

KANSAS CITY, MO. POLICE DEPARTMENT PERSONNEL POLICY		DATE OF ISSUE 10-24-06	EFFECTIVE DATE 11-08-06	NO. 703-5
SUBJECT Policy Series 700: Administration of Leave 703 – Extra (E) Time			AMENDS	
REFERENCE Policies 811 and 746 P.I. – Automated Timekeeping System Procedures		RESCINDS 703-4		

I. DEFINITIONS

- A. Special Recognition – includes, but is not limited to, members who receive an award from a civic or business organization (e.g. Channel 9 Medal of Valor, VFW, etc.), receive public recognition for outstanding performance, receive a honor award, unit citation or commendation.
- B. Highly Commendable Performance – includes, but is not limited to, members who perform above and beyond one’s normal duties, exceed departmental or unit goals, provide excellent customer service, provide formal or informal training, or assist with special projects.
- * C. Perfect Attendance – no time taken in any of the following leave codes for an entire calendar year:
- | | |
|----------------------|----------------------------|
| A – Absent | X – Suspension without Pay |
| L – Unpaid Leave | SF – Sick Family |
| PX – Paid Suspension | LF – Leave Family |
| S – Sick | FS – Family Sick |

Personal days will not count against sick time.

II. POLICY

- * A. Members may be awarded Extra (E) time for special recognition, highly commendable performance or perfect attendance (members must be employed on or before January 1st of the year for which the E-time award is earned).
- B. Members may earn E-time for successful performance in the Aerobics Program, or for successful participation in any other program or activity the Chief of Police has approved granting E-time.
- C. Supervisors have the discretion of recommending E-time and are not limited to the examples listed within this policy.

III. ADMINISTRATIVE REQUIREMENTS

- * A. E-time may be taken in accordance with the member's personal preference and the operating requirements of the assigned element. Any E-time not taken within twelve (12) months from the date awarded will be forfeited.
- B. E-time may be taken in one-hour increments.

- C. Members permanently assigned to the 10-4 plan will be given two (2) hours of excused time.
- * D. Computer Services Unit will electronically enter the perfect attendance E-time award into the timekeeping system by mid-January; generate a list of members receiving the award, letter and labels for Personnel Records Section to disseminate by mid-January.
- E. Personnel Records Section shall enter all E-time into the timekeeping system.
 - 1. Training Division and Human Resources Division will forward, through the chain of command to Personnel Records Section, lists of members who earn E-time in the Aerobics Program.
 - 2. Notification of members who have earned E-time for any other program or activity approved by the Chief of Police will be forwarded through the chain to the bureau commander. Upon approval, the bureau commander will forward the notification to Personnel Records Section for entry into timekeeping.

IV. PROCEDURES

- A. To recommend awarding E-time, which has not previously been approved by the Chief of Police, to a member for special recognition or highly commendable performance, the immediate supervisor will submit a memorandum through the chain of command to the Chief.
- B. The Chief will review the documentation for the recommendation and make the final determination.
- C. The Chief's office will forward the original of approved recommendations to Personnel Records Section for processing, and a copy through the chain of command to the member. Disapproved recommendations will be returned to the member's commander.

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____, 2006.

James B. Wilson
President