



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **EMPLOYEE COMPENSATION**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

- A. Employees of the Cottage City Police Department are paid according to the Cottage City pay grade scale, in accordance with the Town Personnel Regulations, and the Fair Labor Standards Act.
- B. The Cottage City Commission will maintain job classifications and pay scales. The Police Chief, as part of the annual budget preparation, will examine and compare the salary programs of other jurisdictions with the compensation currently offered, to ensure that the Town's compensation is fair, equitable, and competitive with other jurisdictions of similar population, geographic size, staffing, and responsibility. Recommendations for salary adjustments, if any, will be made to the Commission.

II. DEPARTMENT SALARY PROGRAM

- A. Entry-Level Salary: The Department's entry-level salary is normally the minimum rate for the established pay grade for the position of Police Officer.
- B. Salary Differential within Ranks: The Cottage City Salary Plan will list the various grades, and the minimum and maximum salary within each grade.
 - 1. The salary plan contains "Steps" within each grade.
 - 2. Salary differential within each grade is based on merit increase recommendations made by the Chief of Police to the Commission and

supported by satisfactory employee performance evaluations during the preceding work year.

- C. Salary Differential between Ranks: Salary differential between grades is determined by the Town's classification and pay scale.

Normally, when an employee is promoted from one grade to another, a percentage pay increase is included. The exact amount of the increase is recommended by the Chief of Police and approved by the Commission.

III. COMPENSATORY TIME POLICY

Sworn officers of the department are eligible to earn "Compensatory Time" on an hour for hour basis for hours worked in excess of 80 in the pay period up to 86 hours in a pay period. Compensatory Time may be earned at the time and one-half rate for hours worked in excess of 86 in a pay period.

- A. If an officer works in an overtime capacity, he/she has the option of being compensated in Compensatory Time rather than money except on a holiday when the only compensation will be money.
- B. Officers attending training programs will normally have their schedules adjusted to attend while on duty and may receive Compensatory Time for hours in excess of their normal work day.
- C. Officers are encouraged to take Compensatory Time off within the pay period it is earned; however, scheduling demands may prohibit its use. Therefore, officers may accumulate up to 40 hours of Compensatory Time to be used in a manner similar to vacation time.

IV. OVERTIME POLICY

Overtime pay is earned in the same manner as Compensatory Time. Overtime pay on an hour for hour basis shall be authorized for all full-time employees covered under the Fair Labor Standards Act, i.e., lieutenants and below, for hours worked in excess of 80. If approved, hours worked in excess of 80 shall be paid at the rate of time and one-half.

- A. Officers who attend court during off-duty hours shall be paid a minimum compensation of two (2) hours and hour for hour after the minimum.

- B. Officers may drive their POV or use a Town vehicle if available to attend court or training functions.
- C. Officers eligible to earn Overtime and Compensatory Time are:
 - 1. Police Officer
 - 2. Police Officer First Class (PFC)
 - 3. Police Corporal
 - 4. Police Sergeant
 - 5. Police Lieutenant
 - 6. Administrative Assistant
- D. Call-back- Whenever an officer is required by his authorized supervisor to return to work from an off-duty status to perform unanticipated or unscheduled work assignments, the officer are entitled to overtime compensation.
 - 1. Officers required to work overtime, i.e., Shift Coverage, will be compensated from the time they are to officially report.
 - 2. Overtime compensation is not authorized for travel time in connection with scheduled work assignment, court, or training.
- E. Compensation for approved work in excess of a regular day or for work performed on an officer's regular day off shall be determined as follows:
 - 1. 1- 15 minutes =no compensation
 - 2. 16 - 45 minutes= 30 minutes
 - 3. 46 -60 minutes = 1hour

V. SALARY AUGMENTATION

Employees eligible for salary augmentation must meet requirements set forth in the Cottage City Employee Manual.

VI. PROCEDURE FOR REQUESTING OVERTIME COMPENSATION

- A. Officers must complete Compensation Section of the bi-weekly time report. Enter all requested information.
- B. The Chief of Police will ensure the form is completed properly and approve/deny request.