

PROPOSED NEW POLICY LANGUAGE

FISCAL MANAGEMENT:

Standard 9.1.5

Payroll – The agency has a policy requiring non-exempt employees to complete a timesheet listing the number of hours worked during the pay period.

Standard 9.1.6

Payroll – The agency has a policy requiring timesheets to be approved by a supervisor prior to payment.

Proposed language to satisfy both standards:

All employees are required to enter exceptions from their normal work schedule into the electronic timekeeping software TeleStaff/WebStaff. Supervisor approval is required prior to being accepted for payroll finalization. Refer to the TeleStaff/WebStaff manuals located on the S: drive for detailed procedures.

WBE
07/19/12

4.12
1.12
Payroll added

updated
& uploaded
7/20/12

4.17 ABSENTEEISM – SICK LEAVE ADMINISTRATION

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The ability to work regularly is a requirement for continued employment. The purpose of this policy is to provide for consistent administration of the use of sick leave by city employees, to seek causes and solutions for absenteeism and to establish methods to check and correct excessive use of sick leave and prevent possible abuse.

The Everett Police Department will follow the Sick Leave Administration Policy of the City of Everett, with the following exceptions: Members of the EPOA and EPMA are governed by the number of incidents in lieu of the number of hours as identified in City Policy. Three (3) incidents of sick leave replace the reference to 32 hours of sick leave and five (5) incidents of sick leave replace the reference to 48 hours of sick leave.

Employees absent because of personal illness or injury must remain at their residence during hours of assigned duty unless approved by the Chief of Police. Exceptions: Doctor's appointment or related activities, or as directed by the Chief of Police or his/her designee.

1.0 PURPOSE

1.1 The ability to work regularly is a requirement for continued employment. The purpose of this policy is to provide for consistent administration of the use of sick leave by Uniformed Commissioned members of the Everett Police Department, to seek causes and solutions for absenteeism and to establish methods to check and correct excessive use of sick leave and prevent possible abuse.

1.2 It is recognized that employees may from time to time have a significant number of legitimate, unpreventable sick leave incidents. It is also recognized that employees may have a significant number of preventable incidents. This policy is intended to address the multiple abuses of sick leave by ensuring that prevention is addressed when necessary.

1.3 This Section 7 of the Everett Police Department Procedures Manual policy establishes a the procedure for monitoring employees who are absent repeatedly or whose absences precede or follow regular days off, holidays, or some other pattern, or who excessively use sick leave. The administration of this policy becomes effective at such time as an employee has had three incidents or 42 hours of Sick Leave usage in a year.

1.4 This policy is being initiated by the City of Everett. An employee whose sick leave has been determined to be abusive or excessive in nature may be subject to discipline, up to and including termination.

2.0 DEFINITIONS

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10/16/12

2.1 "Incident" shall be each contiguous use of leave hours or non-paid sick leave of a duration of one-quarter hour or more, not separated by regular work hours, preapproved vacation or compensatory time hours, or holidays. Absences due to approved Family Medical Leave, Workers Compensation and LEOFF 1 Disability Board actions will not be considered in the administration of this policy.

2.2 "Action plan" for the purposes of this policy, shall be a written plan developed to address the causes of sick leave use, through preventative means, and designed to have specific actions with definitive measures to ensure the plan is followed through.

2.3 "Excessive sick leave use" shall mean use of sick leave to such an extent that it creates a problem with the efficient management of the City, and/or adversely affects an employee's job performance or overall ability to perform their job.

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2.4 "Sick leave abuse" is the attempt or actual use of sick leave for anything other than physical illness or incapacity to such an extent as to render the individual unable to perform the duties of his/her position, or other such permissible use as defined by the City. Sick leave abuse is fraudulent use of sick leave and is an unauthorized absence.

2.5 "Unauthorized absence" for the purpose of this policy shall be defined as absence from scheduled work time for which no prior authorization from the Chief of Police or his/her designee has been given.

A. If an employee's ability to use sick leave has been suspended, denied, or accrual is exhausted; or, if the reason for an incident reported is not for a valid use of sick leave pursuant to City policies, then such time shall be considered an unauthorized absence.

B. Unauthorized absences shall be without compensation. ~~Vacation~~ Other time banks may not be substituted for an unauthorized absence unless pre-approved by the Chief of Police

C. If appropriate, an unauthorized absence may result in disciplinary action pursuant to applicable policies.

~~C~~-D. Other time banks may not be substituted for an unauthorized absence for any employee who is on mandatory reporting at the time of unauthorized absence.

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2.6 "Year" for the purpose of the procedure refers to a rolling year. It is defined as a 12 month period measured backward from the most recent use of sick leave.

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This policy shall only apply to commissioned officers of the Everett Police Department. Appointive and AFSCME members of the Everett Police Department shall abide by the City of Everett Sick Leave Administration policy.