

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

General Order: 5.02	Effective: 06/03/2019	Supersedes: 07/01/2013	Number of Pages: 3
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TIME AND ATTENDANCE: COMPENSATION ADJUSTMENTS

A. Shift differential pay shall be paid to members who are assigned shifts that occur before or after normal business hours as herein specified.

1. Shift differential pay shall be paid to members who work shifts which begin or end at least four hours (for those who work a 7.5 or 8 hour work day) or five hours (for those who work a 9 hour or longer work day) in a time period in which shift differential pay is authorized. The differential pay shall be paid for the entire workday at the appropriate rate as approved by the County Board of Supervisors in the annual budgetary process. Shift differential applies to hours between 4:00 P.M. and 7:00 A.M., except as provided by subsection 2.
2. Shift differential pay does not apply to those who work past their regularly assigned day shift (7:00 A.M. – 5:00 P.M.).

C. Administrative Leave Policy

Approval must be obtained from the County Executive or designee prior to placing a member on administrative leave, and prior to each seven (7) calendar day extension of the administrative leave.

If a member is to be carried on administrative leave longer than seven (7) calendar days, the Chief of Police will be notified in memorandum form of this action prior to each seven (7) day period so that County Executive approval may be obtained.

D. Clothing Allowance

1. A clothing allowance will be given to those members who are required to wear civilian clothing in lieu of the issued uniform. Assignments will be determined by the Chief of Police.
2. The Chief of Police will determine the amount of the clothing allowance based upon current costs of suitable civilian clothing and budgetary factors.
3. In December and June of each year, the Payroll Unit will forward to the Chief of Police a list of those assignments entitled to the clothing allowance for review and approval. Once the Chief of Police renews eligible assignments and makes any adjustments, the Payroll Unit will process the clothing allowance through the County's payroll system. All payments will be made on the second payroll in January and July.

4. Transfers into one of the approved eligible assignments will receive the full six-month payment on the payroll following the 30th day of their transfer. This addresses those employees who may opt out of a requested transfer.
5. Employees who have pending retirement, resignation, or transfer within 30 days of the scheduled payment will not receive payment.
6. Employees who retire, resign, or transfer after 30 days of the scheduled payment will not be required to refund any portion of their clothing allowance.

E. Salary Supplements

1. Members assigned to the following positions will be entitled to an additional salary supplement:
 - a. Canine
2. Members assigned to these positions will receive a five (5) percent salary supplement effective on the date the member is assigned (in the case of canine handlers, it will be effective the date he or she receives the canine). The Payroll Unit must be notified in writing within five (5) days of any such change in status.
3. The salary supplement will continue until the member's assignment is terminated (or in the case of a canine handler, the canine is no longer able to perform). The Payroll Unit must be notified within five (5) days of any such change in status.
4. The member's merit evaluation date will not change as a result of the five (5) percent salary supplement.

F. County Closure

Essential members that report to work during a County closure will receive additional paid compensation for the hours worked during the period of closure. The definition of essential members will be made based on the reason for the closure and may vary from situation to situation. This discussion will take place at the Division Commander level, if a closure appears imminent. Anyone unsure of their status of essential or non-essential should contact their supervisor with enough lead time to make sure they report at the appropriate time.

1. Sworn members, those up to and including Lieutenant, will be paid 1.5 times their salary during the period of closure. Members at the rank of Captain and above, or grade GS 16 and above will not receive additional paid compensation for hours worked during periods of County closure.
2. In addition to the paid compensation mentioned above, sworn members up to and including Lieutenant, that are not scheduled to work but are required to come to work, will receive hour for hour compensatory time equal to the number of hours worked during the period of

closure. These hours will be credited and appear on the member's pay stub. Additional hours will only be granted at an hour for hour rate. Hours may be used as leave and not submitted for pay. Hours may be carried beyond the close of the 28-day cycle (hour for hour); but all members are encouraged to take the earned hours of compensatory leave as soon as possible. No more than 40 hours of compensatory leave may be carried over beyond June 30th of each year.

3. Essential civilian members called into work during a County closure will also receive additional paid compensation for the hours worked during the period of closure, based upon the employee classification and FLSA Exemption status. Members should refer to County Personnel Policy for further information regarding overtime eligibility. These hours will appear on the member's pay stub. No more than 40 hours of compensatory leave may be carried beyond June 30th of each year.
4. Non-essential members who, of their own accord, come to work during a period of County closure will be told by their supervisor to return home and will not receive compensation. If a supervisor has non-essential members under their supervision, it is recommended; but not required, that the supervisor contact these members at home upon hearing of the County closure and advise them not to report to work.
5. When completing the PD-80 for the hours of closure – everyone (sworn and civilian) should be reported the same. Please prepare the PD-80 as follows:
 - a. Non-essential employees that did not come to work – enter AD
 - b. Essential employees on a regularly scheduled workday – enter hours worked
 - c. Essential employees called into work (RDO) – enter XW and hours worked

In the event of a County closure, payroll staff will e-mail PD-80 directions to Distribution A and B as a reminder and instructions will be available on MyDepartment.