

**SAN MARCOS POLICE DEPARTMENT  
POLICIES AND PROCEDURES MANUAL**

**Section Title:** Compensation and Benefits

**General Order:** 600

**Date Issued:** January 17, 2004

**Date Revised:** January 1, 2006

**Effective Date:** January 14, 2006

**Issuing Authority:** *Howard E. Williams*  
**Howard E. Williams, Chief of Police**

**I. POLICY**

The City of San Marcos provides all employees with a comprehensive fringe benefits plan, set forth in the *City of San Marcos Employee Handbook*. These benefits include paid administrative, holiday, vacation and sick leave. The Department is committed to ensuring that it complies with all federal laws, state laws, and City of San Marcos personnel policies.

**II. PURPOSE**

The Purpose of General Order 600 is to outline attendance requirements and leave benefits for both sworn and non-sworn employees, and to establish the basic procedures to be followed when an employee uses leave time.

**III. DEFINITIONS**

The terms used in General Order 600 are defined as follows, unless otherwise indicated:

- A. Employee Handbook – The rules and regulations defined in the most recent edition of the *City of San Marcos Employee Handbook*.
- B. Flex Time – An adjustment of work hours, on an hour-for-hour basis, made within the same workweek so that an employee does not work more than 40 hours in any one workweek.

**IV. ATTENDANCE**

- A. Full-time employees of the Department are scheduled to work 2,080 hours in each calendar year.
- B. All employees are accountable for their attendance each day.
- C. All employees are responsible for the accurate reporting of their hours worked.
  - 1. Employees are also responsible for submitting corrections to their supervisors if their hours change after a signed time sheet has been submitted.
  - 2. Any employee who fails to report correct hours will be subject to disciplinary action up to and including indefinite suspension or termination.

- D. Supervisors will verify with their signature that the hours recorded on timesheets or corrected timesheets are accurate.
- E. Reporting and Routing
1. All attendance records will be based on a workweek, which begins at 12:00 a.m. Saturday and ends at midnight Friday.
  2. Within each section, a staff member may be designated as timekeeper to ensure completion and proper submission of timesheets.
  3. All timesheets will be signed and approved by the supervisor, even in those sections having a timekeeper. Timesheets should be routed for approval as agreed upon by the individual sections.
  4. All timesheets must be completed in ink.
  5. Any corrections on the timesheet must be initialed by the supervisor or timekeeper.
  6. Leave requests must be submitted according to work unit procedures.
- F. Flex Time – Non-Exempt Employees Only
1. Flex time is the only time adjustment that will be used by the Department for its employees.
  2. Flex hours cannot be carried over to another week.
  3. The timesheet should reflect the actual hours worked each day to ensure accurate attendance records.
  4. Employees may not make their own decisions pertaining to scheduled work hours or adjustments to them. All flex time adjustments must be approved in advance by the employee's supervisor.
  5. Productive hours that exceed the 40-hour workweek must be recorded as authorized overtime or compensatory time.
- G. Reporting for Duty
1. Employees assigned to a shift having an established roll call and training period will report to show-up by the time they are scheduled to begin their tour of duty. Employees will be briefed and given their assignments for the day.
  2. During their tour of duty, employees will:
    - a. Remain in their assigned districts as long as reasonably possible before coming into the station to conclude their tour of duty.
    - b. Hold themselves in readiness to respond to any priority calls prior to the completion of their tour of duty.
    - c. Report to their immediate supervisor and submit all reports before going off duty.
      - i. If for any reason an officer is unable to make this report, he will notify his supervisor of his whereabouts and the reason for the delay.

- ii. Uniformed supervisors will notify the on-duty supervisor of any officers who are still engaged in assignments at the time the uniformed supervisor goes off duty.
  - d. Each shift, employees assigned to divisions that have established roll calls may be granted two short break periods, if call loads permit, not to exceed 15 minutes each.
  - e. Employees assigned to divisions that have established roll calls may be granted one meal break per shift, if call loads permit, not to exceed 45 minutes.
- 3. Non-line officers and civilian employees will arrive at their places of assignment at the scheduled time.
  - a. Employees assigned to divisions that do not have established roll call may be granted break periods not to exceed a total of one-half hour each day.
    - i. The granting of break periods is optional, and is dependent upon the operational needs of the work unit.
    - ii. Break periods will be taken at pre-scheduled times unless previously authorized by a supervisor.
    - iii. Break periods will not be accumulated into the meal period.
    - iv. Break periods will not be taken as the beginning or ending times of the scheduled workday without approval of a supervisor.
  - b. Employees assigned to divisions that do not have established roll call may be granted one meal break per shift, not to exceed one hour each day.
    - i. Meal breaks for employees assigned to divisions that do not have established roll call constitute non-compensable time.
    - ii. Employees may leave their work area for meal breaks.
- H. See also the Employee Handbook for details regarding attendance.

**V. ABSENCE FROM DUTY**

- A. An employee of the Department will not be absent from duty without prior approval of his/her supervisor.
- B. Any employee who fails to report for duty at the assigned place and time, or who leaves that place of duty or assignment, without proper authorization, will be considered absent without authorization and will be subject to appropriate disciplinary action.
  - 1. Supervisors will make a diligent inquiry into every case of unexplained tardiness with a view toward taking disciplinary action if the tardiness is not justified.
  - 2. When an officer knows tardiness is inevitable, that officer will immediately notify the appropriate supervisor.

- C. General Provisions Regarding Leave Time
  - 1. Leave time may not be taken in periods of less than one-quarter hour.
  - 2. Employees will not schedule leave time for use in the same pay period in which it is earned.
  - 3. Employees who exceed use of their sick or vacation leave balance in any pay period will not be paid for those hours that exceed the hours currently accrued.
  - 4. Supervisors and employees are responsible for ensuring that the employee has sufficient leave time accrued prior to approving any leave request.
- D. Calling in Sick/Injured
  - 1. Sick leave is a benefit provided by the City and use of such can be denied.
  - 2. Unless an earlier notification is required in specific unit SOPs, employees have the responsibility of notifying their supervisors a minimum of one hour before the designated time scheduled for their work assignment.
  - 3. Personal contact or contact by telephone is the preferred method of notification; however, supervisors may authorize that messages can be left on answering machines or voice mail.
  - 4. If an employee becomes sick while on duty to the extent that the assignment must be terminated, the supervisor must be notified prior to departure.
  - 5. When an employee is unable to report for duty or has left duty because of illness, an appropriate supervisor may, with discretion, visit that employee, determine the extent of the illness, and decide whether any assistance is needed.
- E. Vacation Requests
  - 1. Vacations will be approved by, and scheduled through, the employee's immediate supervisor. The desires of the employee will be considered together with the needs of the Department and availability of personnel.
  - 2. When vacation time is to be taken in conjunction with emergency leave, sick leave, or injury leave, the employee will obtain the approval of the immediate supervisor and prepare and submit a leave request form as set forth above. In the employee's absence, the supervisor may prepare and submit the leave request in the employee's behalf.
- F. See also the Employee Handbook for details regarding absence from duty.