

		<b>DIRECTIVE 6.51</b>	
SUBJECT <b>Overtime, Compensatory Time, and Payroll</b>		NO. PAGES 19	
DISTRIBUTION All Personnel	AMENDS Directive 6.51 Dated: 05/17/09	THIS ORDER CANCELS • 12 page document with appendix	
DATE OF APPROVAL 12/13/2011	DATE OF ISSUE 12/19/2011	Applicable Accreditation Standards	
		22.1.1	
ISSUED BY: Chief Michael J. Szczerba <i>Michael J. Szczerba</i> Chief of Police Reviewed: 10/13/2011			

## **Overtime, Compensatory Time, and Payroll**

Directive 6.51

### **I. Purpose**

The purpose of this directive is to standardize payroll approval procedures; regulate overtime and compensatory time submissions; establish compensatory time and accrual pay-out procedures and implement requirements regarding the submission of Personnel Sheets to accompany Payroll Sheets.

### **A. Time Sheet Distribution**

1. The Human Resources Division will distribute time sheets to all Divisions/ Units.
2. A time sheet must be submitted in every pay period in which the employee is actively employed or on terminal leave.
3. Division Commanders are responsible for ensuring that a time sheet is submitted for every person assigned/deployed under his command. Division Commanders are to ensure that time and attendance is kept current for all personnel under their command.

### **B. Time Sheet Completion**

1. All personnel are responsible for accurately completing their own time sheet and submitting it to their designated supervisor for approval (see Time Sheet Approval section).
2. In the event that an employee is absent at the time that the time sheet is due, the designated supervisor is responsible for submitting a time sheet for the employee (blank time sheets may be obtained in the Human

Resources Division as needed).

**C. Time Sheet Approval**

1. Division Commanders are responsible for approving all time sheets for personnel under their command. Division Commanders may delegate the approval process under the following conditions:

- a. Approvers must be one rank higher and within the same Division as the submitting employee; and,

Division Commanders must maintain a list of authorized supervisors or acting supervisors within their Division who are delegated the authority to approve time sheets.

2. Supervisors should verify dates worked by referring to the Divisional attendance logs and personnel sheets. Secondary time sheets will not be accepted, therefore, any overtime that is not submitted during the payroll processing must be submitted in the following pay period along with a payroll adjustment form and a Departmental Information report with an explanation as to why the adjustment is necessary. Employees who know that they will be absent during the payroll process should make arrangements to submit their time sheet and overtime prior to the payroll deadline to ensure timely compensation.
3. Personnel sheets are to be submitted with time sheets on a bi-weekly basis. Time sheets not accompanied by personnel sheets will not be accepted by the Human Resources Division. The designated supervisor must review the documented regular hours, overtime, sick, vacation, etc. and compare the entries to the personnel sheets. Any necessary corrections which are made to the time sheet are to be initialed by the designated supervisor and communicated to the employee.
4. Time sheets are to be approved by the designated supervisor(s) for each respective Division/Unit. At no time should the employee's time sheets be approved by supervisors outside the employee's line of command except in exigent circumstances. Should this occur, members must submit a Departmental Information indicating the reason for obtaining a signature outside of his line of command.
5. The designated supervisor is responsible for forwarding the completed time sheets to the Human Resources Division. The time sheets must be accompanied by a Divisional Personnel Check List. All time sheets for employees assigned to the Division/ Unit must be accounted for via the distribution list. If an employee is detailed/ deployed to or from

another assignment, the designated supervisor must make note of the reassignment on the distribution list. Time sheets which are not submitted with the distribution list at the designated time will not be forwarded to the Payroll Division. If a time sheet is not submitted for an employee, no payroll entry will be made for that employee and their pay, including automatic deposits, will be withheld as a result of the first infraction. Any future infractions will result in a delay of the processing of payroll for that employee. Failure to submit a time sheet may lead to disciplinary action against the employee/ supervisor.

6. The submission of inaccurate timesheets, inclusive of all payroll documents (i.e. payroll adjustment forms, overtime forms, etc.) is not the responsibility of the Human Resources Division. Should there be any payroll discrepancies, it is the responsibility of the employee and his authorized signer to take the appropriate steps to make the correction.

**D. Overtime / Comp-Time**

No officer on sick leave, suspension, or restriction due to disciplinary probation guidelines, may work extra-duty jobs or overtime.

An officer who is off on either sick or family illness time for their regular shift would not be allowed to work any overtime or extra-duty jobs during the course of that day(s).

Officers on modified (light) duty requesting to work overtime may do so at the discretion of the Chief of Police and the City Physician.

An officer may work a maximum of [REDACTED] hours of Regular Duty, Extra-Duty, Outside Employment, Voluntary Overtime; or any total combination thereof in each [REDACTED] subject to the restrictions in [6.54 A(13)]. The officer may subtract from his regular hours, any comp-time or vacation used during that [REDACTED]. Sick or Family Illness time used, however, will count toward the [REDACTED] hours. This limit can be exceeded with the approval of a division commander.

An officer may work a total of [REDACTED] hours of regular duty, extra-duty, outside employment, voluntary overtime, or any total combination thereof in any consecutive [REDACTED] hour period.

An officer working an overtime assignment may not leave the assignment to attend extra-duty job picks.

All overtime/comp time forms are to be submitted within the payroll period in which it is worked. Allowances will be made for overtime/comp time worked at

the end of the payroll cycle that cannot be submitted due to the early processing of payroll. All authorized overtime/comp-time must be approved by a designee of the Division Commander authorizing the overtime/comp-time. The designee is to provide his payroll number and the date signed adjacent to his/her signature. All supervisors are to be cognizant of overtime/comp time as it is submitted. Compensatory overtime is to be logged on the Departmental Compensatory Card upon receipt. The overtime/comp time slip is to be forwarded to the Human Resources Division as part of the payroll process and should be logged as accrued comp time (using pay code 383) on the employee's time sheet. Overtime/comp time slips are not to be signed by supervisors who are outside the chain of command of the Division authorizing the overtime.

In an effort to standardize overtime submissions, the below listed overtime sheets will be utilized. The sheets will be printed on 8 1/2" x 11" paper and will be color coded. If the need arises, different colored overtime slips will be added. When filling out overtime/comp time slips, most spaces are self-explanatory.

OVERTIME ASSIGNMENTS	COLOR SLIPS
Regular Overtime	White
Court Overtime	Green

All overtime/comp time slips will be submitted to the officer's supervisors/division commanders as soon as possible, preferably the next working day after the overtime/comp-time is worked.

One (1) overtime/comp time slip will be submitted for each overtime assignment worked. For example, if on a given day an officer works four (4) hours regular overtime and four (4) hours Highway Safety overtime, two (2) overtime/comp time slips must be submitted.

All officers working extra duty jobs that require the submission of an overtime slip, will do using a regular/white overtime/comp time slip. In the middle section that lists "Reason for Overtime", the officer will write "Extra Job" and the location of the assignment. This overtime is used in the event an extra job is cancelled and the proper notifications were not met. Notification of the cancellation error must be reported to the House Sergeant. The officer's time listed on the overtime sheet must be initialed by the House Sergeant. The officer will also submit a Departmental Information to the Extra Job Coordinator. The compensation will be two (2) hours straight pay, which must be approved by the Extra Job Coordinator.

As per the Collective Bargaining Agreement between the City and Lodge No.1 of the Fraternal Order of Police, all officers are entitled to overtime under certain conditions:

**1. Court**

For time spent in court (et al.) when it is not during the officer's regularly

scheduled shift, working overtime, or extra jobs, the following will apply.

- a. On day(s) when working a regular shift – a maximum of (2) hours straight time
- b. Night Shift -minimum of (2) hours straight time up to maximum of (4) hours for any time over (2) hours
- c. On day(s) off- a maximum of (4) hours straight time

Green court overtime slips will be submitted for the following hearings:

Violent Crimes Compensation Board  
Alcoholic Beverage Control Commission  
Implied Consent Hearings  
Felony Intakes  
Board of Pardons Hearings  
Grand Jury  
Motor Vehicle Hearings  
Civil Depositions  
Governmental Administrative Hearings  
All Governmental Courts  
Private Business Administrative Hearings

**2. Special considerations in regard to the police officer's deposition in a civil case**

- a. Under Subpoena
  1. When an officer is subpoenaed to give a civil deposition, he shall not receive any compensation other than his regular salary or overtime as per current contract.
  2. If an officer should receive compensation from an attorney while under subpoena, it shall be his duty to submit the compensation received to the Chief of Police for transfer to the City General Fund. This would avoid a duplication of payment for the service rendered.

b. Under Agreement without a Subpoena

An officer may make an agreement with an attorney to be deposed in a civil case and to be compensated for this deposition, providing there is no subpoena issued and the time of the deposition does not fall into the officer's regular working hours, or during a period of time for which the officer is already being paid overtime. This would negate any conflict in interest or duplication of payment for the service rendered.

**3. Federal Court**

Whenever off-duty members of the Department of Police respond to the U.S. District Court or any other federal judicial body, that member is not entitled to receive federal witness fees. All such overtime will be paid, as per the contract, with the City of Wilmington.

If a member responds during duty time, he is not entitled to fees because he is being paid by the City at the time.

If a member is erroneously issued a witness fee from the Federal government, he shall immediately return said monies to the issuing authority.

#### **4. Complaint Hearing Board**

When it is not during the officer's regularly scheduled shift, working overtime, or extra jobs, the following will apply:

- a. On day when working - Minimum (2) hours straight time
- b. On day off - Minimum (4) hours straight time
- c. Exceeding (a&b) - One and one-half (1 ½ ) times minimum straight time for actual hours overtime worked

#### **5. Outside Employment**

Officers making an arrest while working outside employment security jobs (with the exception of extra jobs sanctioned by the Commanding Officer of the Office of Professional Standards) will not be compensated by the City for court overtime. Officers should make arrangements with their outside employer to handle court compensation.

#### **6.. Regular Overtime**

For time spent working in excess of the officer's regularly scheduled tour of duty, the officer will be compensated on a basis of one and one-half (1 1/2) times straight time pay. This will include time spent on investigations, report writing, scheduled overtime, etc.

When officers fill out his overtime slip, their ending time must reflect the actual time spent to complete the assignment. Ending times are not to be rounded off.

Supervisors verifying overtime worked are to initial the slip just to the right of the "Hours Worked" Section (Total Hours). Next to their initials, supervisors are to calculate and write down the actual number of hours worked. Supervisors are to sign, date and include

his payroll number on the overtime form indicating approval of the overtime hours.

B. Call Out

In the event an officer is called back to work outside his regular shift and after having reported off-duty, he shall be paid a minimum of four (4) hours pay. Said pay shall be calculated at the straight time rate. In the event the officer is required to work any period in excess of four (4) hours, he shall be paid at straight time rate for all hours actually worked. (Refer to CBA)

1. Call out - Minimum four (4) hours straight time
2. Exceeding the minimum four (4) hours straight time -One and one-half (1 ½ ) times minimum straight time for actual hours overtime worked (See D)

C. Call in Early

In the event an officer is "called in early," i.e., ordered to report earlier than the starting time for his next regular shift, he will be guaranteed two (2) hours straight time pay. This is for situations where officers are called in just prior to reporting for their regularly scheduled shift.

D. Stand-By Time

Officers who are required to be on one (1) hour stand-by will not be compensated for the first two (2) hours of the stand-by, but will be compensated for each hour of stand-by in excess of two (2) hours in any twenty-four (24) hour period at straight time rates.

E. Approval for Overtime Expenditures

In order to properly allocate overtime monies, the following procedures are effective immediately:

1. Whenever a Division Commander becomes aware of a need for the use of officers on an overtime basis, advanced authorization for this overtime must be obtained from the Chief of Police. This authorization must be requested in writing by the Division Commander whose personnel are to be involved. The request for authorization of overtime will include the following information.
  - a. Estimated number of personnel required.
  - b. Estimated amount of overtime hours to be worked.

- c. Nature of the event or project and justification for the overtime hours requested.

After reviewing this information, the Office of the Chief of Police will advise the Division Commander submitting the request as to whether or not it is approved in total or in part or whether it is rejected. No overtime falling into the above category will be considered as authorized unless this procedure is followed.

2. Whenever conditions preclude obtaining the advance approval of the Chief of Police (e.g., a spontaneous crowd control problem, prisoner escape, natural disaster, ongoing investigations, etc.), the Division Commander of the personnel to be utilized must be contacted for authorization. If the appropriate Division Commander is unavailable, the supervisor requesting the utilization of personnel on an overtime basis will adhere to the following chain of command in order to obtain the necessary authorization.
  - a. Appropriate Inspector when on duty.
  - b. Division Lieutenant of personnel involved when available.
  - c. Duty Officer when on duty.
  - d. Uniformed Services Division Lieutenant.
3. Report writing is an ongoing activity that sometimes requires overtime by officers in order to complete the necessary information. All reports must be completed before the officer goes off duty.

#### **F. Compensatory Time (Comp Time)**

Compensatory Time (Comp Time) will be calculated under the same guidelines set forth in this order regarding the payment of overtime. No officer shall accumulate more than 440 hours of comp time.

1. Overtime/Comp Time Categories and Determination of earned hours as Compensatory Time or Overtime.
  - a. Training
    1. Voluntary Training – The officer’s supervisor will readjust the officer’s schedule to accommodate the class schedule. Any exceptions will be at the Chief’s discretion.

2. Mandatory Training – Overtime or Comp may be earned.
  3. Specialty Team Training – Overtime or Comp may be earned (i.e. CMTT, Marine Unit, Honor Guard Details).
  4. Recruitment Team – Overtime or Comp may be earned (i.e. FTO, Academy Instruction, Recruitment Assignments).
- b. On Call Status
1. Comp time may be earned; however, overtime may be earned if the officer's comp time is at the limit (i.e. CID, AED, Fatal Accidents).
- c. Operational Assignments
1. Grant Assignments – Overtime only (i.e. IDAP, Weed/Seed, Highway Safety, WRIST).
  2. Special Events – Overtime only (i.e. Parades, Safe Havens, Festivals, City Sponsored Events)
  3. Court – Overtime or Comp may be earned.
  4. Emergency City Closing – Overtime or Comp may be earned.
  5. Civic Association Meetings – Overtime, Comp or a shift change (w/officer's supervisor's permission) to accommodate the meeting. (Overtime is for actual time – no call in status.)
  6. DSP/Mutual Aid/Medic – Overtime only.
  7. Arrest/Report Writing – Overtime or Comp may be earned.
  8. CDCP (meeting or home visit) – Overtime only.
- d. Maintenance Assignments
1. K-9 – Overtime or Comp may be earned.

2. AED maintenance – Overtime or Comp may be earned.
- e. Specialty Details
1. Camp Barnes – Overtime or Comp may be earned.
  2. Mentoring/Special Olympics – Overtime or Comp may be earned.

**G. Compensatory Time Record/Pay-Outs**

1. Sworn employees of the Wilmington Department of Police may accumulate compensatory time and are eligible for compensatory payouts as per their respective Collective Bargaining Agreements. Compensatory time accumulation for non-sworn employees is governed by Chapter 40 of the Wilmington City Code and the non-sworn Collective Bargaining agreements; however, non-sworn employees are not eligible for compensatory payouts.
2. Division Commanders are to ensure that compensatory time totals are forwarded to the Human Resources Division on a monthly basis as mandated by the City of Wilmington Director of Personnel. Therefore, all compensatory time logs must be kept current at all times. In order to ensure the accurate disclosure of accumulated compensatory time, the following guidelines shall be adhered to:
  - a. Each sworn employee is limited to the redemption of 440 hours within a rolling 12-month period.
  - b. Excluded from the individual officer’s limitation is a “hardship” exception based on financial, medical, and/or economical needs. A “hardship” is to be determined on a case-by-case basis and upon criteria to be mutually acceptable to FOP Lodge No. 1 and the City.
  - c. The designated supervisor responsible for maintaining the compensatory logs shall generate a payroll adjustment form for all compensatory time payouts, whether requested or mandated.

- d. Sworn employees who wish to redeem compensatory time under the rolling 12-month condition must submit a Departmental Information report, indicating their payroll number, the number of hours being redeemed, and their current hourly rate. The designated supervisor will then verify the last date of redemption by contacting the Human Resources Division. After verifying eligibility, the designated supervisor shall remove the requested hours from the compensatory log and generate a payroll adjustment form. The payroll adjustment form shall indicate the compensatory time payout pay code 381 and the number of hours to be redeemed. The remarks section shall indicate "Rolling 12-Month Compensatory Payout." The designated supervisor shall forward the payroll adjustment form and a copy of the compensatory logs to the Human Resources Division as part of the payroll process.
- e. The designated supervisor in charge of compensatory logs shall be cognizant of the number of hours each sworn member has accumulated. The maximum number of hours accumulated should be 440; therefore, all overtime submitted as compensatory time after the maximum has been reached shall be returned to the employee to be submitted for pay.
- f. The payroll process will include logging all compensatory time earned (pay code 383), and compensatory time used (pay code 380) on the time sheets utilizing the same process for calculating actual hours as is used on the comp cards. Compensatory time earned and compensatory time used shall be submitted through the payroll process.

When a member is transferred from one unit to another, the members' compensatory logs will be sent to that officer's new commander who, in turn, will be responsible for the maintenance of said record as received. If the new commander has any questions regarding the entries on the compensatory time record, he should have them clarified by the member and/or former commander prior to acceptance.

All accumulated compensatory time shall be redeemed upon promotion to Sergeant and Lieutenant. Payment shall be at the pre-promotion rate and occur within thirty (30) calendar days of the promotion.

All compensatory time in excess of 100 hours shall be redeemed upon elevation to Corporal, Master Corporal, Master Sergeant, and Senior Lieutenant. Payment shall be at the pre-

elevation rate and occur within thirty (30) calendar days of the existing January 1 or July 1 Career Development implementation dates.

When the member wishes to use the accumulated time, he must submit the required leave of absence forms for approval. Once approved, the commander will enter the dates and time used on the compensatory time record and initial.

As an officer's compensatory time record is completed and all compensatory time shown on the record has been used, the completed record is to be forwarded to the Human Resources Division. The Human Resources Division will be responsible for the proper storage of the compensatory time record for future reference.

### **Appendixes**

Henceforth, the following forms (Appendices A through D) are to be submitted as part of the payroll process for the Wilmington Department of Police:

1. Time Sheet for each employee assigned/deployed (Appendix A);
2. Wilmington Department of Police Overtime Slips for which the employee is seeking pay or compensatory time (Appendix B);
3. City of Wilmington Payroll Adjustment Form(s) (Appendix C);
4. Wilmington Department of Police Personnel Sheets for the two-week pay period (Appendix D).

In order to ensure that we have an accurate record of time; attendance; and documentation of hours submitted for pay, a copy of all time sheets and payroll adjustment forms must be on file within the Human Resources Division.

Therefore, Wilmington Department of Police employees are not to submit time sheets or payroll adjustment forms directly to the City of Wilmington Payroll Department. All items pertaining to payroll must be submitted to the Human Resources Division.



## Appendix B

WILMINGTON DEPARTMENT OF POLICE OVERTIME INFORMATION SHEET																																																																																											
LOG AS: <input type="checkbox"/> Pay <input type="checkbox"/> Comp Time																																																																																											
TO: _____	DATE WORKED: _____																																																																																										
FROM: _____	PAYROLL #: _____																																																																																										
ASSIGNED DIVISION: _____	PLATOON: _____	HOURLY RATE: _____																																																																																									
REGULAR HOURS WORKED THIS DATE: _____ TO _____																																																																																											
DIVISION WORKED OVERTIME FOR: _____ PAY CODE: _____																																																																																											
SHIFT OT CODE: _____ ACCT. DISTRIBUTION CODE: _____																																																																																											
(See last section below for codes. These codes must appear on pay sheets.)																																																																																											
INCIDENT CASE NUMBER: _____ (Reason for overtime - please ✓)																																																																																											
<input type="checkbox"/> Arrest/Report Writing	<input type="checkbox"/> Held Over	<input type="checkbox"/> Transport	<input type="checkbox"/> Shift Vacancy																																																																																								
<input type="checkbox"/> Investigation	<input type="checkbox"/> Crisis Management	<input type="checkbox"/> Training																																																																																									
<input type="checkbox"/> Natural Emergency	<input type="checkbox"/> Complaint Hearing	<input type="checkbox"/> Civil Disturbance																																																																																									
<input type="checkbox"/> Other Reason for Overtime _____																																																																																											
<input type="checkbox"/> Special Event Overtime: _____ Assignment: _____																																																																																											
CALL-IN: Actual Times Worked: _____ To _____ <input type="checkbox"/> 2 Hours <input type="checkbox"/> 4 Hours																																																																																											
HOURS WORKED 1½ TIME RATE: _____ To _____ TOTAL HOURS: _____																																																																																											
OFFICER'S SIGNATURE: _____ Payroll # _____ Date _____																																																																																											
SUPERVISOR APPROVING OVERTIME: _____ Payroll # _____ Approved _____																																																																																											
COMMANDING OFFICER'S SIGNATURE: _____																																																																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">1800 x 0600</th> <th style="width: 25%;">Pay Code</th> <th style="width: 25%;">11% OT Codes</th> <th style="width: 25%;">Acct. Dist. Codes</th> </tr> </thead> <tbody> <tr><td>S.W.A.T. (straight)</td><td>200</td><td>234</td><td>10132100-51108</td></tr> <tr><td>Uniformed Services</td><td>209</td><td>234</td><td>10132100-51108</td></tr> <tr><td>Special OPS</td><td>210</td><td>234</td><td>10132200-51108</td></tr> <tr><td>Traffic</td><td>211</td><td>234</td><td>10132200-51108</td></tr> <tr><td>Chief - Task Directed</td><td>212</td><td>234</td><td>10132100-51108</td></tr> <tr><td>K9</td><td>216</td><td>234</td><td>10132100-51108</td></tr> <tr><td>Special Events</td><td>220</td><td>234</td><td>10132200-51116</td></tr> <tr><td>Dignitary Protection</td><td>262</td><td>234</td><td>10132200-51116</td></tr> <tr><td colspan="4"> </td></tr> <tr> <th>1600 x 0600</th> <th>Pay Code</th> <th>10% OT Codes</th> <th>Acct. Dist. Codes</th> </tr> <tr><td>Vice Squad</td><td>204</td><td>230</td><td>10132500-51108</td></tr> <tr><td>CID</td><td>205</td><td>230</td><td>10132500-51108</td></tr> <tr><td>S.W.A.T. (1.5x)</td><td>206</td><td>230</td><td>10132500-51108</td></tr> <tr><td>E.D.U.</td><td>208</td><td>230</td><td>10132500-51108</td></tr> <tr><td>OPS</td><td>213</td><td>230</td><td>10132000-51108</td></tr> <tr><td>HRD</td><td>214</td><td>230</td><td>10132000-51108</td></tr> <tr><td>Chief's Office (Admin)</td><td>215</td><td>230</td><td>10132000-51108</td></tr> <tr><td>Support Services</td><td>219</td><td>230</td><td>10132400-51108</td></tr> <tr><td>Communications</td><td>241</td><td>230</td><td>10132700-51108</td></tr> <tr><td>Comp Time Earned</td><td>383</td><td>N/A</td><td>N/A</td></tr> <tr><td colspan="4">Rev. 05/23/11 fsr</td></tr> </tbody> </table>				1800 x 0600	Pay Code	11% OT Codes	Acct. Dist. Codes	S.W.A.T. (straight)	200	234	10132100-51108	Uniformed Services	209	234	10132100-51108	Special OPS	210	234	10132200-51108	Traffic	211	234	10132200-51108	Chief - Task Directed	212	234	10132100-51108	K9	216	234	10132100-51108	Special Events	220	234	10132200-51116	Dignitary Protection	262	234	10132200-51116					1600 x 0600	Pay Code	10% OT Codes	Acct. Dist. Codes	Vice Squad	204	230	10132500-51108	CID	205	230	10132500-51108	S.W.A.T. (1.5x)	206	230	10132500-51108	E.D.U.	208	230	10132500-51108	OPS	213	230	10132000-51108	HRD	214	230	10132000-51108	Chief's Office (Admin)	215	230	10132000-51108	Support Services	219	230	10132400-51108	Communications	241	230	10132700-51108	Comp Time Earned	383	N/A	N/A	Rev. 05/23/11 fsr			
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* Inspectors/Captains Only – OT Shift Differential codes 230/231 apply @ 10% and 13%																																																																																											

Appendix B

Wilmington Department of Police  
Court Overtime

Log As  Pay  Comp Time

To: \_\_\_\_\_ Date Worked: \_\_\_\_\_

From: \_\_\_\_\_ Payroll #: \_\_\_\_\_

Assigned Division: \_\_\_\_\_ Platoon: \_\_\_\_\_

Division Worked Overtime for: \_\_\_\_\_

Account Distribution Code: \_\_\_\_\_

Regular Hours Worked This Date: \_\_\_\_\_ To \_\_\_\_\_

Case # \_\_\_\_\_ Pay Code 221

**Justification Block Must Be Checked (check more than one block if applicable)**

- Court of Common Pleas
- Superior Court
- Family Court
- Magistrate Court 20
- Motor Vehicle Hearing
- Felony Intake
- Other (Describe) \_\_\_\_\_

Time in Court: \_\_\_\_\_ Time Out of Court: \_\_\_\_\_

Testimony Given:  Yes  No

Name of Defendant: \_\_\_\_\_

Case Number: \_\_\_\_\_

- Two-Hour Court Overtime
- Midnight Shift (actual hours more than 2 and up to 4) \_\_\_\_\_
- Four-Hour Court Overtime

Court Official Approving O.T. \_\_\_\_\_  
FULL SIGNATURE

Officer's Signature \_\_\_\_\_ Payroll # \_\_\_\_\_  
FULL SIGNATURE

Supervisor Approving Overtime \_\_\_\_\_ Payroll # \_\_\_\_\_ Date approved \_\_\_\_\_

**Overtime Sheet Must Be Attached To Time Sheet**

# CITY OF WILMINGTON PAYROLL ADJUSTMENT FORM



NAME		EMPLOYEE #		DEPARTMENT	
<b>ADJUSTMENT GROSS PAY/ACCRUAL</b>					
DATE	PAYCODE	HOURS (+/-)	AMOUNT (+/-)	GL#	
REMARKS:					
<b>ADJUSTMENT TO DEDUCTIONS/BENEFITS (FOR PERSONNEL USE ONLY)</b>					
DATE	DED. CODE	HOURS	AMOUNT	GL#	
REMARKS:					
<b>SIGNATURES</b>					
DEPARTMENT SUPERVISOR			DATE		

PAYROLL SPECIALIST	DATE
PAYROLL PERIOD ENDING _____	

## Appendix D