

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 20, 2006	NUMBER 701
SUBJECT Salary Program and Benefits		
REVISED		
REFERENCE SCLEA 7.1.1 & 7.1.2 and General Orders 707 & 708	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 6

A. Purpose:

To serve as a basis for determination of a position classification plan and compensation.

B. Policy:

Job-task analysis is a systematic examination of the functions and objectives of each job to be performed as it relates to the skills, knowledge, and the abilities required to perform the tasks or duties of the job. Job-task analysis supplies the department with the basic information needed for many personnel functions.

C. Authorized Positions and Pay Grades: For a complete list of City Council approved positions and their respective pay grades, please see general order 708.

D. Job Descriptions: Each position within the City of Anderson Police Department has a corresponding job description that is based on a job task analysis conducted by the Appalachian Council of Government and maintained on file by the city of Anderson Personnel Department.

1. The basis for the job task analysis is a Comprehensive Position Questionnaire that is completed by a person filling the position. The Appalachian Council of Government (COG) analyzes the results. Utilizing a proprietary formula, COG identifies critical job-related skills, knowledge

and abilities, work behaviors and the frequency with which the work behaviors occur and develops a formal job description.

2. The Chief of Police or his designee will review the job descriptions annually. Any revisions, deletions or requests for reclassification based on job duties will be submitted to the City Personnel Office at that time along with an updated Comprehensive Position Questionnaire.
3. Each employee is issued his/her job description. Additionally, a manual of all job descriptions is maintained in the Office of the Chief of Police, and the City Personnel Office, and is available for review by any employee.
4. In the event of the creation of new positions within the Police Department that are not covered by existing job descriptions, it will be the responsibility of the Chief of Police, or his/her designee to complete a Comprehensive Position Questionnaire and submit it to the City Personnel Office.

E. Overtime Compensation for Non-Executive Personnel (Below the Rank of Captain)

1. There are two (2) forms of compensation for overtime for non-management personnel:
 - a. Overtime pay at the rate of 1½ times regular pay, and
 - b. Compensatory time off which will be calculated at 1½ times the amount of time worked.
 - c. All forms of compensation, including overtime and compensatory time, will adhere to the Fair Labor Standards Act (FLSA) at a minimum.
 - d. Overtime pay at the rate of time and a half shall be authorized for all employees covered under the Fair Labor Standards Act, (i.e. FLSA), and applies to all employees below the rank of captain.
 - e. The time worked in excess of 171 hours per 28-day work period will count toward overtime compensation. Budgetary constraints may require management to direct compensatory time in lieu of time and half.
 - f. If compensatory time is approved, it will accrue at the same rate as overtime (i.e. time and half). Any employee desiring to receive compensatory time in lieu of pay must note the same on his/her compensatory time sheet at the completion of the 14-day pay period.
 - (1) If it is in excess of 84 hours per pay period and carried over to a future pay period, the employee will accrue 1½ hours for each hour worked.
 - (2) If taken within the 84-hour pay period in which it was accrued, it will be taken hour-for-hour.

2. Compensation for approved work in excess of a regular workday or for work performed on an employee's regular day off shall be determined as follows:

a. Work performed in excess of the regular workday or on a regular day off will be recorded on the bi-weekly time sheet. The following formula will be used:

Time Worked:	Compensated for:
01 – 29 Minutes	00 Minutes
30 – 60 Minutes	60 Minutes
61 –90 Minutes	90 Minutes
Each Portion of An Hour Over An Hour	Round to Next ½ Hour

3. The hours will be recorded as regular hours worked and will count toward the 171 required hours before overtime compensation is authorized.

4. Employees who are required to work overtime for scheduled work assignments will be compensated from the time they are to officially report until they are officially relieved or dismissed from such duty. Payment is not authorized for travel time in connection with a scheduled work assignment.

5. Detectives will be compensated for time worked in excess of 171 hours per work period. Detectives' over-time will be compensated as time and half time.

a. Exceptions:

(1) Prior arrangements have been made for compensatory time.

(2) Budgetary constraints require management to direct compensatory time in lieu of time and half.

6. Employees required to appear in civil cases out of their official duties will be compensated as follows:

a. If the appearance is while the employee is off-duty, the employee will log the hours on the pay sheet as regular hours worked and the hours will count toward the 171-hour work period.

b. A check for witness fees or compensation provided by any summoning party to an officer (on or off duty) will be forwarded to the City Finance Director and should be endorsed, "pay to the order of the City of Anderson" by the recipient.

c. Employees receiving expense money from the state or federal government for attending jury duty may retain the money.

d. Employees attending jury duty during regularly scheduled work hours will place those hours on the time sheet as hours worked.

F. Overtime Compensation for Management Personnel (Captains and Above)

1. Compensation for overtime for management personnel (Captains and above):
 - a. Personnel at the rank of Captain and above must have prior approval from the Chief of Police in order to be eligible for overtime pay.
 - b. Management personnel who are allowed to accrue comp time will accrue comp time on an hour-for-hour basis. Accrual of comp time must be approved in advance by the Chief of Police.
 - c. Management personnel may be allowed to accrue a maximum of 40 hours of comp time.
 - d. Management personnel may be allowed to accrue up to a maximum of 8 hours per month. Accrual of comp time in excess of 8 hours per month must be approved in advance by the Chief of Police.
 - e. Any deviation from this policy must be approved in advance in accordance with the Chief of Police and the City of Anderson Personnel Policy and Procedures.

G. Overtime Approval and Scheduling: As the needs of the Department demand, supervisors and commanders may arrange for employees under their command to work overtime in order to provide necessary police protection/service for scheduled events.

1. All such arrangements must be approved in advance by the Chief of Police or Division Commander. When overtime is anticipated and controllable, overtime work should be scheduled in 30-minute segments and only the minimum number of personnel needed to safely cover the event will be used.
2. Overtime work for spontaneous events, which require additional personnel or the holdover of on-duty personnel, will require the approval of the on-duty supervisor. Supervisory and command personnel will closely monitor the need for such overtime use. Whenever possible, on-going events that extend beyond the end of an officer's workday will be turned over to an on-coming officer for completion.
3. Whenever reasonably possible, supervisors/commanders will adjust work schedules to provide for a required event or activity without the necessity of overtime expenditures. Division Commanders shall require strict compliance with the rules contained herein regarding overtime expenditures.
4. Officers shall make arrangements, whenever possible, to schedule court cases and attorney conferences during regular working hours.

5. To avoid the expenditure of overtime funds, officers who are the subject of an internal investigation will be considered on duty while being interviewed, provided that the officer is not on any type of administrative or disciplinary suspension.

H. Procedure for Requesting Overtime Compensation:

1. Employee Responsibility

- a. On-duty officers who anticipate that an assignment will extend beyond the end of their shift shall notify their immediate supervisor who will determine whether to continue the assignment, suspend the assignment until the officer's next shift, or re-assign the assignment to an on-coming officer.
- b. Once an officer has been authorized to work beyond the end of the shift or on a day off, the officer will place the amount of time, date, and assignment on the overtime sheet. For compensation to be granted, the supervisor who approved it to be worked MUST initial it.

2. Supervisor Responsibility:

- a. The on-duty supervisor will make the determination as to whether or not to permit an officer under his/her command to continue an assignment beyond the regular scheduled shift.
- b. Supervisors will review, weekly, the amount of time incurred by each officer under his/her command during off duty assignments, or assignments extending beyond the regular work hours.
- c. Supervisors MUST initial all time worked during off duty or beyond regular duty on the employee's time sheet.
- d. In order for overtime to be paid, it must be approved by the employee's supervisor and have the supervisors initials beside the amount of time, and the reason for the overtime on the time sheet.

I. Holiday Pay: Please see general Order 707 for a list of Holidays that are recognized by the City of Anderson, Incorporated.

J. Other Types of Leave: A complete description of the types of leave granted to an employee of the City can be found in the City of Anderson Employee Handbook.

K. Benefits: The City of Anderson Personnel Office maintains a complete schedule of benefits offered to City employees. If at any time an employee has a question concerning employee benefits, he/she can seek understanding from the Personnel Office. Employee benefits may also be found in the City of Anderson Employee Handbook. In addition, all personnel have the option to schedule a meeting with the City of Anderson Benefits Coordinator in order to discuss benefits. (SCLEA 7.1.2)

- L. **Clothing and Uniforms:** All uniformed patrol officers and other uniformed personnel will be issued uniforms and equipment that are required wear for on-duty hours. Certain command personnel, detectives, and specialized personnel will be given an annual clothing allowance with which to purchase civilian clothing that can be worn while on duty. For further information see the general order titled "Uniforms, Equipment, and Grooming."
- M. **Physical Examinations:** All personnel are encouraged to undergo a physical examination. A maximum of four hours per year of sick leave may be granted for personnel to complete a physical examination on their own.
1. The Chief of Police has the authority to order any member of the City of Anderson Police Department to undergo a physical examination to ensure fitness for duty, at any time during their employment with the Department. The Department shall bare the cost to the physician used by the Department subsequent to a mandated physical examination. In the event an employee required to undergo a physical examination chooses to use another physician, the employee may be required to bare the cost.
 - a. For policy governing *Required Physical Examinations*, please refer to general Order 704.

By order of:



Martin D. Brown, Chief of Police

3-13-2006
Date