

12.830 DONATED TIME

Reference:

Labor Agreement: Queen City Lodge No. 69 Fraternal Order of Police and the City of Cincinnati

City of Cincinnati Human Resources Policies and Procedures

City of Cincinnati Human Resources Forms: Request for Donated Time and Donated Time Processing

Purpose:

To establish a procedure for the management of donated time programs, while providing relief to sworn and civilian employees seeking relief from hardships resulting from medical conditions.

Policy:

The donor and the employee receiving the donated time need not work in the same agency, nor be in the same classification (i.e., lieutenant to police officer, police officer to clerk typist). Donated time is not guaranteed to any employee and is granted at the sole discretion of the City.

Procedure:

A. Sworn Employees:

1. When it is brought to the attention of a unit commander that an employee's sick time credit has been or is about to be exhausted, the unit commander will investigate:
 - a. The employee's present ailment.
 - b. The prognosis of the city physician, if applicable.
 - c. The employee's record of sick time used in the past five years.
 - 1) Contact the Personnel Section Manager for any questions regarding FMLA Leave and the employee's FMLA status.
2. The employee's absence must qualify as legitimate use of FMLA Leave.
3. The unit commander will submit a Form 17 and the Request for Donated Time form to the Police Chief, through channels, noting:
 - a. The details of the investigation.
 - b. Any recommendation the unit commander may have concerning the employee's eligibility as a recipient of donated time.
3. Once the Police Chief approves an employee to receive donated time, the Form 17 and the Request for Donated Time form will be forwarded to Police Personnel Section to verify and forward to the Assistant or Deputy City Manager or their designee for consideration.

- a. Upon approval by the Assistant or Deputy City Manager or designee, the Form 17 and the Request for Donated Time form will be forwarded to:
 - 1) Planning Unit to prepare a Staff Note item indicating approval of donated time; and
 - 2) Personnel Section, who will inform the Fraternal Order of Police and email a request for donated time to all department employees. If more time is needed, upon request, an email will be sent to all city employees.
 - b. If the recommendation is disapproved, Personnel Section will notify the employee making the request.
4. Any Department member wishing to voluntarily donate time for the benefit of an approved recipient will:
- a. Submit an Application for Leave of Absence (Form 25-S) to their unit commander.
 - 1) List the name and unit of the beneficiary, the kind of time being donated (e.g., vacation, compensatory time, or holiday time), and the number of hours being donated.
 - a) Sick time may not be donated.
 - 2) The donor's rank and signature must appear on the Form 25-S.
 - b. Submit a copy of the completed Donated Time Processing form to Finance Management Section via email or interdepartmental mail.
5. Unit timekeepers will forward a copy of the Forms 25-S and the original Donated Time Processing form for all donated time to Finance Management Section.
- a. Keep the original Form 25-S in the donating officer's time folder.
6. As the donated time is credited to the recipient officer, Finance Management Section will notify the donating member's and recipient's unit timekeepers.
- a. The timekeeper will not make a deduction from the donor's affected time balance until notified of use from Finance Management Section.
 - b. Recipient's timekeeper will make the appropriate payroll entry and ensure that the Payroll Attendance Record (PAR) and time book are marked with the DNT (donated time) symbol.
 - c. In no case will donated time be employed to extend an employee's period of active duty beyond a recommended retirement date.
7. Donated time processed and not needed by the recipient due to retirement, return to duty, or other reasons will be returned to the donor and unit records will be adjusted accordingly.

B. Civilian Employees:

1. Permanent and provisional employees may receive donated time under the following circumstances:
 - a. It is a legitimate use of sick with pay (SWP), sick pay family (SPF) and sick pay death (SAD).
 - b. They have exhausted all of their own SWP, vacation, and compensatory time.
 - c. Approval will not be allowed if the sick employee is eligible for disability or regular retirement.
 - d. Time donated is deducted from the donor's vacation or comp time balance and **not** from sick with pay balance, unless otherwise permitted by a labor agreement.
2. When a unit commander is informed that a civilian employee's sick time, vacation time, and compensatory time credit has all been or is about to be exhausted, the unit commander will investigate:
 - a. The employee's prognosis.
 - b. The employee's record of sick time used in the previous five years.
 - 1) Contact the Personnel Section Manager for any questions regarding FMLA Leave and the employee's FMLA status.
3. The absence must qualify as legitimate use of FMLA Leave.
4. Upon completion of the investigation, the unit commander will execute a Form 17 and the Request for Donated Time form to the Police Chief noting:
 - a. The details of the investigation.
 - b. Any recommendation the unit commander may have concerning the employee's eligibility as a recipient of donated time.
5. Once the Police Chief approves an employee to receive donated time, the Form 17 and the Request for Donated Time form will be forwarded to Police Personnel Section to verify and forward to the City Human Resources Director for consideration.
 - a. Upon approval by the City Human Resources Director, the Form 17 and the Request for Donated Time form will be forwarded to Planning Unit to prepare a Staff Note item indicating official approval of donated time.
 - b. Personnel Section will email a request for donated time to all department employees. If more time is needed, upon request, an email will be sent to all city employees.
 - c. If the recommendation is disapproved, Personnel Section will notify the employee making the request.

6. Each city employee wishing to donate time will submit a Form 25-S and the Donated Time Processing form indicating:
 - a. The name and unit of the beneficiary, the kind of time being donated, and the number of hours donated.
 - b. The donor's classification and rank.
 - c. The Form 25-S must be signed and dated by the donor.
 7. Forward a copy of the Forms 25-S and the Donated Time Processing form to Finance Management Section for processing. Keep the original Form 25-S in the donating employee's time folder.
 8. As the donated time is credited to the recipient employee, Finance Management Section will notify the donating and recipient members' unit timekeepers.
 - a. The timekeeper will not make a deduction from the donor's time balance until notification of use is received from Finance Management Section.
 - b. The recipient's timekeeper will make the appropriate payroll entry and ensure the PAR and time book are marked with the DNT symbol.
 - c. In no case will donated time be used to extend an employee's period of active duty beyond a recommended retirement date.
 - d. If the recipient employee returns to work for any length of time and incurs a new illness or injury, or a recurrence of the old illness/injury, the process for requesting donated time must be repeated.
 9. Any donated time processed and not needed by the recipient due to retirement, return to duty, or other reasons, will be returned to the donor and unit records will be adjusted accordingly.
- C. Donated Time That Leaves the Department:
1. Requests for donated time outside the Department are distributed via City email. Instructions are included and necessary forms are attached.
 2. Recipient's unit will notify the donor's unit when the time is used so the vacation, compensatory time, or holiday time can be deducted.
- D. Fraternal Order of Police Time Bank:
1. On January 1 of each year, up to three hours of compensatory time may be deducted from each sworn member's compensatory time balance.