



PAYROLL

WRITTEN DIRECTIVE:	4.7
EFFECTIVE DATE:	01-01-1987
REVISION DATE:	08-07-2017
SUPERSEDES EDITION DATED:	09-15-2016

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I. Purpose

The purpose of this Written Directive is to establish the policies and procedures for the University of Maryland, Baltimore Police Force (UMBPF) salary program.

II. Policy

It is the policy of the UMBPF that all members will be compensated appropriately in accordance with this Written Directive.

III. Salary Program and Salary Augmentation

A. Payroll

1. The Chief of Police is responsible for the administration of the salary program to ensure an equitable basis for all members.
2. Timekeeping and payroll records will be maintained by the Payroll Section of the Central Administration Support Services (CASS).
3. The minimum entry-level salary for all members is base pay for the established pay range for the position held. Sworn members are on a twelve (12) month probationary period from the date of lateral hire or the date of graduation from an accredited police academy. Non-sworn members are on probation for six (6) months from their date of hire.
4. Salary differential within ranks and between ranks is determined by the established Classified Standard Salary Plan for the University of Maryland, Baltimore. Salary differential between ranks and within ranks of sworn bargaining unit members is based on the current MOU (see Appendix 4.7.2).
5. The UMBPF does not offer an additional salary incentive for those members who have obtained specialized skills. However, the UMBPF does encourage each member to continue to further their education and to seek additional job-related training.

B. Shift Differential

1. Extra compensation shall be granted to each member who works on a regularly scheduled shift starting between 2 p.m. and 1 a.m. The rate of Shift Differential pay for affected

members is based on the current Memorandums of Understanding (MOU) or UMB policy (See Appendix 4.7.1 and 4.7.2 for current MOUs).

2. Shift differential applies only to members rendering a service within the UMBPF on the first and/or third shifts.
3. Any person who works on all or a part of a regularly scheduled shift beginning between 2 p.m. and 1 a.m., whether or not they are assigned to that shift, is to receive the full or pro rate differential provided for their class and pay scale. A member must work four hours of a qualifying shift to earn shift differential.
4. A member who fails to work a qualifying shift, even though regularly assigned to it, by reason of leave without pay is not eligible to claim the shift differential for such shift. Payment of shift differential is authorized for a member who is permanently assigned to a qualifying shift while on approved leave with pay. Such payment of shift differential will cease, however, after 10 days of continuous paid leave for which there had been a shift differential payment.
5. A member who is on a permanent schedule of rotating shifts is eligible to claim the shift differential only while on a qualifying shift. A member is also eligible for shift differential payment while on approved leave with pay if the leave is taken while scheduled for a qualifying shift.

C. Call Back

1. With the approval of the Chief of Police, a member may be called upon to return to duty because of a staffing requirement or some other type of emergency condition requiring police, security, or support staff attention.
2. There will be a minimum call-back time of three hours. A member who is called back shall be paid for a minimum three hours additional work time even if the time spent on duty is less than three hours. These circumstances apply only to members who are called back after having left the premises and would not apply to members who are working overtime as a continuation of their normal hourly schedule.
3. Any member who is called back during the evening hours will receive shift differential for the time they are called back.

D. Court Time

1. When a member attends court in an official capacity for the University and on their off-duty time, they will receive a minimum of three hours paid overtime even if the time spent in court is less than three hours.
2. An exception to this rule shall be made when a non-sworn member has a court case that extends into their regular 2 to 10 or evening tour of duty. In this case, they will only be paid overtime up to their normal shift start time per, the Roll Call (e.g., Court from 1130

to 1700 hours equals 3.75 hours overtime as the member would have begun their normal shift at 1515 hours for the evening shift).

3. For sworn bargaining unit members, payment for off-duty court appearances is based on the current MOU (see Appendix 4.7.2). Non-exempt sworn members, not part of the bargaining unit, overtime for court is paid as stated in Paragraph 1 above.
4. Exempt Agency members do not receive any additional pay for court appearances.

E. Compensatory Time

1. Compensatory Time is not granted to non-sworn members or sworn members who are not bargaining unit members. Any personnel working in excess of 40 hours will be compensated with overtime payment.
2. Compensatory Time may be granted to sworn bargaining unit members and is based on the current MOU (see Appendix 4.7.2). Earned compensatory time may be used with 48 hours notice to a supervisor. The accumulation of compensatory time may not exceed 240 hours (30 days), may not be transferred to another department and must be paid upon separation of employment.

F. Overtime

1. All overtime will be paid at a rate of not less than one and one-half times the non-exempt member's regular rate of pay for each hour worked in a work week in excess of 40 hours. Exempt members do not receive overtime payment for any time worked in excess of 40 hours.
2. Members will not work overtime without prior approval from their supervisor.
3. Each member must document overtime in the appropriate section of their electronic timesheet. This includes court appearances.

G. Off-Duty Phone Calls

Off-duty sworn bargaining unit members shall be compensated for off-duty phone calls made to them by a supervisor. The rate of compensation is based on the current MOU (see Appendix 4.7.2).

H. Acting Pay

Members who are required to assume duties of a position or rank above their current position or rank shall be compensated in accordance with USM policy **VII-9.50 - Policy On Temporary Assignments and Acting/Interim Appointments for Regular Status Nonexempt and Exempt Staff Employees**. Sworn bargaining unit members shall be compensated in accordance with the current MOU (see Appendix 4.7.2).

Written Directive: 4.7
Effective Date: 01-01-1987
Revision Date: 08-07-2017

Written Directive System Impact

Upon approval and publication, this edition of WD 4.7 supersedes all previous editions.

Martinez Quteaz Davenport, Sr., MS
Interim Chief of Police for Public Safety

CALEA Standard (s): 22.1.1