



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**


Police Chief: John Fitzgerald

GENERAL ORDER: 4-7.1 COMPENSATION

DATE: 5/12/2017 Pages: 2 ◇ New ◇ Amended ◆ Revised 4-7.1

DISTRIBUTION: **All Employees**

I. POLICY

- A. Employees of the Village Police Department are paid according to the Chevy Chase Village pay grade scale, in accordance with Village Personnel Regulations, and the Fair Labor Standards Act.
- B. The Village Manager will maintain job classifications and pay scales. The Police Chief will periodically examine and compare the salary programs of other jurisdictions with the compensation currently offered, to ensure that the Village's compensation is fair, equitable, and competitive with other jurisdictions in the Washington Metropolitan Area. Recommendations for salary adjustments, if any, will be made to the Village Manager.

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 GRADE 15.
- B. **Salary Differential Within Grades:** The Chevy Chase Village 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 Village Manager and supported by satisfactory employee performance evaluations during the preceding work year.
- C. **Salary Differential Between Grades:** Salary differential between grades is determined by the Village'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 ap-

proved by the Village Manager.

- D. **Salary Levels For Those With Special Skills:** Employees who may fall within this category will be evaluated on a case-by-case basis to determine the appropriate salary level.

III. COMPENSATORY TIME POLICY

- A. According to the Village's Personnel Code, the accrual of compensatory hours may be granted by the Village Manager only to executive, administrative and professional employees in 'extraordinary circumstances' on an hour-for-hour basis.
- B. Effective July 24, 2016, the accrual of compensatory hours by employees other than those in executive, administrative and professional positions, in lieu of payment for overtime hours worked, will no longer be permitted.
- C. All employees who earn overtime will be paid at the applicable rate of pay (either their regular rate of pay or at 1.5 times their regular rate) when payroll is processed for the respective pay period in which the additional hours were worked.

IV. OVERTIME POLICY

- A. **General:**
 - 1. Overtime pay is earned in the same manner as Compensatory Time. Overtime pay at the straight time rate shall be authorized for all sworn employees covered under the Fair Labor Standards Act, i.e., lieutenants and below, for hours worked in excess of 80 up to 86 in a pay period. If approved, hours worked in excess of 86 shall be paid at the rate of 1.5 times the officer's regular hourly pay.
 - 2. Non-sworn employees covered by the FLSA will be compensated for approved overtime hours in excess of 40 per pay week at 1.5 times the employee's regular hourly pay.
 - 3. Overtime compensation is not authorized for

travel time in connection with scheduled work assignments, court, or training.

4. Officers required to work overtime, i.e., shift coverage, will be compensated from the time they are to officially report.

B. **Court time:** Officers who attend court during off-duty hours shall be paid a one-time minimum compensation of three hours at the rate of 1.5 times their regular hourly pay. Officers will be paid hour-for-hour at the rate of 1.5 times their regular rate after the first three hours and for additional court appearances on the same date.

C. Use of Village Vehicles to Attend Court

1. Unless unusual circumstances require otherwise, on-duty officers will use a Village vehicle to attend court.
2. Off-duty officers may use a Village vehicle to drive to court with approval of a supervisor on a case-by-case basis (sufficient emergency vehicles must remain in the Village for the use of on-duty officers).

D. Ranks eligible to earn overtime are:

1. Police Officer
2. Sergeant
3. Lieutenant

E. **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 is entitled to overtime compensation at the rate of 1.5 times the officer's regular hourly pay.

F. Compensation for approved work in excess of a regular work 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 = 1 hour

V. PROCEDURE FOR REQUESTING OVERTIME COMPENSATION

A. Officers must complete the compensation section of the timesheet as soon as possible after the work is performed. Exceptions must be approved by a su-

ervisor. Enter all of the requested information.

B. Supervisors will ensure the form is completed properly and approve/deny the request.

This directive voids the previous version dated 5/1/2017 and incorporates the Village Manager's memo dated 7/27/2016. Policy Memo, 2016-01: Accrual of Compensatory Hours