



# The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



## Chapter 09 Payroll, Expenses, and Leave

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# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 09 Payroll, Expenses, and Leave  
Section 01 Hours of Work and Leave

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GO 20-018, 074/08/2020  
Supersedes GO 19-007

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## A. Policy

1. The Aberdeen Police Department will keep its offices open during regularly scheduled hours unless extreme inclement weather or other emergency necessitates the curtailment of all but essential services.
2. When City of Aberdeen offices are open, all employees are expected to come to work or remain at work until officially released.
3. Department personnel will be assigned duty hours that reflect the needs of the Department.

## B. Hours of Work

1. Work schedules may vary by Division, Section, and Unit.
2. Regular duty hours will consist of 8 hours per shift.
3. Patrol duty hours will consist of 12 hours per shift.

## C. Scheduling Hours of Work

1. Supervisors or their designees have the authority to modify daily work schedules of personnel assigned to their sections.
2. Supervisors shall schedule regular leave and annual leave so that sufficient personnel are available for adequate patrol, communications, and administrative coverage. (41.1.1f)
3. Exceptions to the regularly scheduled shifts.
  - a. Supervisors may be compelled to lengthen the duty period during emergency conditions caused by disasters, riots, publicized trials, strikes, and other critical incidents.
  - b. The Chief of Police may extend patrol shifts, temporarily, according to the needs of the Department.
4. All off-duty Police Officers and Police Communications Officers are subject to recall.
  - a. Employees, generally, are permitted unrestricted movement and activity, but may in some circumstances be required to leave word at their homes or with their supervisors as to where they may be reached.
  - b. Only those personnel summoned to duty will be compensated.

## D. Maximum Hours of Work

1. Employees may work no more than 16 consecutive hours of any combination of a Regular Shift, Overtime, and Outside Employment, regardless of duty status the next day.
2. After working 16 consecutive hours of any combination of a Regular Shift, Overtime, or Outside Employment, employees must have 8 continuous off-duty hours immediately prior to returning to duty.
3. Employees must have 8 continuous off-duty hours from Regular Shift, Overtime, or Outside Employment in any 24-hour period.



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## **E. Requesting Changes in Work Hours**

1. Employees shall request any schedule changes in advance, on a Form 37 or through email, whichever is the supervisor's preference.
2. Supervisors are responsible to approve or deny schedule change requests.

## **F. Requesting Time Off**

1. Employees shall submit to their supervisors Form 47 – Request for Leave for approval before taking planned leave.
2. Supervisors are responsible to approve or deny Leave Requests and to adjust work schedules, accordingly, unless an officer requests to be absent from duty for 7 or more consecutive days.
3. The Division Commander's approval is required for an Officer's request to be absent from duty for 7 or more consecutive days.
4. Employees shall submit written requests as soon as practical if an emergency situation occurs.

## **G. Meal Periods**

1. Consistent with available manpower and the need to maintain police services, police officers are permitted a maximum of thirty minutes during each work shift to take meals.
2. During meal times, officers shall remain on active status, available for immediate recall.

## **H. Pay Period**

1. The City of Aberdeen has 26 fourteen-day pay periods during the calendar year.
2. Each pay period will commence on Sunday and end on Saturday.
3. Employees shall receive their bi-weekly pay checks on Thursday, except that if Thursday is a holiday, employees shall receive their pay checks on the same day as other City employees receive pay checks.

## **I. Leave**

1. Holiday Leave (22.1.2b)
  - a. Administrative employees are entitled to leave in observance of the following holidays:

1) New Year's Day	7) Labor Day
2) Martin Luther King's Birthday	8) Veterans Day
3) Presidents Day	9) Thanksgiving Day
4) Good Friday	10) American Indian Heritage Day
5) Memorial Day	11) Christmas Day
6) Independence Day	
  - b. Shift Patrol Officers and Police Communications Officers are entitled to 15 leave days during which holiday leave is consolidated into the duty schedule.
2. Personal Leave (22.1.2a)
  - a. Full-time employees shall be entitled to four days personal leave during each fiscal year.
  - b. Personal leave may be taken in not less than four-hour increments.



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- c. Employees shall forfeit any unused personal leave at the end of the calendar year (January 1 through December 31).
    - d. Employees shall request permission from their supervisors to take personal leave.
    - e. Upon termination of employment, an employee's unused personal leave shall be forfeited.
  3. Compensatory Time (Comp Time)
    - a. Comp Time may be earned according to the *City of Aberdeen Personnel Policy Manual*.
    - b. An employee who has accumulated more than 40 hours of comp time leave shall use comp time leave before using any other leave.
    - c. Employees shall not be allowed to accumulate more than 40 hours of comp time.
    - d. Employees shall be paid over-time when employees have 40 hours of comp time.
  4. Military Leave
    - a. Any employee who is a member of the National Guard or any military reserve component of the armed forces shall be entitled to a leave of absence from her/his duties for military training, of not more than fifteen working days annually, without loss of pay or charge against her/his leave credits. (See Chapter 4.11, and Chapter 15.02)
  5. Vacation Leave (22.1.2d)
    - a. All employees shall accrue vacation leave according to the *City of Aberdeen Personnel Policy Manual*.
    - b. Employees requesting pre-planned vacation should submit their requests for leave by January 30 of each calendar year.
  6. Leave of Absence without Pay
    - a. An employee must request a Leave of Absence without Pay to his/her supervisor through the chain of command.
    - b. The Chief of Police may send the City Manager the request if the leave appears to be mandatory, e.g. active service in the armed forces (other than normal reserve and National Guard training), line-of-duty injury when paid leave has been exhausted, or temporary incapacitation due to physical or mental illness.
    - c. An employee on Leave of Absence without Pay will not use vacation or sick leave until the employee returns to full-time work status.
  7. The following types of leave are described in the *City of Aberdeen Personnel Policy Manual*:
    - a. Bereavement Leave;
    - b. Maternity Leave;
    - c. Family & Medical Leave (FMLA); and
    - d. Sick leave. (22.1.2c)



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### 8. Liberal Leave

- a. The declaration of a liberal leave status within the Aberdeen Police Department is established by the Chief of Police when the City of Aberdeen determines that such a status is required for City employees.
- b. Employees on liberal leave shall follow the *City of Aberdeen Personnel Policy Manual* unless directed otherwise by the Chief of Police.
  - 1) During a period of liberal leave, non-essential Department employees may elect to stay at home or leave work during their assigned work hours.
  - 2) These employees must inform their supervisors of their intentions to use leave instead of coming to work; however, no previous leave approval is necessary.
  - 3) During a period of liberal leave, an employee may elect to work from home if:
    - a) The employee previously has been approved to work remotely; and
    - b) The employee has supervisor approval.
- c. Essential employees are those employees who provide essential services to Aberdeen, and who are required to report to work as scheduled when:
  - 1) City offices are closed;
  - 2) There are delayed openings or early closure of City offices; or
  - 3) Liberal leave is authorized for City employees.
- d. The following Police Department employees are designated as essential employees:
  - 1) All Sworn Officers; and
  - 2) All Police Communications Officers.
- e. The following Police Department employees are designated as non-essential employees:
  - 1) Accreditation Manager;
  - 2) Administrative Supervisor;
  - 3) Code Enforcement Officer;
  - 4) Sr. Administrative Specialist; and
  - 5) Records Clerk.
- f. The Chief of Police has the authority to:
  - 1) Modify the list of essential employees; and/or
  - 2) Activate selected non-essential employees to respond in certain situations.



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 09 Payroll, Expenses, and Leave  
Section 02 Compensation and Allowances

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GO 20-029, 12/1/2020  
Supersedes GO 14-095

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## A. Policy

1. Every employee of the Department shall receive such salary as may be provided for in the budget dependent on the rank or classification held by such employee.
2. The Aberdeen Police Department to utilize overtime where the failure to do so would compromise the mission of the Department.
3. Except as permitted by the Workmen's Compensation Law, or rule, no employee of the Department shall receive any money or other thing of value for any services performed by him or her as an employee of the Department or otherwise resulting from such employment.

## B. Salary Plan

1. The salary plan includes:
  - a. Entry-level salaries for sworn and nonsworn employees; (22.1.1a)
  - b. Salary differential within ranks of sworn and levels of nonsworn employees; and (22.1.1b)
  - c. Salary differential between ranks of sworn and levels of nonsworn employees. (22.1.1c)

## C. Overtime Compensation

1. Overtime will be controlled through careful advanced planning of the activities of every employee.
  - a. Assignments should be scheduled, whenever possible, to conclude within a normal, eight-hour, nine-hour, or twelve-hour workday, appropriately.
  - b. Supervisors shall be aware of each of their subordinates' assignments and shall be prepared to provide necessary relief if such assignments will exceed the normal scheduled shift.
2. Consideration will be given to assigned court dates when scheduling employees.
  - a. Court appearances may result in legitimate overtime when they cannot be anticipated or for some reason, handled through scheduling.
  - b. Supervisors shall detect situations contributing to excessive court time or patterns of untimely court appearances.
3. Employees assigned to duty at times other than their regularly scheduled shift, shall be granted overtime.
  - a. They shall revert to their regular duty status when the overtime assignment has been completed or at the time their regularly scheduled shift commences, whichever comes earliest.
  - b. Employees not scheduled for duty, shall revert to an off-duty status.
4. Unless exception as noted, duty hours shall commence when employees have arrived at their assigned area of responsibility.
5. In emergency situations, supervisors shall ensure the timely relief of personnel.



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GO 20-029, 12/1/2020  
Supersedes GO 14-095

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- a. When a situation has been brought under control, the supervisor may minimize manpower or temporarily suspend the operation without sacrificing security.
6. A law enforcement employee called out on a day which is not a regularly scheduled workday, or during a regularly scheduled workday after going off duty, shall be compensated at one and one-half times the employee's regular hourly rate. (22.1.1f)
7. Law enforcement employees, who are scheduled to appear in court on official duty during an off-duty day, or during an on-duty day before the start of a scheduled shift, or after having gone off-duty, shall be compensated at one and one-half times their regular hourly rate. (22.1.1f)
8. Authorization
  - a. All overtime shall be authorized and approved by the employee's supervisor.
    - 1) When necessary, the patrol supervisor may authorize employees to work necessary overtime, however, all supervisors will be held accountable for the prudent authorization of overtime.
  - b. When authorizing overtime, supervisors will, whenever possible, first consider those employees who have accrued the least amount of overtime.
  - c. Overtime shall not be worked at the option of the employee, and must be approved by a supervisor.
  - d. Supervisors will ensure that there is adequate justification for all overtime granted to their assigned officers.

### **D. Holiday Compensation**

1. Officers assigned to work the 4x2 schedule shall have Holidays included in their Regular Duty Schedule.
2. Officers not assigned to work the 4x2 schedule shall receive 11 paid holidays per calendar year.

### **E. Expenses**

1. The Chief of Police may approve the payment of expenses incurred by employees of the Department in the discharge of their official duties, including expenses for lodging and subsistence while such employee is away from the immediate area.
2. Such requests will be approved in advance.

### **F. Payment for Court Appearances (Retired Police Officer)**

1. When a retired member is summoned by a court, within one (1) year from the member's retirement date, to appear and give testimony in a matter arising within the scope of his employment while the retiree was an active Aberdeen Police Officer, such retiree shall be paid a flat rate of fifty dollars (\$50.00) as compensation for all time spent.
2. The retiree may be required to present proof of attendance satisfactory to the agency prior to payment.





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GO 20-029, 12/1/2020  
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### **G. Bonus Pay for Field Training Officer and Police Communications Officer Trainers (22.1.1g)**

1. The Department shall provide compensation to Field Training Officers and Police Communications Officer Trainers during the actual training of new officers and new police communication officers.

### **H. Bonus Pay for Officer Acting for Higher Ranking Officer (Officer in Charge) (22.1.1g)**

1. The Department shall provide compensation to sworn personnel serving in an Acting capacity during the extended absence of a higher-ranking officer, due to long term illness, military recall, or other select times as designated by the Chief of Police.
2. Sworn members of the Department shall be held accountable for their actions and the decisions made to direct the police operations during the time he/she is serving in the Acting capacity.
3. The following criteria shall exist before personnel can be eligible for bonus pay:
  - a. The employee will complete 30 days (in succession or near succession, excluding RDO) in the specifically vacant position prior to becoming eligible for bonus pay;
  - b. Any employee considered shall have to have at minimum an average evaluation for the period preceding the potential position placement; and
  - c. The Chief of Police shall be authorized to fill the position;
    - 1) The employee can be removed from the position for any cause as determined by the Chief; and
    - 2) The employee shall relinquish any claim to the described bonus pay.
  - d. The employee in the position agrees to the parameters as stated in this order and agrees to relinquish such position and accompanying bonus when the supervisory position is filled due to the supervisor previously holding the position returns to duty, the position filled by promotion or other such circumstance.

### **I. Documentation of Bonus Pay**

1. Authorization for bonus pay per this Order will be processed through City of Aberdeen Payroll, thereby subjecting the compensation to taxes, etc.
2. Every employee being offered this compensation will do so according to the terms of this order and will acknowledge such by signature.
3. The original signed order shall be forwarded to Human Resources.
4. A copy shall be placed in the employee's personnel file.

### **J. Clothing Allowances (22.2.5)**

1. Full time employees are eligible to receive certain clothing allowances:
  - a. Clothing allowance
    - 1) Command Staff, Criminal Investigators, and Special Operations Personnel who are required to wear business attire as part of their official duties:
      - a) \$200, two times per year.





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- b. Shoes Allowance
  - 1) Sworn and Nonsworn employees who are required to wear a uniform and specific type of footwear as part of their official duties:
    - a) \$50 per year.
- c. Cleaning Allowance
  - 1) Sworn and Nonsworn employees who are required to wear a uniform as part of their official duties:
    - a) \$75 per quarter.



# The Aberdeen Police Department Policies & Procedures Manual



Chapter 09 Payroll, Expenses, and Leave

GO 13-027, 8/12/13

Section 03 Overtime Timekeeping and Recordkeeping

Supersedes Original Policy

## A. Policy

1. Employees will complete Request for Overtime or Comptime slips every time hours are worked over regular time.

## B. Instructions for Completing Request for Overtime or Comptime Slips

1. Indicate Overtime or Comptime.
2. Fill in the specific overtime code:
  - a. Harford County Public Schools.....PDHCPS
  - b. Highway Safety .....PDHWYS
  - c. HUD .....PDRSPH
  - d. Library .....PDLIBR
  - e. Ripken Stadium .....PDSTAD
  - f. Safe Streets .....PDSAFE
  - g. Saks Fifth Avenue.....PDSAKS
3. Fill in the Date worked.
4. Fill in the Time(s) of the overtime or comptime.
5. Fill in the Incident Report number, where applicable.
6. Describe the Reason for the overtime or comptime.
7. Sign the Request.

## C. Employee Responsibilities

1. Employees are responsible for the accuracy of all their time keeping submissions.
2. Complete the Request for Overtime or Comptime Slip (Requests) for all overtime or comptime requested.
3. In the computerized timekeeping system,
  - a. Enter the specific overtime or comptime code.
  - b. Write in the specific overtime name (HUD, Library, etc.) in the far right column in the same row the overtime was worked.
4. Submit the completed slip to the immediate supervisor for approval.

## D. Supervisor Responsibilities

1. Supervisors should hold employees accountable for inaccuracies in their time keeping submissions.
2. Supervisors are responsible to submit accurate time keeping records to Division Commanders.
3. Collect Requests from employees.
4. Verify that the time was worked.
5. Compare entries with computerized timekeeping records.



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GO 13-027, 8/12/13

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Supersedes Original Policy

- a. Check that Requests, codes, and notes are accurate.
6. If Requests, codes, or notes are not filled in correctly,
  - a. Notify the employee about the error(s) and
  - b. Correct the computer record when errors are minor.
7. Approve and sign the Requests.
8. Submit the requests to the Division Lieutenant by the required due date.

### **E. Division Lieutenant Responsibilities**

1. Division Lieutenants should hold Supervisors accountable for inaccuracies in time keeping submissions.
2. Collect Requests from supervisors.
3. Check Requests for supervisor signature approvals.
4. Compare entries with computerized timekeeping records.
5. If records do not match,
  - a. Notify the supervisor about the error(s), and
  - b. Correct the computer record when errors are minor.
6. Approve and sign the Requests.
7. Submit the requests to the Deputy Chief.

### **F. Deputy Chief Responsibilities**

1. Collect Requests from Division Lieutenants.
  - a. Review Requests and check for division lieutenant signature approvals.
  - b. Approve and sign the Requests.
  - c. Forward the Requests to the Administrative Assistant.
2. Compile and analyze the overtime data.
3. Prepare a monthly Overtime Report for review at monthly Staff Meetings.

### **G. Administrative Assistant Responsibilities**

1. Receive all Requests from the Deputy Chief.
2. Collect and compile data from the Requests.
3. Maintain, track, and monitor overtime accounts by code for reimbursements.