



# **WEBER COUNTY SHERIFF'S OFFICE**

## **POLICY AND PROCEDURES**

### **COMPENSATION**

EFFECTIVE DATE: 04/01/10 AMENDS/SUPERCEDES: See attached sheet STANDARD NUMBER: 22.1.1	REVIEW DATE: 04/01/10 REVISION DATE: 04/01/10 APPROVED: _____ Sheriff Signature
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#### **16.1.1 Purpose**

To describe the Salary program of the Weber County Sheriff's Office as it relates to entry-level salary, salary differential, rank differential, compensatory time, overtime and salary augmentation.

#### **16.1.2 Rationale**

It is the intent of the Weber County Sheriff's Office to attract and retain qualified employees and provide a salary program that is clear and precise for the employee.

#### **16.1.3 Policy**

- A. It is the policy of the Weber County Sheriff's Office to provide services at reasonable cost, compete for qualified personnel, retain competent personnel, offer advancement and promotion incentives, and reward superior performance.
- B. The salary program for deputies of the Weber County Sheriff's Office is found in the Weber County Policy Manual. The means used for determining the elements of the salary program are also described in the Weber County Personnel Policies and Procedures Manual, Chapter 6 (Pay Plan).
- C. Weber County operates on a 26 pay period per year basis with payday being every other Friday. The pay period begins on Friday and ends the second Thursday following it. A pay period consists of 80 working hours, 40 hours in each seven day period or week for non-sworn members and 80 hours in each two-week period for sworn members.
- D. Weber County Personnel Policies and Procedures, Chapter 6, directs our overtime policy, based on FLSA guidelines. Overtime is time worked over 80 hours in any pay period for sworn deputies and 40 hours per week

for non sworn members. Documentation of Overtime or Compensatory time worked will be on a Sheriff's Office Compensatory Time Earned and Leave Request Slip. This documentation must be signed by the supervisor approving the overtime worked and shall be attached to the employee's timesheet.

- E. Nonexempt, civilian employees of the Sheriff's Office will be compensated at a straight time rate for the first forty (40) hours worked in a seven (7) day work period and one and one-half (1 ½) that employee's regular rate for all hours worked in excess of 40 hours per week. Sworn employees of the Sheriff's Office will be compensated at a straight time rate for the first eight-six (86) hours worked in a fourteen (14) day work period and one and one-half (1 ½) that employee's regular rate for all hours worked in excess of 86 hours per pay period. Note: Only hours actually worked will be used in determining the overtime rate. Vacation, sick leave, holidays and other similar leaves will not be considered hours worked for calculating overtime. All overtime will be approved through the member's immediate supervisor, or through the on-duty supervisor if the immediate supervisor is not available.
- F. Members will not be permitted to work more than 14 (fourteen) consecutive hours without at least an 8 (eight) hour rest period before the next shift. In addition, members will not be permitted to work more than 64 (sixty-four) hours in one week. The Sheriff, Undersheriff, Chief Deputy or Bureau Commander may authorize the exception to this rule based on an emergency situation or staffing issues which create a community safety issue.
- G. It is the policy of this Office that no employee will have a compensatory time accrual balance of more than 24 hours. Any qualifying overtime hours worked within a pay period will be accrued at one and one-half (1 ½) times the number of hours worked. Only hours actually worked are considered qualifying overtime hours. Vacation, sick leave, holidays and other similar leaves will not be considered hours worked for calculating compensatory time.
- H. Sheriff's service dog handlers are allowed one hour per 12 hour shift for maintenance functions i.e. feeding, cleaning, etc. No other extra compensation is provided.
- I. Administrative, non-sworn personnel will work an 80 hour pay period. Individual schedules will be approved by the respective Bureau and/or Section Commanders, Chief Deputy, Undersheriff, or Sheriff.

- J. Any Employee attending training outside the office will be compensated for actual hours spent in training, i.e., eight (8) hours compensation for eight (8) hours of training if the following conditions are met:
  - 1. The training is specific to the employee's current assignment.
  - 2. The training is approved by the office.
  - 3. The employee is required to attend.
- K. All Sheriff's Office Personnel will complete the Office provided time sheets, filling in the hours worked in the work/leave category as indicated on the form. Immediate supervisors will review and approve the time sheets which are then submitted to the payroll specialist for input into the Weber County Pay System.
- L. The Office requires deputies subject to subpoena to appear in criminal or traffic court while on or off duty. If appearing off duty and subject to subpoena deputies are given the option of accepting the witness fee or submitting a time sheet for number of hours spent in court.
  - 1. Weber County Personnel Policies and Procedures Manual, Chapter 4, states every employee shall be entitled to leave of absence whenever, in obedience to a subpoena or direction by a proper authority, he/she appears as a witness or a juror fore the Federal Government, the State of Utah, or a political subdivision thereof.
  - 2. During such period of required absence, the employee shall be eligible to receive County compensation and will not be entitled to pay or fee (excluding traveling expense allowance) received from service as a witness or juror while on County time. Any income earned and received from jury or witness duty while on County time, shall be turned over to the Clerk/Auditors Office for reimbursement to Weber County. Time absent by reason of subpoena for private litigation or by some party other than the Federal Government, State Government, or a political subdivision thereof, to testify not in official capacity but as an individual, shall be taken as vacation leave or leave-without-pay. Each employee taking jury leave shall notify their Administrative Officer in advance. Weber County shall not compensate employees for jury leave unless previous notification is given.
  - 3. In all cases deputies are required to turn the subpoena into the Sheriff's Finance & Payroll Section, with notification of witness fee accepted or with time sheet affixed.