employee and retained by the first line supervisor.
 - c. The employee is responsible for timely and accurate recording of time sheets. Time sheets will be updated on a regular basis. First line supervisor will review time sheets and sign them. First line supervisor will then forward time sheets to the Records Supervisor. The Records Supervisor will make copies and forward them to the Finance Office at the end of the payperiod.
 - d. Employee time sheets are due to the Finance Office no later than the Friday following the cutoff date as designated by the Finance Office.
 - e. Employees cannot request changes to their time sheets without written approval by the employee's supervisor. To initiate any changes to a completed time sheet, ink must be used to denote any error corrections, which must be initialed by a supervisor. White out should not be used on time sheets.
- C. Pay Adjustments
The Finance Office will initiate the appropriate employee action form for changes in pay resulting from cost-of-living-allowances or anniversary pay range advancements. When any other payroll change is necessary, the employee action form will be initiated by the Chief's Administrative Assistant. The employee action form notice must be sent, via the chain of command, to the City Finance Office.
- D. Direct Deposit
Direct deposit of payroll funds is mandatory. Enrollment forms are provided to new employees in the employee orientation process, and change forms are available in the Finance Office. Any change to direct deposit must be requested in writing, and signed by the employee. A voided check or deposit slip should be submitted with the direct deposit request to verify account numbers.
- E. Check Distribution
The City of Watertown has designated the last working day of the month for the Finance Office as the official payday for employees. On or before paydays, the Finance Office will deliver check stubs to city department mailboxes. Direct deposit funds should be available after 10:00 AM on the day designated as payday.
- F. Advance Paychecks
No requests for advance paychecks will be honored.
- G. Mandatory and Volunteered Deductions
In accordance with legal and agency requirements, mandatory court-ordered deductions will be garnished against employee payroll funds and remitted to the garnishing agency. Examples include child support, alimony and loan garnishments. The City Council has approved other optional programs which are eligible for voluntary payroll deduction. These voluntary deductions will be directed to the applicable agency in accordance with the authorization form signed by the employee.
- H. Questions and Inquiries
Employee questions regarding payroll issues must be routed through the employee's supervisor. Basic payroll inquiries should be addressed through the first line supervisor. Payroll inquiries will be addressed to the Finance Office at the rank of Captain or above.

JOANNA W. VITEK
Chief of Police
Watertown Police Department
Watertown, South Dakota