

FW: Nov 3rd & 4th Protest Events - Payroll Instructions for Mandated Shift Changes

From: "Woollum, Mary" <lynne.woollum@seattle.gov>
To: "Ziemer, Joshua" <joshua.ziemer@seattle.gov>
Date: Tue, 10 Nov 2020 15:52:47 -0800

I approved timesheets today, but not sure if you had completed the days officers were assigned to you during the election days.



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From: Sano, Eric <Eric.Sano@seattle.gov>
Sent: Tuesday, November 10, 2020 9:43 AM
To: Dambrosio, Darryl <Darryl.Dambrosio@seattle.gov>; Derezes, George <George.Derezes@seattle.gov>; Hilton, Shaun <Shaun.Hilton@seattle.gov>; Haag, Devlin <Devlin.Haag@seattle.gov>; Newsome, Matthew-SPD <Matthew-SPD.Newsome@seattle.gov>; Traver, Gregory <Gregory.Traver@seattle.gov>; Vwich, Yanal <Yanal.Vwich@seattle.gov>; Woollum, Mary <Lynne.Woollum@seattle.gov>; Fiorini, Nadia <Nadia.Fiorini@seattle.gov>; Hadley, Joe <Joe.Hadley@seattle.gov>; Kennard, Ryan <Ryan.Kennard@seattle.gov>; Longley, Larry <Larry.Longley@seattle.gov>; Raguso, Douglas <Douglas.Raguso@seattle.gov>; Curtis, Daniel <Daniel.Curtis@seattle.gov>; Leung, Sekfai Paul <SekfaiPaul.Leung@seattle.gov>; Mount, Mark <Mark.Mount@seattle.gov>; Trinh, Jung <Jung.Trinh@seattle.gov>; Watson, Michael <Michael.Watson@seattle.gov>; Williams, Joel <Joel.Williams@seattle.gov>
Subject: FW: Nov 3rd & 4th Protest Events - Payroll Instructions for Mandated Shift Changes

FYI...

From: Reinen, Jackie <Jackie.Reinen@seattle.gov>
Sent: Tuesday, November 10, 2020 7:53 AM
To: SPD_Payroll <SPD_Payroll@seattle.gov>; Reinen, Jackie <Jackie.Reinen@seattle.gov>
Cc: Fields, MichaelR <MichaelR.Fields@seattle.gov>
Subject: Nov 3rd & 4th Protest Events - Payroll Instructions for Mandated Shift Changes

SPDSWORN approved per Executive HR Director, Mike Fields

Hello

There may have been miscommunication on coding time for last week's protest events (Nov 3rd and Nov 4th) as it pertains to SPOG members who had a mandated shift change. If there was a mandated shift change by the department, the member would be eligible for AB/CB pay. Employee's timesheet gets code AA/CA time from start of new mandated shift for hours that are worked within their normally scheduled shift period; AB/CB time from the employee's normally scheduled shift end time through the time that would make up an employee's normally scheduled total work hours. The employee would then code TB/GB for any hours in excess of that.

Below are some examples.

Officer A's normally scheduled shift is Monday – Friday, from 0800-1600 (8) hours. The department mandated Officer A to switch their shift on Tuesday, Nov 3rd from 1200-2300 hours. They would be paid as follows:

1200 – 1600 hours : 4 hours AA/CA (This gets entered onto electronic timesheet to

1600 – 2000 hours : 4 hours AB/CB (This gets entered onto electronic timesheet to

2000 – 2330 hours : 3.50 hours TB/GB (This gets sent to SPOC on event summary for payroll processing)

Officer B's normally scheduled shift is 0700-1700 (10) hours, Mon – Thurs. The department mandated Officer B to switch their schedule on Tuesday, Nov 3rd from 1900-0700 hours. They would be paid as follows

1900 – 0500 hours : 10 hours AB/CB

0500 – 0700 hours : 2 hours TB/GB

Officer C was called into work on their normally scheduled furlough. All time worked would be coded to TB/GB.

For further related payroll questions, please email SPD_Payroll@seattle.gov or Jackie.Reinen@seattle.gov

Thank you,

[Jackie Reinen](#)

Payroll Supervisor

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