



Winters Police Department

John P. Miller, Chief of Police

702 Main Street, Winters, CA. 95694

GENERAL ORDER #16-03 ACCOUNTING PORTIONS OF AN HOUR

Date: September 30, 2016

I. PURPOSE AND SCOPE

This General Order is to update the Winters Police Department Policy Manual in order to better comply with the provisions of 29 CFR §785.48(b), commonly known as the Fair Labor and Standards Act.

II. POLICY

Winters Police Department Policy 1037.3.1 6 “ACCOUNTING FOR PORTIONS OF AN HOUR” is stricken from the Winters Police Department Policy Manual in its entirety and the procedure, as outlined below, will be followed.

III. PROCEDURE

ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour as indicated by the following chart:

TIME WORKED INDICATE ON CARD

1 to 15 minutes .25
16 to 30 minutes .50
31 to 45 minutes .75
46 to 60 minutes 1 hour

John P. Miller
Chief of Police