

PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 105
	14-DAY WORK WEEK ESTABLISHED	ISSUE DATE 02/19/2008
	CHAPTER: ADMINISTRATION & PERSONNEL	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 1

I. PURPOSE

The purpose of this policy is to set forth guidelines to govern departmental work periods.

II. POLICY

- A. A 14-day work period is established for all employees. Each work period begins on Sunday at 7:00 a.m. and ends at 7:00 a.m. of the following second (2nd) Sunday. At the end of each work period, a time card will be turned in by each employee, showing an accurate account of all time worked and all absences. Time cards will be signed by the employee, and verified and signed by the employee's supervisor. Time cards must be turned in to the payroll office by 10:00 a.m. Monday following the end of the work period, for officers to be paid on Friday.
- B. Failure to sign or turn in a time card shall be grounds for disciplinary action. The following shall be a guideline:
 - 1. 1st Offense in 12-month period – **Letter of Counseling.**
 - 2. 2nd Offense in 12-month period – **Written Letter of Reprimand.**
 - 3. 3rd Offense in 12-month period – **Suspension without Pay.**
- C. Anyone caught intentionally falsifying a time card in regards to time worked or time taken off will be guilty of a cardinal offense and subject to suspension without pay up to and including termination.
- D. All employees shall determine if they have sufficient A/T, vacation, etc., to take before they request leave time. Supervisors shall check to ensure the employee has sufficient leave time coming before approving such leave. If an employee takes leave time without sufficient leave time available, the employee shall be considered AWOL.