

*\*Please note: This is a working draft of Directive 210.22. This is proposed language and the Bureau has not implemented any changes to the current policy at this time.*

## **210.22 Exempt Employee Time Tracking**

*2<sup>nd</sup> Universal Review: 10/1/18 – 10/31/18 (clean view)*

### **Refer:**

- DIR 60.60, Standard Operating Procedure
- DIR 210.21, Leaves from Service

### **Policy:**

1. Consistent with principles of public accountability, the Bureau expects all non-sworn non-represented and Fair Labor Standards Act (FLSA) exempt Police Bureau members to account for their work time and activities by tracking time.
2. In an effort to fulfill its greater goal of conserving and streamlining business processes, all portions of the time tracking process should be kept digitally and not printed, where feasible.

### **Procedure:**

1. Exempt Employee Time Tracking.
  - 1.1. Member Responsibilities.
    - 1.1.1. Each exempt employee in Non-Rep classifications must keep track of their extra time worked and partial day absences.
      - 1.1.1.1. Per City Human Resources Administrative Rule 8.03, absences under three hours will not be deducted from an employee's leave balance. However, all partial day absences must still be pre-approved and submitted through the Uniform Daily Assignment Roster (UDAR).
    - 1.1.2. All extra time worked will be tracked using the Exempt Employee Tracking system in the UDAR.
    - 1.1.3. Members shall either enter partial day absences of any type of leave through the daily UDAR, as they would with full day absences, or request approval using the Request/Rescind Personal Time Off (PTO) function.
    - 1.1.4. Members shall ensure UDAR entries are correct each month.
    - 1.1.5. Along with tracking extra time worked and absences, members shall use their Microsoft Outlook Calendar to track all time related to the performance of their work duties, including meetings.
      - 1.1.5.1. Members shall send an Outlook Calendar sharing request to their supervisor.
  - 1.2. Supervisor Responsibilities.
    - 1.2.1. Within the first ten (10) business days of each new month, supervisors shall review members' exempt employee calendars digitally.
      - 1.2.1.1. Supervisors may review a member's Outlook Calendar for discrepancies. If any discrepancies are discovered, supervisors shall immediately discuss the discrepancy with the member and take appropriate corrective action.

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## 2. Management Leave.

### 2.1. General Guidelines.

- 2.1.1. Management leave expires at the end of the calendar year in which it is awarded.
- 2.1.2. Management leave will be a part of the member's annual performance evaluation and submitted with their self-evaluation. A member's management leave will be effective as of January 1<sup>st</sup> of that calendar year.

### 2.2. Member Responsibilities.

- 2.2.1. Members must request time off from their supervisor in order to take management leave.
- 2.2.2. When requesting management leave, members shall submit a rationale for the request and include supporting documentation (e.g., timesheets, Outlook calendar, list of accomplishments).
  - 2.2.2.1. The rationale may include:
    - 2.2.2.1.1. A description of the quality of the member's work;
    - 2.2.2.1.2. A demonstrable willingness to undertake new or additional projects or to develop new areas of subject matter expertise;
    - 2.2.2.1.3. Continuous provisions of exceptional service to the office, despite reaching the maximum in a salary range;
    - 2.2.2.1.4. Working in excess of the assigned duty hours (i.e., 40 hours per week); and/or
    - 2.2.2.1.5. Other recognizable contributions to the Bureau and/or the City.
  - 2.2.2.2. Members do not need to satisfy all of the criteria to receive management leave.

### 2.3. Supervisory Responsibilities.

- 2.3.1. Supervisors, on behalf of the employee, may request management leave after the member's annual performance evaluation. Supervisors who submit requests are then required to complete the management leave award form with the number of hours requested and a paragraph justifying the award. Supervisors shall submit the award form to their Assistant Chief (AC) in charge.
- 2.3.2. Supervisors are not required to approve management leave requests if they determine that, based on the criteria in Section 2.2.2.1., the employee's performance does not warrant the award.

### 2.4. Chief's Office Responsibilities.

- 2.4.1. ACs, or a designee, shall review each management leave request and take into account only the criteria listed above.
- 2.4.2. ACs, or a designee, shall complete their review within two weeks of receiving the request forms.
- 2.4.3. After completing the review, the AC or designee shall submit the approved forms to the Fiscal Payroll Manager.

### 2.5. Fiscal Payroll Manger Responsibilities.

- 2.5.1. Review approved forms for required information.

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- 2.5.2. Provide a digital copy of the approved form to the Bureau of Human Resources Central Payroll and Fiscal Personnel Records office.
- 2.5.3. Provide the original documentation to the member.

Provide feedback [here](#).

DRAFT

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## **210.22, ~~Non-Sworn Non-Represented, FLSA- Exempt Members and Lieutenants~~ Employee Time Tracking**

*2<sup>nd</sup> Universal Review: 10/1/18 – 10/31/18 (redline markup)*

### **Refer:**

- ~~Directive~~DIR 60.60, Standard Operating Procedure
- ~~Directive~~DIR 210.21, Leaves from Service

### **Policy:**

1. Consistent with principles of public accountability, the Bureau expects all non-sworn non-represented, and Fair Labor Standards Act (FLSA) exempt, Police Bureau members, ~~in addition to members at the rank of lieutenants,~~ shall to account for their work time and activities by tracking time.

~~1. The Chief's Office will coordinate with the Fiscal Services Division, and the Personnel Division, to approve the tracking and/or calendar format members will use to account for work time and activities.~~

2. In an effort to fulfill its greater goal of conserving and streamlining business processes, all portions of the time tracking process should be kept digitally and not printed, where feasible.

### **Procedure:**

1. Exempt Employee Time Tracking Time:

~~1.1. Members will maintain a system to track work hours and activities that will be kept for future reference. Tracking of time will be the responsibility of each member, with each member solely and personally accountable for their own record.~~

~~1.2. Time off requires preapproval from a member's supervisor (to include vacations, holidays, sick time, management leave, etc.). "Partial Day Absences" may be granted occasionally and only with approval from your supervisor as allowed by City Rule; hour-for-hour adjusted time off will not be permitted. A phone call, text, or email request from a member to his/her supervisor with a response will suffice as permission.~~

~~1.3. Each month members will complete the following documents and submit to his/her supervisor no later than the fifteenth (15<sup>th</sup>) of the following month:~~

~~1.3.1. Outlook calendar with all major appointments and meetings (week view).~~

~~1.3.2. Excel monthly time and balance sheet, which will track the following:~~

~~1.3.2.1. Actual work hours each day (e.g. 0700-1500).~~

~~1.3.2.2. Number of hours worked (e.g. 8)~~

~~1.3.2.3. Excess hours worked including the reason~~

~~1.3.2.4. Adjusted days off~~

~~1.3.2.5. Balance of excess hours~~

~~1.3.2.6. Sick time used~~

~~1.3.2.7. Vacation time used~~

~~1.3.2.8. Holiday time used~~

~~1.3.2.9. Management Leave~~

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1.3.2.10.—Partial Day Absences

1.1. Member Responsibilities.

1.1.1. Each exempt employee in Non-Rep classifications must keep track of their extra time worked and partial day absences.

1.1.1.1. Per City Human Resources Administrative Rule 8.03, absences under three hours will not be deducted from an employee's leave balance. However, all partial day absences must still be pre-approved and submitted through the Uniform Daily Assignment Roster (UDAR).

1.1.2. All extra time worked will be tracked using the Exempt Employee Tracking system in the UDAR.

1.1.3. Members shall either enter partial day absences of any type of leave through the daily UDAR, as they would with full day absences, or request approval using the Request/Rescind Personal Time Off (PTO) function.

1.1.4. Members shall ensure UDAR entries are correct each month.

1.1.4.1.1.5. Along with tracking extra time worked and absences, members shall use their Microsoft Outlook Calendar to track all time related to the performance of their work duties, including meetings.

1.1.5.1. Members shall send an Outlook Calendar sharing request to their supervisor.

1.2. Supervisor Responsibilities:

1.2.1. Each supervisor will review member documentation before submitting, through the chain of command, to the Responsibility Unit Manager. Within the first ten (10) business days of each new month, supervisors shall review members' exempt employee calendars digitally.

1.2.1.1. Supervisors may review a member's Outlook Calendar for discrepancies. If any discrepancies are discovered, supervisors shall immediately discuss the discrepancy with the member and take appropriate corrective action.

2.—Responsibility Unit Manager Responsibilities:

2.1. Responsibility Unit Managers will review member documentation for completion. Each Responsibility Unit will have established Standard Operating Procedure on timekeeping responsibilities. Each Responsibility Unit will maintain copies of approved requests and time keeping documentation for a period seven (7) years to comply with federal statute of limitations.

2. Management Leave.

2.1. General Guidelines.

2.1.1. Management leave expires at the end of the calendar year in which it is awarded.

2.1.2. Management leave will be a part of the member's annual performance evaluation and submitted with their self-evaluation. A member's management leave will be effective as of January 1<sup>st</sup> of that calendar year.

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## 2.2. Member Responsibilities.

2.2.1. Members must request time off from their supervisor in order to take management leave.

2.2.2. When requesting management leave, members shall submit a rationale for the request and include supporting documentation (e.g., timesheets, Outlook calendar, list of accomplishments).

### 2.2.2.1. The rationale may include:

2.2.2.1.1. A description of the quality of the member's work;

2.2.2.1.2. A demonstrable willingness to undertake new or additional projects or to develop new areas of subject matter expertise;

2.2.2.1.3. Continuous provisions of exceptional service to the office, despite reaching the maximum in a salary range;

2.2.2.1.4. Working in excess of the assigned duty hours (i.e., 40 hours per week); and/or

2.2.2.1.5. Other recognizable contributions to the Bureau and/or the City

2.2.2.2. Members do not need to satisfy all of the criteria to receive management leave.

### 2.2.3. Supervisory Responsibilities:-

2.3.1. Supervisors, on behalf of the employee, may request management leave after the member's annual performance evaluation. Supervisors who submit requests are then required to complete the management leave award form with the number of hours requested and a paragraph justifying the award. Supervisors shall submit the award form to their Assistant Chief (AC) in charge.

2.3.2. Supervisors are not required to approve management leave requests if they determine that, based on the criteria in Section 2.2.2.1., the employee's performance does not warrant the award.

## 2.4. Chief's Office Responsibilities.

2.4.1. ACs, or a designee, shall review each management leave request and take into account only the criteria listed above.

2.4.2. ACs, or a designee, shall complete their review within two weeks of receiving the request forms.

2.4.3. After completing the review, the AC or designee shall submit the approved forms to the Fiscal Payroll Manager.

## 2.5. Fiscal Payroll Manger Responsibilities.

2.5.1. Review approved forms for required information.

2.5.2. Provide a digital copy of the approved form to the Bureau of Human Resources Central Payroll and Fiscal Personnel Records office.

2.5.3. Provide the original documentation to the member.

Directive 210.22 Feedback

1st Universal Review: 6/1/18 - 6/16/18

#1

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, June 01, 2018 1:36:40 AM  
**Last Modified:** Friday, June 01, 2018 1:37:01 AM  
**Time Spent:** 00:00:20

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Page 1

**Q1** Please provide feedback for this directive

There needs to be more oversight to prevent time abuse. Trusting officers is not enough.

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**Q2** Contact Information (optional)

**Respondent skipped this question**

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#2

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, June 01, 2018 7:55:42 AM  
**Last Modified:** Friday, June 01, 2018 8:00:22 AM  
**Time Spent:** 00:04:40

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Page 1

**Q1** Please provide feedback for this directive

This directive serves no purpose. It actually wastes time and punishes employees for working by forcing them to prove they are working. Non-rep time does not need to be tracked in multiple systems to prove we are "working" (ie, Excel, UDAR, SAP Outlook)- if there is an employee whose work product is actually in question than the RU manager should a) know this, and b) take appropriate HR actions c) not require all other employees to be punished or assumed to 'not be working so prove to me otherwise" d) no other City Bureau or non-rep group is required to do this. It is wasteful and does not enhance legitimacy in the worker. If it did, perhaps BHR would require ALL city employees to do this practice. The HRAR clearly covers expectations for non-reps, this should suffice for non-reps at PPB.

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**Q2** Contact Information (optional)

Name  
Email Address  
Phone Number

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## Directive 210.22 Feedback

1st Universal Review: 6/1/18 - 6/16/18

# #3

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, June 01, 2018 8:15:56 AM  
**Last Modified:** Friday, June 01, 2018 8:18:17 AM  
**Time Spent:** 00:02:21

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Page 1

### Q1 Please provide feedback for this directive

I believe the tracking in both outlook at an excel spreadsheet is redundant and cumbersome. Tracking in the UDAR system would be optimal as it is quicker and easier to maintain. I believe that is why they created the "exempt employee tracking" Then the reports can be easily printed out and given to the supervisor.

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**Q2 Contact Information (optional)**

**Respondent skipped this question**

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#4

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, June 01, 2018 12:07:08 PM  
**Last Modified:** Friday, June 01, 2018 12:32:54 PM  
**Time Spent:** 00:25:46

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Page 1

**Q1** Please provide feedback for this directive

For the sake of transparency and accountability, Procedure 1.1 is effectively maintained by the UDAR time tracking system. Unless I am otherwise absent, which would be noted as sick/vacation leave, it can be reasonably expected that my shift (as present in UDAR) is when I was at work.

Beyond that, if there \*is\* an issue with my presence at work, it would fall to my manager to address that with me. Poor work performance is the manager's duty to address; punitive time-tracking measures imposed upon all responsible, effective, efficient employees only serve to demoralize them and insult their work ethic.

Section 1.3 of the 'Procedure' section, in its entirety, is redundant and a waste of time.

It is my understanding that as a nonrep, salaried employee, I work 40 hours per week and am responsible for the body of work associated with my position. If the City (and more specifically this bureau, since other bureaus do not require these measures) trusts employed adults to actually be responsible adults, imposing such meticulous time-tracking is unnecessary. If there is a performance issue of an employee not meeting their job duties and responsibilities, that is a separate issue, and only at that point should such stringent time keeping responsibilities be imposed.

Ultimately, if this issue is TRULY important, at least make the process more efficient and just make all bureau employees positive time entry employees (like police officers and other repped positions, who have to make note of every single shift adjustment and start/stop time in UDAR). Outside "shadow" tracking systems should not be encouraged, and this directive effectively does just that - in two separate forms.

Please, stop the madness. Allow reason and rationality to prevail, and stop requiring time tracking in these ways.

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**Q2** Contact Information (optional)

Name  
Email Address  
Phone Number

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#5

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, June 01, 2018 1:11:47 PM  
**Last Modified:** Friday, June 01, 2018 1:12:39 PM  
**Time Spent:** 00:00:51

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Page 1

**Q1** Please provide feedback for this directive

The Excel sheet should be eliminated, and replaced with a statement that hours should be tracked in the approved timekeeping software.

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**Q2** Contact Information (optional)

**Respondent skipped this question**

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# #6

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Sunday, June 03, 2018 6:32:02 PM  
**Last Modified:** Sunday, June 03, 2018 6:32:52 PM  
**Time Spent:** 00:00:49

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Page 1

**Q1** Please provide feedback for this directive

A clarification of 'activities' would be helpful.

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**Q2** Contact Information (optional)

**Respondent skipped this question**

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#7

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, June 04, 2018 2:20:47 AM  
**Last Modified:** Monday, June 04, 2018 2:21:05 AM  
**Time Spent:** 00:00:17

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Page 1

**Q1** Please provide feedback for this directive

good

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**Q2** Contact Information (optional)

Name	ben wedge
Email Address	wedgeben@yahoo.com

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# #8

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, June 04, 2018 6:30:00 AM  
**Last Modified:** Monday, June 04, 2018 6:32:45 AM  
**Time Spent:** 00:02:44

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Page 1

## Q1 Please provide feedback for this directive

Appears onerous and unnecessary, especially for personnel who are not eligible for overtime. Supervisors and managers should know if their direct reports are at work when they're supposed to be and completing the work assigned to them. Unless there is a concern regarding widespread abuse of the current system, I don't see why this is worth the hassle.

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**Q2 Contact Information (optional)**

**Respondent skipped this question**

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#9

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, June 08, 2018 10:55:20 AM  
**Last Modified:** Friday, June 08, 2018 11:06:26 AM  
**Time Spent:** 00:11:06

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Page 1

**Q1** Please provide feedback for this directive

Tracking work output by time is an out of date way of tracking work output. If the bureau wants to attract and retain peak performing civilian employees, it needs to start measuring and evaluating work product output rather than hours. As an example, because I have a high proficiency in certain programs, I am able to complete project and tasks in a shorter amount of time than coworkers that don't use those tools. Under this directive and the philosophy it represents, there is no incentive for employees to develop such skills or efficiencies. It is an out of date work model and talented potential staff, will be put off by that.

A more modern approach would be to measure output and performance. There are many examples of how to implement these models successfully and encourage staff to become higher producing and more efficient rather than relying on old systems and tools.

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**Q2** Contact Information (optional)

Name	<b>Kim Garcia</b>
Email Address	<b>kimberly.garcia@portlandoregon.gov</b>
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