

Approved Date: April 24 2009

By: Wayne Rizer  
Office of the City Attorney



**City of  
Norfolk**

Prescribed Date: 5/8/09  
Jessica M. Pittsford  
City Manager/Director of Public Safety

Departmental General Order ADM-390  
Norfolk Police Department

Subject: Additional Time

Office of Preparation: Strategic Management Division

Supersedes:

1. G.O. 96-008, dated March 11, 2003
2. Any previously issued order conflicting with this order

Related Documents:

1. G.O. ADM-490: Out of City Travel
2. G.O. OPR-730: Court Appearances
3. City of Norfolk Employee's Policies and Procedures Manual
4. City of Norfolk Compensation Plan
5. City of Norfolk Code, Section 2-48

Order Contents:

- I. Controlling Authorities
- II. Eligibility Categories
- III. Additional Time and Overtime
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- XVI. Holiday Compensation
- XVII. Holiday Designation
- XVIII. Holiday Leave Accrual
- XIX. Holiday Leave Utilization

Attachments:

- A. Personnel Classification List
- B. Additional Time Compensation Record, PD 781
- C. Additional Time Payroll Sheet, PD 782
- D. Non-Exempt Employee Report of Work Outside Normal Schedule, PD 921
- E. Additional Time, PD 878
- F. Extra Duty Leave Award/Use Request, PD 927
- G. Extra Duty Leave Record, PD 928
- H. Court Appearance Record Sheet, PD 546
- I. Holiday Compensation Record, PD 783

A handwritten signature in black ink, appearing to read 'B. Marquis', with a large, stylized initial 'B'.

Bruce P. Marquis  
Chief of Police

BPM/sm

## Purpose

The purpose of this General Order is to provide Departmental policies and procedures regarding compensation for additional time, overtime, court time, holidays and other matters in conjunction with the provisions of the City's regulations for the administration of the Compensation Plan and the Fair Labor Standards Act (FLSA).

### I. Controlling Authorities

In the event of conflict between this General Order and the FLSA or City-wide compensation policy, the FLSA or City-wide compensation policy will take precedence.

### II. Eligibility Categories

Police Department employees are grouped into the following categories as listed in the City of Norfolk Compensation Plan:

- A. Nonexempt classifications eligible (under FLSA) for monetary overtime pay at the rate of one and one half times the regular rate of pay or compensatory time equal to one and one half times the number of hours actually worked in excess of 40 hours in a workweek, or in excess of the number of hours in the applicable 7(k) work period. In addition, hours worked beyond the normal work schedule until reaching the maximum hours in the applicable declared 7(k) work period will be compensated at straight rate (monetary or time).
- B. Exempt classifications not eligible to receive either monetary overtime compensation or compensatory time off for overtime work.
- C. Attachment A contains lists of FLSA exempt and nonexempt classifications taken from the City's Compensation Plan. These classification lists may be amended from time to time to conform to changes in the City's Compensation Plan, and in the event of any conflict between Attachment A and the Compensation Plan, the Compensation Plan will be controlling.

### III. Additional Time and Overtime

- A. Additional time is that work directed or permitted by the Chief of Police or authorized designee(s) which is performed outside of and in excess of an employee's regularly scheduled work shift.
- B. Additional time becomes overtime when it exceeds 40 hours in a week for nonsworn, nonexempt personnel or exceeds the applicable 7(k) threshold for sworn, nonexempt personnel.
- C. Normally, commanding officers, immediate supervisors, or the senior officer on duty after normal work hours are authorized to require and/or approve those under their supervision to work in excess of the scheduled work day. See Section VII.A.5.

- D. Supervisors, commanding officers, and bureau chiefs are responsible for supervising their nonexempt personnel in such manner that they do not begin working prior to or remain after their regularly scheduled work time nor work during their meal break<sup>1</sup> unless additional work has been assigned, approved and will be properly recorded. These management personnel are also responsible for strictly monitoring completion and effective use of the PD Form 878 and the PD Form 921 discussed below.

IV. Work Schedules

- A. A workweek for all nonsworn nonexempt employees consists of 7 consecutive 24-hour days, e.g., beginning on Saturday and ending on Friday. Time worked beyond 40 hours will be compensated as defined in Section III.
- B. The FLSA 7(k) exemption has been and hereby remains declared for all sworn personnel currently classified as nonexempt and for any personnel currently classified as exempt should a court ever find such personnel to be nonexempt employees. The declared work periods are:

<u>Work Period Duration (Days)</u>	<u>Maximum Hours</u>
28	171
20	122
15	92
7	43

Time worked by nonexempt employees beyond the maximum hours in these work periods will be compensated at the rate of one and one half times the regular rate of pay or compensatory time equal to one and one half times the number of hours worked.

- C. A work schedule for all personnel within a command must be posted in a conspicuous place to include the beginning time, day and the length of the workweek or work period. (For example: a workweek is 0001 hours Saturday to 2400 hours Friday).
- D. The poster entitled "Your Rights Under the Fair Labor Standards Act" must be displayed in all work sites.
- E. Work schedules affected by the change to or from daylight-saving time will be handled as follows:
  - 1. Employees listed as nonexempt in the Compensation Plan who:

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<sup>1</sup> This provision does not apply to non-administrative, sworn personnel who are compensated during their meal break.

- a. Work one extra hour will be compensated (monetary or time) in compliance with the City's Overtime Policy and this General Order.
  - b. Work one less hour will submit a leave card for one hour of leave without pay, annual leave, compensatory leave, or holiday leave.
2. Employees classified as exempt who work one hour less will NOT have one hour deducted from their pay, nor will they be required to take leave for the hour missed per provisions of the Fair Labor Standards Act.

V. Computation of Additional Time and Overtime Periods

- A. Additional time, whether or not resulting in overtime, will be computed as accurately as possible. It will be permissible to round any amount recorded up to the next five-minute increment, but under no circumstances should time be rounded down.
- B. In computing the total time included in an employee's regularly established work schedule or declared 7(k) work period, periods of sick leave, compensatory leave, emergency leave, civil leave, funeral leave, or periods of absence from duty due to a disability for which worker's compensation benefits have been approved, will not be counted as hours worked toward achieving eligibility for overtime status. Although not required by the FLSA, annual and military leave will be counted.
- C. Additional time worked by police officers, police corporals, and nonsworn personnel will be reported by such personnel to the appropriate command the next working day following the performance of such work. Commands will include this time in the Additional Time Payroll Sheet as described in Section V.E. below.
- D. Commands will maintain a separate Additional Time Compensation Record for each person assigned using either PD Form 781 (Attachment B) or a computer template, PD Form 781C, promulgated by the Chief of Police. Records must be maintained for a period of at least three years.
  1. Each period of additional time will require the completion of the requested information. Subsequent additional time entries will be recorded consecutively on the PD Form 781 or PD Form 781C as accumulated.
  2. Additional time worked by personnel eligible for and requesting monetary compensation will require the completion of "Submitted to Payroll" block; personnel eligible for and/or requesting compensatory time will complete the "Total Hours Accumulated This Date" block.
- E. Commands will submit an Additional Time Payroll Sheet, PD Form 782 (Attachment C), to the Planning and Research Division (PARD) on the 1<sup>st</sup> and 16<sup>th</sup> of each month, listing in alphabetical order those employees who are due payment for hours worked at regular hourly rate, and/or for overtime hours. Commands that do not make direct inputs into PeopleSoft will also include on their submitted PD Form 782 information

documenting employees due holiday pay. Employees listed on the PD Form 782 must be separated into the following categories: sworn and civilian.

VI. Nonexempt Employee Record Keeping - PD Forms 921 and 878

- A. Effective record keeping, including reporting and management of additional time, is a departmental priority. Through use of a consistent, periodic report of all work performed outside the normal work schedule this goal can be attained. To accomplish this, the Non-Exempt Employee Report of Work Outside of Normal Schedule, PD Form 921 (Attachment D), has been developed. The PD Form 921 requires all nonexempt employees, including sworn officers so classified, to report the number of hours/minutes worked outside their normal schedule on a daily basis. For example, if an officer is normally scheduled for a 15-day work period, a PD Form 921 must be completed for all 15 days. The actual number of hours/minutes worked outside the normal schedule must be recorded for each calendar date within the work period. Importantly, if the employee is unscheduled on a given day or does not work outside of his or her normal work schedule, 0 hours/0 minutes must be reported on the form.
- B. In addition to reporting the number of hours/minutes, employees will be required to give a brief description of the activities performed outside their normal work schedule. This information will be used as a management information device by supervisors. Accordingly, employees need to give sufficient information so that their supervisors will be immediately aware of the project or circumstance which required extra work, but detailed information is not necessary unless required by the command. For instance, if an officer is working an investigation, it would not be necessary to divulge the name of an informant with whom the officer spoke or met.
- C. Employees are required to keep track of their additional time worked on a daily basis. Whenever additional time is worked, employees will prepare and submit to their immediate supervisor an Additional Time Report, PD Form 878 (Attachment E). This report will be completed and forwarded daily, or on the next scheduled workday following periods during which an employee is not scheduled.
- D. At the end of each work period (as defined in Section IV.B.), employees will be required to prepare, submit and certify the accuracy of their PD Form 921. Once this is accomplished, the form will be submitted to the employee's immediate supervisor who will review and promptly forward the form to his or her commanding officer or manager for submission to the bureau chief.
- E. In completing the PD Form 921, employees may, but are not required to, disregard brief periods of time, generally seven minutes or less, which occur as employees report to or depart from work. Employees may, but are not required to, disregard other short periods of time they consider too minimal to report and claim for pay

purposes.<sup>2</sup> However, even brief periods of time expended on continuing or regular parts of their work must be reported.

- F. First and foremost, the Department wished to create and maintain an accurate record of all additional time worked outside the normal work schedule so compliance with federal laws regarding compensation and overtime can be easily achieved. As a secondary benefit, patterns of extra work will be more easily analyzed and anticipated for future planning and scheduling purposes.

## VII. Supervisory and Management Responsibility

- A. As previously noted, supervisors will have certain continuing responsibilities with regard to the PD Form 921.
1. Supervisors will ensure receipt of a PD Form 921 from each nonexempt employee assigned to them. This must occur as soon as possible following completion of each work period.
  2. A copy of each PD Form 921 must be forwarded promptly, via the chain of command, to the commanding officer/manager.
  3. Supervisors must compare the information reported on the PD Form 921 with that provided on the PD Form 878 to ensure consistency and accuracy.
  4. Supervisors must review the description of activities worked outside the regular schedule to assess whether such work (1) was necessary, (2) was more effective than if performed during regularly scheduled work periods, and (3) whether steps should be taken in the future to avoid such additional time.
  5. Activities that qualify as compensable time and are accurately reported must be paid, even if the supervisor did not approve such time in advance and/or concludes that such additional time should not have been worked. The proper response in such cases is to counsel the employee to avoid the problem in the future.
- B. Supervisors, commanding officers/managers and bureau chiefs will have a continuing duty to consider reducing additional time worked whenever operationally feasible. To accomplish this, PD Forms 878 should be reviewed frequently. It is also appropriate to request a review of an employee's PD Form 921 during the course of a work period. By so doing, departmental management can effectively anticipate

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<sup>2</sup> This reporting procedure is not intended to place an unreasonable burden on employees to precisely record and report negligible or insignificant periods of time. Thus employees will not be in violation of this General Order for failure to report such periods which, for them, do not justify the effort necessary to keep track of such time and for which they understand they will not be paid. Importantly, employees may report and be paid for all time worked, no matter how small, if they so choose.

additional time and overtime pay obligations and avoid or limit them when appropriate.

- C. When it appears that additional time already submitted may result in an obligation to award compensatory time or pay additional compensation at straight or overtime rates, supervisors (sergeants and above) and higher management should consider taking steps to avoid or reduce the amount of additional compensatory time or pay at straight time or overtime by releasing nonexempt employees from portions of their schedule remaining in that work period. Effective coverage and priority work should not be jeopardized when making these decisions.
  - 1. For example, a sworn officer working a 28-day work period may be given one or more full or partial days off to adjust for additional time worked earlier during the same 28-day work period.
  - 2. A 40-hour, Monday through Friday employee may be given time off during the same work week only. Time off outside the work week during which additional time was worked, will not reduce the Department's overtime obligation.
- D. Commanding officers will monitor additional time and effective use of the adjustments described above to reduce such pay obligations.

#### VIII. Exempt Employee Schedule Adjustments and Record Keeping

- A. Sworn employees in exempt positions are not eligible for overtime pay or compensatory time off. However, the Department recognizes that from time to time especially long hours may be required to meet specific needs and/or to accomplish a challenging task with particularly good results. Thus, while not a requirement, lieutenants and above may award Extra Duty Leave (EDL) to sworn subordinate, exempt employees to recognize additional hours which have already been worked. An appropriate record of EDL should be made and retained by each command.
- B. In awarding EDL, it is not necessary to grant leave on an hour-for-hour basis. This is not compensatory time. Careful attention should be given to ensure that the total number of hours worked following such an award is no less than that which the exempt employee normally works. The flexibility permitted by law and authorized herein must not be allowed to result in pay for fewer hours of work than are expected of such sworn employee by the City.
- C. Prior to utilization, sworn exempt personnel wishing to use accrued EDL must make a timely request to their immediate supervisor. If approved, EDL, which is used, will be recorded by the command so that a running balance of accrued EDL is always maintained. No more than 80 hours of EDL may be carried on the command record. In considering EDL awards and granting usage, lieutenants and above will give due regard for effective coverage and ensuring that priority work will be completed on a timely basis.

D. Record Keeping

1. Sworn exempt employees seeking award or use of EDL will complete and submit to their respective commands PD Form 927, Extra Duty Leave Award/Use Request (Attachment F).
  - a. Sworn exempt employees seeking an award of EDL will complete:
    - (i) The “name” and “assignment” blocks on the top of the form.
    - (ii) The section subtitled “EDL Award Authorization Request” in the center of the form.
  - b. Sworn exempt employees seeking to use accrued EDL will complete:
    - (i) The “name” and “assignment” blocks at the top of the form.
    - (ii) The section subtitled “EDL Use Request” on the bottom of the form.
2. Command Record Keeping
  - a. Commands will maintain separate EDL records for each assigned sworn exempt employee using PD Form 928, Extra Duty Leave Record (Attachment G).
    - (i) Each EDL award will require a line entry to include date for which time is awarded, hours awarded, authorizing supervisor’s initials, and balance of hours.
    - (ii) Each EDL use will require a line entry to include date of use, hours used, authorizing supervisor’s initials and balance of hours.
  - b. Commands will maintain EDL records for not less than three (3) years.
3. In the event of any conflict between this order and the Fair Labor Standards Act (FLSA) or the City of Norfolk compensation policy, the FLSA or the City of Norfolk compensation policy will have precedence.

IX. Compensatory Time Off - Accrual and Utilization

- A. Compensatory time in lieu of pay for additional time may be available for nonexempt personnel pursuant to an agreement made prior to performance of additional work.
- B. Supervisors are responsible for closely monitoring compensatory time, and will not authorize the accrual of more than 80 hours of compensatory time. In cases of necessity and/or emergency, commanding officers may request approval from the Chief of Police to authorize accrual of more than 80 hours of compensatory time, stating the reasons and the estimated additional number of hours needed. Under no circumstances may any supervisor authorize compensatory time accrual in excess of the maximum authorized by the City's Compensation Plan.
- C. Employees are encouraged to utilize accrued compensatory time as soon as practical. Leave will be granted to use this time unless the requested absence would result in undue hardship or lack of coverage jeopardizing departmental operations.
- D. A City of Norfolk Leave Request will be completed and submitted by employees requesting compensatory leave. Commands will complete the "Date" (on which leave is to be used), "Authorized and Recorded By", "Hours Off" and "Total Hours Accumulated This Date" blocks of the Additional Time Compensation Record as compensatory time is taken.
- E. Compensatory time may be "bought back" by the Department at any time by paying for the time at the applicable rate. Compensatory time may also be utilized as terminal leave upon separation. Any remaining compensatory time must be paid in cash upon separation.

X. Training

- A. When employees are required to attend mandated State and/or federal recertification training programs which cannot be accomplished during regularly scheduled hours, the Chief of Police will transmit a letter to the Director of Human Resources sufficiently in advance to ensure that approval of any compensatory time is received before the mandated training takes place. Such compensatory time will be granted on an hour-for-hour basis and will not be extended to include travel time.
- B. Training required by the employer as part of an employee's normal assignment, other than training required for State and/or federal recertification, will be considered as hours worked, and any additional time necessitated by such requirement will be paid for in accordance with the FLSA and the requirements of this Order.

XI. Court Time

- A. Whenever any employee, not working a regular tour of duty, is required to appear in a civil or criminal court, or at a hearing before the Department of Motor Vehicles or the Alcoholic Beverage Control Board, or to give a deposition in lieu of appearing in civil or criminal court to testify to the facts which arise within the scope of his or her employment with the City of Norfolk, such employees will receive compensation as defined in the City of Norfolk Compensation Plan. Employees who are required to appear for any of the above purposes and are on sick leave or receiving workers' compensation because of a work-related disability will not be entitled to any additional compensation.
- B. Whenever any nonexempt employee who is absent from duty on leave without pay status, or is on suspension without pay, is required by the City to appear in a civil or criminal court, or at a hearing before the Department of Motor Vehicles or the Alcoholic Beverage Control Board, or some other administrative tribunal or to give a deposition in lieu of appearing, to testify to facts which arise within the scope of his or her employment with the City of Norfolk, such employees will receive the compensation established for such classifications for each hour he or she is required to be present in such court or at such proceeding. Such employees will not be entitled to overtime compensation for such appearances unless his or her other work performed in that work period would so require.
- C. All employees, both on duty and off duty, appearing in the Norfolk General District Courts, Juvenile and Domestic Relations Courts, and Circuit Courts will complete the Court Appearance Record Sheet, PD Form 546 (Attachment H).
1. If an employee has cases in more than one court, the Court Appearance Record Sheet will be completed for each court attended.
  2. Employees will sign in at no time earlier than that which is required of them by the subpoena, summons, or other legal document.
  3. If an employee arrives at a later time than is required by the subpoena, summons, or other legal document, the arrival time will be recorded.
  4. Pre-trial conference time is not considered as court time but will be treated as additional time (see subsection F.); therefore, the time will not be recorded on the Court Appearance Record Sheet.
- D. All employees appearing in civil or criminal court other than Norfolk General District Courts, Juvenile and Domestic Relations Courts, and Circuit Courts, at specified hospitals for mental commitment hearings, or at a hearing before the Department of Motor Vehicles or the Alcoholic Beverage Control Board, or to give a deposition in lieu of appearing in civil or criminal court to testify to facts which arise within the scope of his or her employment with the City of Norfolk will provide the following information on the subpoena or letter from the specified hospital for a

mental commitment hearing and forward same to the Planning and Research Division:

1. Circle name of employee.
2. Enter shift assignment.
3. Enter time spent at appearance and total travel time.

Actual travel time will be granted for appearances in the Hampton Roads area to include Virginia Beach, Portsmouth, Chesapeake, Suffolk, Hampton, and Newport News as additional time, not court time. Travel time granted for appearances in other jurisdictions will be calculated using the Public Safety Building as the base. Appearances requiring overnight lodging will be governed by G.O. ADM-490: Out of City Travel.

- E. Supervisors will not grant leave requests to employees for the sole purpose of attending court to testify to facts which arise within the scope of his or her employment with the City of Norfolk.
- F. Time spent in court and involved in pre-trial conferences will be counted toward total hours worked. Therefore, all personnel attending court in an off-duty status will submit a PD Form 878 to their respective command indicating the date and total amount of time in court and a separate PD Form 878 for time spent at pre-trial conferences. The PD Form 878 must be submitted by the employee's next workday. Off-duty court time must also be recorded on PD Form 921.
- G. Employees appearing in court for cases arising from private employment or not within the scope of his or her employment with the City of Norfolk will not complete PD Form 546 or enter the time on PD Form 878 or PD Form 921.

## XII. Special Hearings

### A. Norfolk Police-Fire Trial Board

1. An appearance at a Police-Fire Trial Board hearing is not stated in the City's Compensation Plan to be court time and will not be compensated as court time. A nonexempt employee required by subpoena, or directed by supervisors, to attend a Police-Fire Trial Board is eligible for compensation as set forth in the City's Compensation Plan.
2. The Commanding Officer of the Internal Affairs Division is responsible for recording all appearances by Departmental personnel at Trial Boards and notifying the appropriate commanding officer of the amount of time involved.

B. Grievance Procedure

1. Nonexempt employees on duty, including panel representatives, who are required to participate in grievance procedure hearings, are eligible for compensation as provided by the City's Compensation Plan. Off-duty employees, including panel representatives, who elect to participate in such hearings are not eligible for compensation.
2. The Commanding Officer of the Internal Affairs Division is responsible for recording all appearances by departmental personnel at grievance procedure hearings and notifying the appropriate commanding officer of the amount of time involved.

C. Accident and Shooting Review Boards

Time spent at Accident and/or Shooting Review Board hearings counts toward total hours worked for nonexempt employees.

D. Reporting additional time

Eligible additional time spent at the hearings, as discussed in Section XII., will be reported on PD Forms 878 and 921.

E. Handling subpoenas for other hearings

In the event a nonexempt employee receives a subpoena requiring attendance at any hearing other than a civil or criminal court, ABC or DMV hearing or Police-Fire Trial Board, the employee is to immediately contact the City Attorney's Office for advice regarding whether to attend such a hearing and whether there will be compensation for such attendance.

XIII. On-Call Duty

- A. Personnel will be compensated for on-call status as provided in the City's Compensation Plan.
- B. Employees on an on-call status who are required to respond to a call will be considered to have worked additional time from the time the call is received until the needed response is completed, including travel time but excluding any period of 30 minutes or more which is either a meal break or during which no work is performed. This time should be reported on the PD Form 878 and PD Form 921.

XIV. Volunteer Activities

- A. Employees may volunteer their services to outside organizations sponsoring events provided their volunteer activities are in a different capacity from those performed for the City. Such time will not be compensated. However, if the Department requires a nonexempt employee to participate, attend and/or coordinate such events, the time will be considered as additional time worked.
- B. Employees may also volunteer their services for other City agencies as long as the volunteer activities are in a different capacity from those performed through their employment with the City.

XV. Employee Relations Committee Participation

- A. Employees who voluntarily serve on the ERC are not entitled to compensation for time spent on ERC business outside their normal working hours unless required by the City Manager or his designee.
- B. Employees who voluntarily serve as ERC representatives are prohibited from performing ERC activities other than attending approved meetings during their scheduled working hours without prior approval from a supervisor the rank of lieutenant or above. Approval may be granted on a case-by-case basis. Supervisors will monitor authorizations to minimize the impact of these activities on the employee's availability to perform normal work responsibilities.

XVI. Holiday Compensation

- A. Nonexempt personnel

Employees who are required to work on a holiday will receive monetary compensation equal to one and one half times the hourly pay rate established for their classification. In addition, employees will be granted one compensatory day off in lieu of the holiday. The extra half-time payment for holiday work will not be included in computing the employee's regular rate of pay for overtime compensation purposes in accordance with the FLSA.

- B. Exempt personnel

Employees who are required to work on a holiday will be compensated at the established hourly pay rate. In addition, employees will be granted one compensatory day off in lieu of the holiday.

- C. Commands will maintain a separate Holiday Compensation Record for each person assigned using either PD Form 783 (Attachment I) or a computer template, PD Form 783C, promulgated by the Chief of Police. Records must be maintained for a period of at least 3 years.

1. Each holiday worked by personnel will require completion of “Date”, “Authorized and Recorded By”, and “Hours Worked” and/or “Hours Earned” blocks.
2. In addition, each holiday worked by nonexempt personnel will require entries in “Submitted to Payroll” and “Total Hours Accumulated This Date” sections. Holidays worked by exempt personnel will require completion of the latter block only.

#### XVII. Holiday Designation

- A. The birthday holiday will be taken in accordance to Section 2-48 (a-11) of the City Code of Norfolk. This section states,

*“... this holiday will be taken on the employee's birthday unless the department head certifies in writing that requirements of that department dictate that an alternative date be chosen. Any such alternative date will be no more than five work days before or five work days after the birthday. In choosing such alternative date, the department head shall endeavor to accommodate the wishes of the employee.”*

- B. Employees will observe holidays (including birthday holidays) that fall on Saturday or Sunday on the preceding or following day respectively. However, employees who have a Saturday or Sunday as a scheduled workday will observe the designated holiday on the day it falls as opposed to the preceding Friday or following Monday.
- C. Employees must work the last scheduled working day before the holiday and the first scheduled working day after the holiday or be on authorized leave with pay to be eligible to receive holiday pay.

#### XVIII. Holiday Leave Accrual

Compensatory holidays are granted when an employee is required to work on a holiday, or the holiday falls on the employee’s regular day off.

#### XIX. Holiday Leave Utilization

- A. Compensatory holiday leave can only be used/taken after the occurrence of the holiday for which it is earned.
- B. Utilization accounting employs the “first-in/ first-out” method.
- C. Holiday leave must be taken within twelve (12) months from the date it was earned, except for birthday holiday leave, which is directed by Section XVII. A. of this order.

**NORFOLK POLICE DEPARTMENT  
PERSONNEL CLASSIFICATION LIST**



**NONEXEMPT PERSONNEL** <sup>1</sup>

Accounting Technician	Operations Officer
Administrative Secretary	Photographic Laboratory Technician
Administrative Technician	Police Corporal
Animal Caretaker	Police Identification Clerk
Compliance Inspector	Police Officer I
Custodian	Police Officer II
Humane Officer I	Police Recruit
Humane Officer II	Stenographic Reporter
Kennel Supervisor	Support Technician
Office Assistant	

**EXEMPT PERSONNEL** <sup>2</sup>

Assistant Chief of Police	Police Planning Manager
Chief of Police	Police Records & ID Section Supervisor
Health and Fitness Facilitator	Police Sergeant
Management Analyst I	Police Training & Development Manager
Management Analyst II	Programmer Analyst III
Management Analyst III	Programmer Analyst V
Police Captain	Public Information Specialist II
Police Lieutenant	

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<sup>1</sup> Personnel can refer to the City of Norfolk Compensation Plan, FLSA Non-exempt Schedule (Appendix 4A), for a complete city listing.

<sup>2</sup> Personnel can refer to the City of Norfolk Compensation Plan, FLSA Exempt Schedule (Appendix 4B), Senior Management Compensation Plan, and the Executive Compensation Plan, for a complete city listing.





**NON-EXEMPT EMPLOYEE REPORT OF WORK OUTSIDE NORMAL SCHEDULE**

Direction: All employees classified as non-exempt under the Fair Labor Act must complete this form and the certificate below for every work period. Use as many dates as you have in your work period. Use reverse if necessary for additional details.

**Work Period**

From \_\_\_\_\_, 20\_\_ Through \_\_\_\_\_, 20\_\_

Day Number Within Work Period	Calendar Date	Number of Hours/Minutes Worked Outside Normal Schedule	Describe Activities Outside Normal Schedule
1		/	
2		/	
3		/	
4		/	
5		/	
6		/	
7		/	
8		/	
9		/	
10		/	
11		/	
12		/	
13		/	
14		/	
15		/	
16		/	
17		/	
18		/	
19		/	
20		/	
21		/	
22		/	
23		/	
24		/	
25		/	
26		/	
27		/	
28		/	

**CERTIFICATE**

I certify that the number of hours/minutes worked outside my normal schedule (additional time), as indicated above, is accurate. Except for brief periods (generally 7 minutes or less) at the beginning or ending of my schedule, or other additional time, any of which I consider too minimal to report and claim for pay purposes, all additional time has been reported. See written directives for further details.

\_\_\_\_\_  
Employee Name (Print)                      Signature                      Date                      Supervisor's Signature                      Date

\_\_\_\_\_  
Commanding Officer's Signature                      Date                      Bureau Chief's Signature                      Date

1 You must insert an entry every date. Insert 0/0 for a date on which you worked your normal schedule or were unsheduled and pretormed no work.  
2 Examples: in early, stay late, Surveillance, telephone W/\_\_\_\_\_, meet w/\_\_\_\_\_.

**NORFOLK POLICE DEPARTMENT  
ADDITIONAL TIME**

To: Commanding Officer: \_\_\_\_\_ Date: \_\_\_\_\_

I worked \_\_\_\_\_ hours and \_\_\_\_\_ minutes, from \_\_\_\_\_ to \_\_\_\_\_ hours, on \_\_\_\_\_

For the following:

COURT

Criminal Court

Juvenile and Domestic Relations Court

Traffic Court

Circuit Court

Other: \_\_\_\_\_

OTHER

In reference to: \_\_\_\_\_

Authorized By: \_\_\_\_\_

Compensatory Time Requested  Monetary Compensation Requested

Note: Employee understands that time indicated above cannot be recognized and finally recorded as additional time until total hours worked are determined at the end of the applicable work period.

**CERTIFICATE**

I certify that the number of hours/minutes worked outside my regular schedule (additional time), as indicated above, is accurate. Except for brief periods (generally 7 minutes or less) at the beginning or ending of my schedule, or other additional time, any of which I consider too minimal to report and claim for pay purposes, all additional time has been reported.

\_\_\_\_\_  
Employee Name (Print) Signature Date

Supervisor's Comments \_\_\_\_\_

Adjusted Work Schedule \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature Date

Commanding Officer's Comments \_\_\_\_\_

\_\_\_\_\_  
Commanding Officer's Signature Date

**NORFOLK POLICE DEPARTMENT  
EXTRA DUTY LEAVE AWARD/USE REQUEST**



Name: \_\_\_\_\_ Assignment: \_\_\_\_\_

**EDL AWARD AUTHORIZATION REQUEST**

Date Extra Duty Performed: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Total EDL Award Requested: \_\_\_\_\_ Hours and \_\_\_\_\_ Minutes

Reason for additional duty: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EDL Award Approved:  Yes  No Total: \_\_\_\_\_ Hours and \_\_\_\_\_ Minutes

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

**EDL USE REQUEST**

Date of Use: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Total EDL Used: \_\_\_\_\_ Hours and \_\_\_\_\_ Minutes

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Reminder: No more than 80 hours of EDL may be carried on the command record.





