



HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Jeffrey R. Gahler,
Sheriff

Salary Augmentation

Distribution:	All Personnel			Policy Number:	PER 1004
Responsible Unit:	Budget Office			Rescinds:	
Original Issued Date:	02/04/22	Revision #:	2	Latest Revision Date:	06/25/25
Required 3-year review was completed:	11/14/24	Next Required 3-yr Review Due:	02/04/28		

1. Purpose

To provide Harford County Sheriff's Office (HCSO) employees with guidelines regarding salary augmentation.

2. Policy

The HCSO recognizes and respects the value of its members. As such, part of the employment package includes salary augmentation that shall be used according to the guidelines contained in this policy.

3. Definitions

SUPPLEMENTAL LAW ENFORCEMENT SERVICES: services approved by the HCSO through a Memorandum of Agreement with businesses or organizations who have requested the HCSO to furnish uniformed personnel for a particular event or at a certain location where special deployment of law enforcement protection is appropriate. When deputies work in this capacity, they are serving as employees of the Sheriff, are under his direction and command, have full law enforcement powers and are authorized to use all necessary agency equipment. The HCSO is reimbursed for actual hours worked by deputies at an overtime rate.

CALL BACK TO DUTY: required return to duty of an off-duty employee to address an unscheduled work demand. This necessitates the employee physically reporting to a designated work location or engaging in specific work-related tasks as directed. Compensation begins once the employee initiates the process of returning to duty.

4. References

[PER 1002](#) Leave and Modified Duty

5. Procedure

A. Clothing Allowance

1. Clothing allowance may be paid, when funding is available, to eligible members at a reasonable rate determined by the Sheriff for maintenance of required clothing and/or uniforms.
2. The allowance shall be disbursed on a semi-annual basis.

B. Overtime

1. For sworn agency members, prior to working overtime, authorization must be received from a supervisor of higher rank unless exempted by the Bureau Chief. For civilian agency members, authorization must be received from a direct supervisor in the unit in which they work, or in the case of a civilian unit manager, from a Division Commander or higher rank.
2. All overtime slips require the signature of a higher-ranking supervisor assigned to the authorizing unit or division. (e.g., DUI Saturation signed by a Traffic Unit supervisor).
3. Eligible employees may, at the discretion of the respective Division Commander, be compensated under the following circumstances:
 - a. Approved hours beyond a normally scheduled workday;
 - b. Required court appearance when on leave or regular day off (RDO). Deputies will not be permitted to schedule leave on known court dates; and
 - c. Travel time above and beyond the normal workday commute to attend Agency mandated training which takes place outside of Harford County.
4. An employee may work overtime/compensatory accrual while in a paid leave status, as long as the leave (annual, personal, compensatory, administrative, or sick), does not create the need for the overtime/compensatory accrual opportunity. A member:
 - a. May not work overtime/compensatory accrual during their regularly scheduled shift (i.e., scheduled hours) while on leave without prior approval from their Division Commander and the Division Commander of where the overtime/compensatory accrual is to be worked if they are not one and the same.
 - b. Cannot work grant related overtime while on leave during their regularly scheduled hours. In order to work grant overtime, the deputy must have already worked their scheduled shift, be on their RDO, or work a block of hours outside their regularly scheduled shift.
 - c. Can only work overtime/compensatory accrual while on sick leave if the sick leave was for preapproved medical/dental appointments (per [PER 1002](#) Leave and Modified Duty) and is not during their regularly scheduled shift, or if the sick leave was to provide care to an immediate family member (per [PER 1002](#) Leave and Modified Duty) and is not during their regularly scheduled shift.
5. Members shall not be eligible for overtime compensation while on Family Medical Leave.
6. While on modified duty, all overtime must be pre-approved by the Division Commander and ensure it falls within the guidelines of the member's modified duty status.
7. While on any type of leave, it is the responsibility of the member to notify the requesting supervisor of his status prior to complying with any request for overtime assignment.
8. Overtime shall be paid for work authorized beyond the full-time employee's normal duty hours at the rate of time and one-half.

9. Any member **called back to duty** in an overtime capacity shall be entitled to a minimum of two hours of overtime, unless the member commences working overtime continuously prior to, or upon completion of, the member's regular tour of duty. If the member's overtime is continuous with his tour of duty, the member shall be compensated in overtime for only those hours that the member continues to work.
 10. **Work-related telephone calls less than 15 minutes in duration are not eligible for overtime or compensatory time. Calls exceeding 15 minutes are compensable, calculated minute by minute, but paid in 30-minute increments, with the benefit to the employee.**
 11. Notwithstanding court appearances, holidays and special assignments, members shall not work more than **72 hours per week to include any combination of secondary employment, overtime, and regular duty hours.** Exceptions shall be approved by the **Shift** Commander.
 12. Members shall not work in excess of two consecutive shifts.
 13. A member who works **17 consecutive** hours shall have a minimum of **7.5 hours** rest prior to his next duty assignment, including supplemental, secondary, and reimbursement details. **Exceptions may only be approved by the Division Commander.**
 14. Members obligated to appear in court cases that arose from prior employment with other agencies or employers will have their schedules flexed when possible to enable on-duty appearance.
- C. Supplemental Overtime (reimbursable projects)
1. Deputies may work Supplemental Law Enforcement Services, on overtime status, in excess of their usual duty assignment.
 2. Members who work supplemental overtime (reimbursement) shall utilize the overtime code associated with the project/program and write "REIMBURSEMENT" in the Alternate Duty Assignment section on the overtime slip.
- D. Shift Differential
1. Shall be calculated on a weekly basis (Saturday to Friday).
 2. Members must work in excess of 50% of their hours on a given shift in a pay period to qualify for payment of shift differential.
 3. **The differential will be maintained for eligible employees throughout any period in which they are in a paid status, including but not limited to paid leave.**
 4. Shift differential shall be paid to members at the following rate:
 - a. No shift differential – 6am to 2pm
 - b. 7% shift differential – 2pm to 10pm
 - c. 10% shift differential – 10pm to 6am

E. Subsistence Differential

1. Special allowances, within budgetary limitations, may be granted by the Sheriff for employees involved in duties characterized by unusual requirements or working conditions. A master list of personnel receiving this allowance will be maintained by the Budget Director.
2. Personnel holding the rank of Sergeant and below assigned to specific Divisions or Units, as designated by the Sheriff, will receive a 7% pay differential. Lieutenants in those units will receive a 5% differential.

F. Mileage Reimbursement

1. When a member uses his personal vehicle for authorized Sheriff's Office business, he shall be reimbursed at a standard mileage rate as set forth in Harford County Government policy, which is adopted by the Sheriff, per Internal Revenue Service (IRS) guidelines.
2. Mileage reimbursement is meant to cover only those miles incurred above and beyond the member's normal commute to his place of business. For example, if the normal commuting round trip is 20 miles and the employee goes on a trip that covers 75 miles, only the incremental 55 miles are reimbursable.
3. The number of days should also be considered. If the 75 miles in the above example were incurred over three business days, then the incremental reimbursable miles would be 15.
4. Reimbursement requests shall indicate the points of travel and the miles eligible for reimbursement.
5. Agency vehicles shall be utilized whenever possible.
6. If an Agency vehicle is available and the member elects to use his personal vehicle, he will not receive any mileage reimbursement.
7. All mileage reimbursement requests must be approved by the Division Commander.

6. Summary of Changes

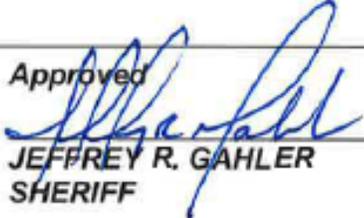
A. While the original date for the required 3-year review of this policy was scheduled for 02/04/25, the policy review was conducted ahead of schedule by the HCSO Budget Office and signed by the Sheriff on 11/14/24 with the following change:

1. Revised text under Section 5. Procedures: A.2. to reflect clothing allowance is the same amount regardless of duty assignment.

B. On 06/25/25 the following revisions were added to this policy:

1. Definition: **CALL BACK TO DUTY**: required return to duty of an off-duty employee to address an unscheduled work demand. This necessitates the employee physically reporting to a designated work location or engaging in specific work-related tasks as directed. Compensation begins once the employee initiates the process of returning to duty;
2. Section 5.B.2. - **All overtime slips require the signature of a higher-ranking supervisor assigned to the authorizing unit or division. (e.g., DUI Saturation signed by a Traffic Unit supervisor);**

3. Section 5.B.10 - Work-related telephone calls less than 15 minutes in duration are not eligible for overtime or compensatory time. Calls exceeding 15 minutes are compensable, calculated minute by minute, but paid in 30-minute increments, with the benefit to the employee;
4. Section 5.D.3. - The differential will be maintained for eligible employees throughout any period in which they are in a paid status, including but not limited to paid leave; and
5. Section 5.B.11. and 13. - Changes the limits on hours worked in a week to 72 and members who work 17 consecutive hours shall have a minimum of 7.5 hours rest prior to his next duty assignment, including supplemental, secondary, and reimbursement details.

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 7-1-25