

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 8.03
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Substitute Time		



I. Policy Statements

- A. Sworn personnel may substitute time and work in place of personnel of the same rank and within the same designated assignment group ***in accordance with the applicable collective bargaining agreement (CBA).***
- B. Civilian personnel who are permitted by their current collective bargaining agreement to substitute time may work in place of other employees in the same civil service classification, assigned to the same bureau, and with the same job description.
- C. Division Personnel
1. The employee being asked to substitute time may refuse the request.
 2. Personnel shall not substitute time when scheduled for in-service training, mandatory overtime, or any other scheduled Division activity for which an employee's presence is required.
 3. Substituting time shall be prohibited while either employee is on leave due to illness or injury.
 4. ***Personnel*** shall not schedule more than 16 consecutive duty hours.
 5. Shift differential shall not be affected by a substitute time agreement or paid to an employee working a substitution of time.
 6. Court overtime shall not be paid to an employee required to attend court while working a substitution of time.
 7. Overtime shall not be paid as a result of substituting time, unless an employee works in excess of the regular tour of duty. The double time rate of pay and the two-, three-, and four-hour minimum "show up" pays do not apply to substitute time.
- Note: Civilian personnel shall refer to their standard operating procedures (SOP) or collective bargaining agreement.
8. No monetary payments, gifts, or tangible property of any kind shall be exchanged by ***personnel*** in connection with substitute time.
 9. The Chief of Police may suspend an individual's participation in the substitute time program for failure to abide by these guidelines.
- D. Sworn Personnel
1. The employee agreeing to work the time in question shall be responsible for working, making arrangements for an appropriate substitute, or when approved, using accumulated leave, subject to the appropriate collective bargaining agreement and possible disciplinary action.

2. The use of accumulated leave time shall be permitted only for unexpected and unavoidable situations when an employee scheduled to pay back a time trade is actually unable to fulfill the time trade. Casual leave shall not be granted when the employee does not want to return the time trade.

Note: If use of accumulated leave time is approved, personnel should contact Payroll for processing.

3. Substitute time agreements are between the individuals involved and shall be fulfilled by both employees within 180 days of the first tour of duty involved.
4. Substituting time shall be prohibited when either employee is on restricted duty.

E. Civilian Personnel

1. The employee regularly scheduled to work the time in question shall be responsible for working or making other arrangements. Civilian personnel fulfilling a substitute time agreement shall not take leave during that tour of duty.
2. Substitute time shall only be used in increments of 4 or 8 hours.
3. Substitute time agreements are between the individuals involved and shall be fulfilled by both employees within 90 days of the first tour of duty involved.
4. Substitute time on holidays shall only be permitted if both employees involved are substituting time on a tour of duty which, by the appropriate collective bargaining agreement, is considered their paid holiday. Such an agreement shall involve the same specific holiday.

II. Procedures

A. Division Personnel

1. No less than 48 hours prior to the first tour of duty involved, submit the Notification of Substitute Time Agreement, form A-20.103, to the immediate supervisor of the employee who is regularly scheduled to work.

Note: Any deviation shall require a supervisor's approval.

- a. If the substitute time involves personnel who report to the same supervisor, submit one completed form.
- b. If the substitute time involves personnel who report to different supervisors, submit two completed forms.

B. Supervisor

1. Review the Notification of Substitute Time Agreement to ensure compliance with this Directive, applicable SOPs, and the appropriate collective bargaining agreements.
2. Sign and forward approved forms to the **Headquarters Operations Unit Sergeant**, or in other bureaus, the **bureau commander/manager**.
3. Return disapproved forms to the involved employees.

C. Administrative Supervisor

1. Change the Daily Assignment Sheet to indicate which personnel are in substitute time status and which personnel are working.
2. Forward the Notification of Substitute Time Agreement to the appropriate timekeeper.