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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Salary Augmentation

Distribution:	All Personnel	Index:	PER 1004
Responsible Unit:	Budget Office	Rescinds:	Former MAN0500
DLI Program:		MD Code:	

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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.

4. Salary Augmentation

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, with the sum in accordance with the member's duty assignment.

B. Overtime

1. For sworn agency members, prior to working overtime, authorization must be received from a Sergeant or higher rank. 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. 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;

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- b. Required court appearance when on leave or regular day off (RDO). Deputies shall not be permitted to schedule leave on known court dates;
 - c. Travel time above and beyond the normal workday commute to attend Agency mandated training which takes place outside of Harford County.
3. An employee may work overtime 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 opportunity.
 4. Members shall not be eligible for overtime compensation while on Family Medical Leave or during a Modified Duty status assignment.
 4. 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.
 5. Overtime shall be paid for work authorized beyond the full-time employee's normal duty hours at the rate of time and one-half.
 6. Any member called to duty in an overtime capacity shall be entitled to a minimum of two (2) 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.
 7. Notwithstanding court appearances, holidays and special assignments, members shall not work more than twenty (20) hours overtime per week. Exceptions shall be approved by the Division Commander.
 8. Members shall not work in excess of two (2) consecutive shifts.
 9. A member who works eighteen (18) consecutive hours shall have a minimum of six (6) hours rest prior to his next duty assignment, including supplemental, secondary, and reimbursement details.
 10. 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.

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3. Shift differential shall be paid to members at the following rate:

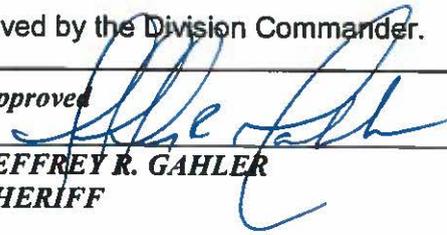
- a. No shift differential – 6am to 2pm
- b. 5% shift differential – 2pm to 10pm
- c. 7% shift differential – 10pm to 6am

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 Office Manager.
- 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 twenty (20) miles and the employee goes on a trip that covers seventy-five (75) miles, only the incremental fifty-five (55) miles are reimbursable.
- 3. The number of days should also be taken into account. If the seventy-five (75) miles in the above example were incurred over three (3) business days, then the incremental reimbursable miles would be fifteen (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. In the event that 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.

<p>Approved </p> <hr/> <p>JEFFREY R. GAHLER SHERIFF</p> <p>DATE <u>5.15.17</u></p>
