



GENERAL ORDER



SUBJECT

Time and Attendance

SERIES

206

NUMBER

1

EFFECTIVE DATE

November 5, 1978

DISTRIBUTION

A

ORIGINATING UNIT

PDD

Public Law 89-282 provides authorization for compensation for overtime work performed by members of the department. This statute establishes a basic work week of 40 hours (plus roll calls) to be scheduled on 5 days of 8 hours each and provides compensation, either monetary or compensatory time, for all duty, including court attendance, performed outside the basic work week. It is the policy of this department to insure that members receive compensatory time or monetary compensation which is due them by virtue of overtime and court duty performed. This order consists of the following parts:

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PART I

A. Compensatory Time and Monetary Compensation.

1. Compensatory Time.

Compensatory time will be credited on an hour-for-hour basis under the following conditions:

- a. All overtime which results from the first appearance in court or a quasi-judicial hearing on any case while on an off-duty status or chargeable sick leave (unless the member is a defendant).
- b. All overtime of 30 minutes or more which is a continuation of a regular tour of duty.
- c. Any overtime for which the member elects (in writing) to accept compensatory time in lieu of monetary compensation.
- d. Compensatory time shall be earned and returned in one hour increments only. No fractions of time will be earned or returned.

2. Monetary Compensation.

Compensation will be paid at the rate of time and one-half for members below the rank of lieutenant and at straight time for officials at the rank of lieutenant or above under the following conditions:

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(Revised 7/20/84)

- a. All overtime which results from second or subsequent appearances in any one case in court or quasi-judicial hearings, while on an off-duty status or on chargeable sick leave (unless the member is a defendant).
- b. All overtime performed on an off-duty day which is not a continuation of a regular tour of duty.
- c. All overtime performed on an assignment designated by the Chief of Police as a "special event" or "special assignment" as defined in the overtime regulations.
- d. All overtime work on a holiday beyond the regular tour of duty.
- e. In computing overtime, the time worked will be paid in full quarter-hour multiples. Any work requiring less than 15-minutes will not be paid nor aggregated from day to day.

3. Call-Back Overtime.

Call-back overtime is earned when a member is required to return to duty after being relieved of duty or while the member is off duty. It involves a break in service either before or after a tour of duty. All call-back overtime must be ordered or approved by the official in charge of the unit concerned.

- a. Whenever a member is authorized or directed to return to overtime duty at a time which is not an immediate continuation of a regular tour of duty, the member will receive credit for no less than 2 hours of overtime.
- b. Call-back overtime is determined by the member's duty status or the purpose for which the member is called back:
 - (1) If on off-duty time and called back for some regular administrative purpose, the member receives compensatory time.
 - (2) If on off-duty time and called back for a special event or special assignment (previously authorized in writing by the Chief of Police), the member receives paid overtime.

- (3) If on a day off, regardless of reason, the member receives paid overtime.
- (4) When a continuous period of call-back overtime falls partially on a duty day and partially on an off-duty day, the compensation for such overtime work will be made in accordance with the rules governing at the time such overtime period begins.

4. Continuation of Tour of Duty.

This is all overtime performed either before or after a tour of duty, when ordered or approved, and can be for any purpose such as snow crossing, obtaining warrants in court, signing petitions in juvenile court, responding to a station to make statements, etc. If there is no break in service either before or after a tour of duty and the overtime has been ordered or approved, then it is to be "considered as a continuation of tour of duty overtime" and shall be compensated by giving the member compensatory time.

B. Statutory and Regulatory Authority.

1. The authority vested by the regulations of the Mayor, and the Chief of Police to designate "special events" or "special assignments" for purpose of overtime compensation will be exercised by the Chief of Police on a basis of individual written designations for specific events and assignments. Such designations will be communicated to commanding officers in publications related to those events and assignments.

2. Pursuant to section 4 of the regulations of the Mayor, the following definitions of tours of duty and calendar days are established by the Chief of Police:

- a. The "basic workday" or "tour day" of a member shall be considered to be the calendar day on which the major portion of the 8-hour tour of duty of the member is worked.
- b. Whenever a "basic workday" or "tour day" of a member is divided into two 4-hour periods, the calendar day on which the tour of duty began shall be considered the "basic workday" or "tour day" of such member.

C. Authority to Perform Overtime for Monetary Compensation.

1. Overtime (except court and hearing time) performed by members on assigned days off for monetary compensation shall not be authorized or ordered except within allotments of man-days established for that purpose. Exceptions to this policy will be authorized by the Chief of Police, through the Director, Office of Finance and Management, only upon written requests and justification of the need for such overtime.

2. Appearing in court for monetary compensation (second and subsequent appearances) is hereby authorized for members responding to such duty at the direction of the judge or official in charge of such court or hearing.

3. Overtime performed in connection with special events and special assignments will be authorized or ordered in accordance with orders relating to each specific event or assignment.

4. Overtime in excess of the regular tour of duty for monetary compensation on a holiday may be authorized or ordered by the official then in command of the organizational element when necessary in emergency circumstances.

D. Authority to Perform Overtime for Compensatory Time.

1. The official in command of the organizational element may authorize or order working of overtime in excess of the regular tour of duty for compensatory time.

2. The official then in command of the organizational element may authorize working of overtime on an assigned day-off when the requesting member submits PD Form 267 (Request for Compensatory Time or Monetary Compensation for Overtime Worked) requesting compensatory time in lieu of monetary compensation. PD Form 267 shall be submitted and approved before the overtime work is performed.

3. Inspectors, Deputy Chiefs, and Assistant Chiefs shall not perform services for compensatory time or perform work on their assigned days off or holidays, unless approved by an official of a higher rank. In case of emergencies the approval may be granted after the fact.

E. Authority to Return Compensatory Time.

Commanding officers are authorized to return compensatory time earned to members below the rank of Inspector.

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F. Authority to Pay Compensatory Time.

1. Public Law 89-282 and Commissioners Order 65-1632 provide that a member who is eligible for compensatory time and who makes a written request for same must be given the time within 30 days after the date for which time was requested or must be compensated at the member's basic hourly rate. Such requests shall be made on Standard Form 71.

2. If, after the expiration of 30 days, such request is denied, the member shall be responsible for completing PD Form 267.

G. Accumulation of Compensatory Time.

1. The officials delegated authority to authorize overtime for compensatory time shall establish procedures to ensure that members do not carry over from one pay period to the next in excess of 160 hours compensatory time. Any balance of compensatory time in excess of 160 hours which is not taken by the beginning of the next pay period shall be subject to forfeiture. However, in exceptional circumstances, a member's commanding officer may authorize a balance in excess of 160 hours, provided that prior written approval has been obtained from the Chief of Police. Under no circumstance, however, shall the total exceed 240 hours.

2. **No** member may be paid for any overtime hours earned in a single pay period which would cause his biweekly gross pay for that period to exceed the biweekly gross pay for class 11, step 1 of the 1958 Salary Act, as amended.

3. No member may be credited with any hours of compensatory time earned in a single pay period, which, if paid for, would cause his biweekly gross pay to exceed the biweekly gross pay for class 11, step 1 of the 1958 Salary Act, as amended.

4. The limitation in items 2 and 3 above also applies to any combination of hours to be paid for or credited as compensatory time.

H. Use of Compensatory Time.

1. The regulations of the Mayor require that compensatory time earned be taken between 9 and 12 months (according to the month in which earned) of the time earned.

- a. The regulations authorize a carry-over of compensatory time from one forfeiture period to the next in the case of official denial of a request for compensatory time off.
- b. Earned compensatory time must be used in multiples of 1 hour within the periods shown from time earned until the end of the respective month as follows:

Compensatory Time

Must be Used by:

- | | |
|-------------------------------------|---------------------------|
| (1.) December, January or February | End of following November |
| (2.) March, April or May | End of following February |
| (3.) June, July or August | End of following May |
| (4.) September, October or November | End of following August |

2. If a member fails to take compensatory time off within the prescribed period, he waives all rights to such compensatory time, unless failure to take compensatory time was due to an official denial. Compensatory time off which was applied for but denied, and for which no application for payment was made, will remain available for use for a 12-month period beyond the end of the prescribed period of time.

3. It shall be the policy of this Department not to grant payment of any balance of compensatory time a member may have to his/her credit at the time of separation. Members shall be encouraged to use their compensatory time in order to avoid forfeiture.

I. Holiday Pay.

1. Official holidays are those established by Federal statute or by order of the Mayor.

2. For administrative purposes, holidays shall be rescheduled as necessary to avoid falling on a member's day off. This rescheduling shall be directed by departmental circular preceding each holiday.

- a. A member shall be granted holiday leave as permitted by unit function and approval by the member's commanding officer. A member shall continue to receive regular pay while on such leave.
- b. A member who is authorized to work on a holiday shall receive a regular day's pay plus an extra day's pay (or, if he works less than a full day, the proper fraction thereof).
- c. A member who is directed to work beyond a regular tour of duty on a holiday shall receive holiday compensation through the normal tour of duty and overtime compensation (time-and-a-half or straight time, depending on rank) thereafter.

3. Half-day and other part-day holidays declared from time to time by statute or Mayor's Order shall be applied proportionately in the same manner as full-day holidays. Likewise, a member may be granted holiday leave for a portion of a full-day holiday and work the remainder with extra compensation.

J. Court Appearances.

1. The provisions of Public Law 89-282, which deal with computing the compensation to be given to members entitled to "court time," are different

from other provisions of the law providing for monetary or compensatory time for overtime performed. The law defines court duty as follows: "Court duty means attendance by a member in an official capacity, excluding appearances such as a defendant at court or at a quasi-judicial hearing."

2. Members are not entitled to court duty overtime when the purpose of their attendance at court includes routine paper work such as returning warrants, seeking advice from the Corporation Counsel's Office, or being in court merely for sentencing of defendants.

- a. Members who are directed by a supervisor to appear in court for such purposes as obtaining or returning warrants when such actions cannot be accomplished on their regular court days shall be credited for such time in accordance with the rules as set forth for call-back overtime.
- b. In addition, this appearance shall not be indicated as an official appearance in court in the particular case. Therefore, if an arrest is later made and the subject is taken to court, the first appearance and not the second shall be indicated on PD Form 140 (Court Attendance Slip).

3. Members who appear in Civil Court in an off-duty status are entitled to overtime compensation if they meet the following requirements:

- a. They are subpoenaed to Civil Court in their official capacity (e.g., as the result of investigating a traffic accident, preparing an offense report, taking department records to court).
- b. Members shall turn in to their administrative lieutenant witness fees for all appearances in Civil Court resulting from their official duty.
- c. Personnel of the Court Liaison Office will forward the PD Form 140 to the member's unit time and attendance clerk, who shall bring it to the attention of the commanding officer. The commanding officer shall review the record and, if it indicates that the officer has met the above requirements, he shall indicate this fact by signing and dating PD Form 140.
- d. If the officer has not or cannot meet the above requirements, the PD Form 140 shall be processed in the same manner as on-duty court slips are now handled.

General Order No. 206.1
(Revised December 19, 1980)

K. Court Appearances at Other Jurisdictions.

1. Members subpoenaed to testify in the court of another jurisdiction as a result of their duties will be compensated in the same manner as for appearances in the courts of the District of Columbia.

- a. On the day of the scheduled appearance, members shall report to their unit and advise the official in charge of the unit of their destination.
- b. The member shall then advise the patrol signal system officer to ensure that the information will be recorded in the patrol signal system book in order to receive credit for time spent traveling to the jurisdiction in which they will testify.
- c. Members shall then have the clerk or some other official of the court certify their time spent in court; this can be accomplished by having the court official sign the copy of the subpoena. This certification will serve as the member's claim for overtime compensation, if so entitled.

2. An off-duty officer may respond directly to the other jurisdiction, if it would be more convenient to do so. However, in this case the member would begin receiving credit for overtime at the time specified in the subpoena as the reporting time; no compensation for travel time will be made.

3. In the same manner, the time at which the officer arrives back at his/her unit is the time at which overtime credit stops, if the member is entitled to overtime compensation. If the member elects to return directly to his/her home or other destination, the time at which the member left the court is the time at which overtime credit ceases.

L. Appearances in Court While on Sick Leave.

1. All members shall comply with the provisions of General Order 701.1 in regard to appearing in court while on sick leave. However, if it should become necessary for a member to appear in court while on sick leave, the following provisions shall apply:

- a. If scheduled to work the day tour of duty, the member will be considered to be appearing in court in an on-duty status. No sick leave will be charged to the member's sick leave balance while the member is attending court.
- b. If scheduled to work other than the day tour, the member will be credited with either compensatory time or paid court time in accordance with the rules set forth in this order. Should the court appearance extend into the member's regularly scheduled tour, overtime compensation shall end at the time the member was to report to duty. Sick leave will not be charged against the member's sick leave balance until the member checks out of court.

General Order No. 206.1
(Revised 2/28/85)

2. Members who have been on sick leave for a period exceeding 30 consecutive days shall be classified as being on extended sick leave and shall be carried on the 0800 to 1600 hour tour of duty with Sunday and Saturday as their assigned days off.

M. Military Leave.

1. Military leave with pay is limited to a maximum of 15 calendar days in any 1 calendar year, regardless of the number of training periods in the year, and will not be deducted from annual leave unless such leave exceeds the 15-day maximum.

2. This leave may be taken intermittently, a day at a time, or as otherwise directed under official military orders. Any member receiving military orders for training duty as a member of the Army, Air Force, Naval, Marine Corps or Coast Guard Reserve shall submit a completed Standard Form 71 (Application for Leave) to his commanding officer, together with two copies of the military orders, indicating on the Standard Form 71 that military leave is requested.

3. As a condition prior to the approval of any request for military leave, the applicant shall undergo a physical examination. When such leave is requested for 15 days or less, the member shall report to a clinic physician:

- a. On the last clinic business day before departure, and
- b. On the first clinic business day after returning from military leave.

4. When a member's military leave is in excess of 15 days, his commanding officer shall contact the clinic to request a date and time for a physical examination to be conducted by the Board of Police and Fire Surgeons. The member, upon returning from military leave, shall report to the clinic for examination by the board on the first Tuesday.

5. Upon approval of the officer's request for military leave, one copy of military orders shall be attached to the original DC Form 251 (Time and Attendance Report), which shall be forwarded to the Payroll Branch, Office of Finance and Management, for the pay period the military leave begins. The Standard Form 71 and one copy of the member's military orders shall be retained in the unit.

6. Non-workdays falling within a period of absence while on military training duty are charged against the 15 days of military leave allowed during the year; however, non-workdays occurring at the beginning or end of the training period are not charged.

7. No member shall receive court compensation while on military leave.

General Order No. 206.1
(Revised 2/28/85)

- a. Members on military leave in excess of five (5) days at any one time shall be carried on the 0800-1600 tour of duty with days off on Saturday and Sunday.
- b. Members on military leave for five (5) days or less at any one time shall be carried on the 0800-1600 tour of duty with days off as determined by his/her commanding officer.

8. Any member making a court appearance while on military leave shall complete and submit a PD Form 140. In completing Item No. 10 of the form, the member shall check the block for "other", then enter the words "military leave" in the Remarks Section (Item I).

N. Annual Leave or Compensatory Leave.

1. Absence for annual leave or compensatory time by members below the grade of inspector shall be granted upon approved applications (Standard Form 71), in accordance with standard time and attendance reporting procedures.

2. Except in emergency cases, applications for annual leave or compensatory time shall be made at least 24 hours in advance when the time requested is for 8 hours or more, and shall be subject to a ceiling of 15 percent of the members of any single command who may take leave at any given time.

3. At the end of each leave year, any annual leave accumulated by a member in excess of 30 days shall be forfeited, except for those members who have maintained a ceiling above 30 days prior to 1951 when it was then permitted by existing law.

4. Members who wish to make definite plans for using leave and not be subject to general cancellations of such leave must apply for "committed leave." Committed leave shall not exceed 5 percent of the members of any command.

5. When granted annual leave or compensatory time for a duration of less than eight hours to commence at the beginning of a scheduled tour of duty, members shall record the time they request in increments of one hour, excluding the 30-minute period assigned for roll call. For example: a member who is scheduled to work the 0730 - 1600 hours tour of duty and submits an SF-71 for two hours compensatory time at the beginning of that tour shall fill in the slots of the form as being from 0800 to 1000. Members shall report to their duty station in sufficient time to prepare themselves to assume their duty assignment upon the expiration of their approved absence (as in the case of the example, 1000 hours).

O. Administrative Leave.

1. Members who request administrative leave shall submit to their immediate supervisor for approval a Standard Form 71 indicating in the "Remarks" section the reason for the request.

2. Members placed in an administrative leave status shall comply with the requirements set forth in General Order No. 1202.4 concerning this subject.

3. Members carried on administrative leave, leave without pay, and those suspended from the force shall be carried on the 0800 to 1600 hour tour of duty.

4. Any member making a court appearance while on administrative leave, leave without pay, and those suspended from the force shall complete and submit a PD Form 140. In completing Item 10 of the form, the member shall check the block for "other", then enter the words "Administrative Leave" in the remarks section of the form (Item I).

P. Restoration of Annual Leave.

1. In compliance with Public Law 93-181 members shall schedule annual leave early in the leave year.

2. Public Law 93-181 permits the restoration of annual leave lost due to ceiling when the following situations apply:

- a. Administrative error denied a member the appropriate leave to which he/she was entitled, or
- b. The urgency of public business prevented a member from taking his scheduled leave, or
- c. Sickness or injury prevented a member from taking his scheduled leave.

3. Before a member's forfeited annual leave can be considered for restoration, the leave must have been previously requested and approved for use prior to the start of the last three pay periods of the leave year. This rule must be followed regardless of the fact that circumstances (e.g., member in extended sick leave duty status, or exigencies of the public business) may actually prevent the member from using the annual leave on the dates requested.

4. Members who are requesting restoration of annual leave lost because of illness must have documented proof (e.g., SF 71 Application for Leave) to show that the annual leave lost had been previously requested and approved for use. The documented proof along with medical certification shall be submitted to the Director, Office of Finance and Management, for approval.

5. Requests for restoration of annual leave lost because of exigencies of the public business must be documented in detail and submitted through channels to the Director, Office of Finance and Management, for approval.

6. Before disapproving a member's request for annual leave because of any exigency of the public business, officials shall first contact the Office of Finance and Management for instructions and guidance.

7. The determination that an exigency is of major importance and that annual leave may not be used to avoid forfeiture shall be made by the Director, Office of Finance and Management.

8. Time and Attendance Clerks shall indicate on D.C. Form 251 where the leave was lost and attach **same** to PD Form 270 (Request for Restoration of Annual Leave) along with the original leave request. This package shall be forwarded, through the commanding officer, to the Office of Finance and Management.

9. Under no circumstances should members be advised that any annual leave forfeited will be restored prior to official notification that such has been approved.

PART II

A. Time and Attendance Clerk.

It shall be the responsibility of each time and attendance clerk to compute the time spent in court by members of their element. In order to ensure accuracy in its preparation, the time and attendance clerk shall adhere to the following:

1. Make a daily check of the PD Forms 140 (Court Attendance Slips) upon their return to the unit from the Court Liaison Office, and check to determine second or subsequent appearances.

2. The member's tour of duty appearing on the PD Form 140 shall be verified along with entries on the patrol signal system book.

3. Compensatory time or monetary compensation earned shall be computed from the time which the member is requested to be in court or upon reporting to the liaison office, whichever is later.

B. Forms and Procedures.

1. The duty status of members shall be reported on the Time and Attendance Report (DC Form 251), in accordance with the rules and regulations as they apply in the District of Columbia Time and Attendance Handbook.

2. The DC Form 251 must be kept current on a daily basis by organizational elements in order that it may be submitted for pay purposes on time.

3. To improve accuracy in the preparation of DC Form 251, the methods below shall be used:

- a. At the end of each pay period, clerks preparing time and attendance records, whether for pay or not, shall affix their signature in the appropriate space on the D.C. Form 251 to indicate correct certification. All adjustments shall be explained in the remarks column.

- b. If a DC Form 251 is received by the Payroll Branch without the necessary signature, the 251 shall be processed to ensure that timely action is taken. The duplicate file copy of the 251 shall be promptly returned to the organizational element concerned for signature by the time and attendance clerk and subsequently handcarried to the Payroll Branch the same day.

4. Checks and white slips (D.C. Government Earnings Statement) received for uniformed personnel no longer assigned (retired, terminated, resigned, transferred, etc.) shall be listed on PD Form 237, along with the effective date of the member's separation, and then handcarried to the Payroll Branch with the morning papers on the same day as received. The same procedure shall be adhered to insofar as civilian personnel are concerned, except that checks shall be handcarried to the Payroll Branch no later than 1200 hours on the day received.

5. All perforated portions of DC Form 251 shall be removed prior to submission to the Payroll Branch.

6. All forms effecting the DC Form 251 (Standard Forms 71 and 1130, and PD Forms 79, 140, 267, and 654) shall be attached to it and maintained in individual chronological files for each employee.

7. Upon transfer of a member, the member's current DC Form 251, all previous DC Forms 251 and all other supporting time and attendance records shall be forwarded to the organizational element to which the member has been transferred.

- a. When a member resigns or otherwise separates from the department, the member's current DC Form 251 shall be forwarded to the Payroll Branch with an explanation of the separation entered in the remarks section of the current DC Form 251.
- b. All other supporting time and attendance records shall be retained by the unit in accordance with the department's current Records Disposition and Retention Schedule.

C. Maintenance of PD Form 169 (Leave and Non-Pay Status Record).

PD Form 169 will be made for all police and civilian personnel and shall be used in conjunction with DC Form 251 as indicated below.

1. The date shall be entered in the appropriate space to indicate that 3 years or 15 years of creditable service for annual leave have been completed.

- a. This information shall be carried forward each time a new card is made.
- b. When the dates of service are unavailable, the Payroll Branch shall be contacted by telephone.

2. Changes in the rate of accrual of annual leave of an employee shall take effect at the beginning of the pay period following the pay period the employee completes the prescribed period of service.

3. When recording the use of military leave on PD Form 169, a notation shall be made that this leave is not to be deducted from the member's annual leave.

D. Submitting Completed DC Forms 251.

All completed DC Forms 251 shall be delivered by messenger from each organizational element directly to the Payroll Branch according to the following schedule:

1. The DC Form 251 for all civilian personnel, including school crossing guards, shall be delivered before 0900 hours on the first Monday after the end of each pay period.

2. The DC Form 251 for sworn personnel shall be delivered before 0900 hours on the first Tuesday after the end of each pay period.

E. Retention of Records.

All time and attendance records shall be retained in accordance with the department's current Records Disposition and Retention Schedule.

F. Posting Sick Leave for Sworn Police Personnel.

1. When posting sick leave for sworn police personnel, the time and attendance clerk shall check the amount of sick leave shown on the PD Form 79 (Sick Card), when it is received from the Police and Fire Clinic, against the amount of sick leave charged on the DC Form 251. When the two entries are not the same, an adjustment shall be made on the proper form.

2. All absences due to illness or injury, regardless of the nature or cause, shall be deducted from the accrued sick leave of the concerned member until a determination as to the duty connection of the injury or illness is made by the Administrative Services Officer.

3. A determination rendered by the Administrative Services Officer shall apply only to the current injury or period of illness. Subsequent absences claimed to be a result of the original injury or illness shall be considered and processed as an original injury or illness.

4. Time and attendance clerks shall notify the commander or director of their organizational element whenever the accrued sick leave of a member who is absent due to injury or illness, which is claimed to be duty connected or caused, is reduced to 160 hours. Should a member have less than 160 hours of accrued sick leave at the beginning of any such absence the commander or director shall be notified immediately.

G. Computing Annual and Sick Leave for School Crossing Guards.

1. The Government of the District of Columbia Time and Attendance Handbook states that part-time employees with regularly scheduled tours of duty accrue annual leave on a prorated basis as listed below:

a. Category 4.

With less than 3 years in service, annual leave is accrued at the rate of 1 hour for every 20 hours worked and is computed by totaling the amount of hours worked in the pay period and dividing that figure by the number twenty.

b. Category 6.

With 3, but less than 15 years in service, annual leave is accrued at the rate of 1 hour for every 13 hours worked and is computed by totaling the amount of hours worked in the pay period and dividing by the number thirteen.

c. Category 8.

With 15 or more years in service, annual leave is accrued at the rate of 1 hour for every 10 hours worked and is computed by totaling the amount of hours worked in the pay period and dividing the number by ten.

2. Upon arriving at the totals, the excess shall be carried over to be added to the hours worked in the next pay period for accrual purposes. The excess hours shall be indicated on the DC Form 251 as shown in exhibit 11 (a), page 23, of the Time and Attendance Handbook.

3. When computing sick leave, the same method is used as outlined in paragraph 1 and 2, except that the number divided into the total in all categories is twenty.

4. Twice a year, upon the completion of 13 pay periods, all time and attendance clerks shall total the hours worked by each school crossing guard and divide by twenty, thirteen, or ten, depending on the category the employee is in.

a. From this total is subtracted the total amount of annual leave used by the employee during the same period.

b. The figures arrived at should be the same as the figures that appear in the annual leave accrual spaces on DC Form 251 for the thirteen pay periods.

c. A notation shall be made in the column entitled "Remarks" of the DC Form 251 that this audit was made and, if a correction was necessary, that it was made and posted in the appropriate column of the DC Form 251.

H. Preparation and Submission of PD Forms 267A and 269.

1. In addition to those reports previously mentioned, time and attendance clerks shall be responsible for preparing and submitting PD Forms 267A (Report of Non-Pay Absences and Overtime Worked for Pay) and 269 (Monthly Sick Day/Court Time Report).

2. PD Forms 267A and 269 shall also be submitted to reflect a negative report. The time and attendance clerk shall note a negative response by printing "NEGATIVE" across the applicable sections and affixing his/her signature in the appropriate space.

3. Where a separate report of overtime is required as a result of a "Special Event", such overtime shall be reported on PD Form 272 (Special Event/Holiday Manpower Report) and not on PD Form 267A.

4. PD Form 269 shall be submitted no later than five calendar days after the last day of each month.

I. Preparation and Certification of Standard Form 1130
(Time and Attendance Report.)

1. Overtime work for monetary compensation or compensatory time shall be approved in advance in accordance with Parts IC and ID of this order.

2. All overtime performed for monetary compensation or compensatory time shall be accurately recorded in the element's Patrol Signal System Book.

3. An original SF 1130 shall be prepared for the pay period in which the overtime work was performed and submitted to the member's immediate supervisor as follows:

- a. The member shall enter his/her full name and the dates of the pay period (i.e., 3/1 - 3/14/82) on SF 1130.
- b. In the "Compensatory" or "Overtime" column (opposite the day worked), enter the number of hours earned.
- c. In the "Remarks" section, make separate entries for each day that overtime was performed, including the date, hours of overtime worked and the reason for working overtime (e.g., 3/5/81, 1600 - 1640, Robbery Investigation, CCN).

4. It shall be the responsibility of the member's immediate supervisor to verify the overtime work entered on the SF 1130 by comparing it with the entries on the Patrol Signal System Book.

5. When the information has been verified, the supervisor shall sign his/her full name in the appropriate space and forward the SF 1130 to the Time and Attendance Clerk no later than 0800 hours the first Monday following the end of the pay period for which the time was earned.

J. Service and Longevity Step Increases.

1. The PD Form 391 (Authorization for Salary Step Increase) and PD Form 271 (Record of Determination as to Level of Competence for Within-Grade Increases) shall be utilized to certify service and longevity step increases.

- a. PD Form 391 (Sworn Personnel).
- b. PD Form 271 (Civilian Personnel).

2. Time and attendance clerks shall:

- a. Assure that the cumulative totals of uncreditable service reflected in the Automated Personnel System and on the unit's copies of DC Form 251 (Time and Attendance Report) are in agreement or properly adjusted.
- b. Complete applicable portions of PD Form 391 or 271, sign appropriately; and
- c. Notify the Personnel Liaison Officer immediately of any uncreditable service occurring after certification of PD Form 391 or 271 which would defer a member's step increase.

PART III

A. Commanding Officers.

Commanding officers shall:

1. Establish administrative procedures that ensure accuracy in the preparation of time and attendance records.

- a. Once the schedule has been posted, assigned days off and tours of duty shall not be changed except upon a voluntary basis. However, the Chief of Police or his designee may suspend the posted schedule for a declared emergency or for reasons relating to crime.
- b. Changes in scheduled days off shall not be used for disciplinary reasons.

2. Ensure that schedules are posted at their units at least one month (4 weeks) in advance.

3. Administer the return of compensatory time in compliance with Parts IF, IG and IH of this order.

- a. Compensatory time, when practicable, shall be returned at the convenience of the member.

- b. Members may, however, be required to take compensatory time off at times, other than that requested, when the employee's presence is not necessary to the mission of the unit.
 - c. An official denial of compensatory time off, which would result in a carry-over of time from one forfeiture period to another, if it all possible, shall be avoided.
4. Submit requests for overtime work for pay, except court time and "special events", to the Director, Office of Finance and Management for approval.
- a. The request shall be in writing, supported by a justification and forwarded through channels.
 - b. In the event emergency overtime is required, approval may be obtained by telephone and followed up with a written report.
 - c. Complete justification shall be submitted as an attachment to the PD Form 267a.
5. Approve or disapprove applications for military leave (SF 71).
- a. Military orders and the opinions of the examining physician shall be reviewed closely.
 - b. SF 71 shall be approved or disapproved based on available records and forwarded to the unit's time and attendance clerk.
6. Monitor members absent from duty due to an illness or injury which is claimed to be duty related or caused.
- a. Inquiries, as necessary, shall be made to determine the prognosis in each such case.
 - b. When it is anticipated that the member will not return to duty prior to exhausting his/her accrued sick leave, submit a written request for determination as to the duty connection of such illness or injury to the Administrative Services Officer, through channels. Such requests shall:
 - (1) Contain all pertinent information which may assist the Administrative Services Officer in making a determination, including a copy of PD Form 42.
 - (2) Whenever possible, be submitted at least two full pay periods prior to the time the member would exhaust his/her accrued sick leave.
 - (3) Be submitted immediately when the member concerned has less than 160 hours of accrued sick leave.

B. Director, Office of Finance and Management.

The Director, Office of Finance and Management shall:

1. Prepare and circulate a list of assigned days off and corresponding days for holiday benefits at least one week prior to each holiday in accordance with the schedule issued for this purpose by the District of Columbia Department of Finance and Revenue.

2. Review justification reports submitted with requests for overtime work for pay to ascertain if it is valid and payment is authorized.

3. Make the determination if an exigency is of major importance when considering requests for restoration of annual leave.

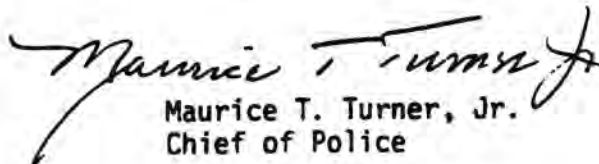
C. Chief of Police.

The Chief of Police shall:

1. Return compensatory time earned, and approve applications for annual leave or compensatory time for officials in the grade of Inspector and above.

2. Return completed time and attendance forms and records to the clerk of the respective official's unit.

3. Approve requests of commanding officers to allow, in exceptional circumstances, members of their commands to carry a compensatory leave balance in excess of 160 hours but less than 240 hours.


Maurice T. Turner, Jr.
Chief of Police

MTT:RLS:jtw

General Order No. 206.1
(Revised 2/28/85)