


<p>Department of Public Safety and Correctional Services</p>  <p>Internal Investigative Unit Procedures</p>	<p>Procedure Number: A01.A.03.009.001/IIU.050.0001</p>
	<p>Title: Compensation -Overtime and Compensatory Time</p>
	<p>Effective Date: Draft Dated: July 27, 2007</p>
	<p>Authorized By: Douglas Cloman Number of Pages: 4</p>

.01 Purpose.

This document establishes overtime and compensatory time policy and procedures for a Department of Public Safety and Correctional Services (Department) Internal Investigative Unit (IIU) employee.

.02 Scope.

This directive applies to IIU employees.

.03 Policy.

- A. The IIU shall authorize the payment of overtime and compensatory time to IIU employees consistent with statutory and regulatory requirements and Department policy and procedures.
- B. The IIU shall authorize payment of overtime or compensatory to an employee for hours worked in excess of the employee's normal workday when the failure to authorize overtime or compensatory time would adversely impact the IIU ability to protect employees, the public, or inmates.

.04 Authority/Reference.

- A. Correctional Services Article, §10-701, Annotated Code of Maryland.
- B. State Personnel and Pensions Article, Title 8, Subtitle 3, Annotated Code of Maryland.
- C. Secretary's Department Directive 04-2005 dated March 10, 2005.

.05 Definitions.

- A. In this document, the following terms have the meanings indicated.
- B. Terms Defined.
 - (1) "Compensatory time" means a form of leave time established under State Personnel and Pensions Article, §8-307, Annotated Code of Maryland credited an employee as payment for time the employee worked in excess of the employee's normally scheduled workday.

- (2) Employee.
 - (a) “Employee” means an individual assigned to or employed by the Department in a full-time, part-time, temporary, or contractual position.
 - (b) “Employee” includes:
 - (i) A volunteer; or
 - (ii) An intern.
 - (c) “Hourly rate” has the meaning stated for regular hourly rate of pay under State Personnel and Pensions Article, §8-304, Annotated Code of Maryland.
 - (d) “Investigator” means a Department employee permanently assigned to, or on special assignment to assist, the IIU with the responsibilities specified under Correctional Services Article, §10-701(a)(3), Annotated Code of Maryland.
 - (e) “Overtime compensation” means monetary payment established under State Personnel and Pensions Article, §8-305, Annotated Code of Maryland made to an employee for time worked in excess of the employee’s normally scheduled workday.

.06 Responsibility/Procedure.

- A. To the degree possible, the Executive Director of IIU, or a designee, shall limit the use of overtime compensation and compensatory time through advance planning and effective scheduling.
 - (1) The Executive Director, or a designee, may not arbitrarily change an employee’s normally scheduled workday to avoid obligating overtime compensation or compensatory time.
 - (2) As permitted by statute and regulation, the Executive Director may temporarily adjust the normally scheduled workday to address unusual circumstances.
- B. An employee shall request authorization from the Executive Director, or designee, before working time in excess of the normally scheduled workday.
- C. An IIU employee shall:
 - (1) Submit all time worked and leave taken in a format and on a schedule established by the Department; and
 - (2) Record time worked and leave taken based on increments of one tenth of an hour (6 minutes), for example:
 - (a) One hour is recorded as 1.0 hours;
 - (b) One hour and six minutes is recorded as 1.1 hours;
 - (c) Eight hours is record as 8.0 hours; and

Internal Investigative Unit Procedure Number: A01.A.03.009.001 Draft Dated July 27, 2007

- (d) Eight hours and 30 minutes is recorded as 8.5 hours.

D. Off-duty.

- (1) An employee on approved leave and required to perform IIU related duties and responsibilities shall, based on eligibility, receive overtime compensation or compensatory time for actual time worked.
- (2) An employee called to perform IIU related duties and responsibilities before starting or after completing a normally scheduled workday shall, based on eligibility, receive overtime compensation or compensatory time for actual time worked and travel time.
- (3) An employee called to perform IIU related duties and responsibilities before starting a scheduled workday may only be compensated for time beginning when called duty and the time the employee's normally scheduled workday begins.

E. Training.

Overtime or compensatory time may not be approved for time an employee attends required training.

F. Overtime Compensation.

- (1) Except under §.06F(2) of this procedure, an IIU employee eligible for overtime compensation shall receive payment for authorized time worked in excess of the normally scheduled workday at the rate of one and one-half times the employee's hourly rate.
- (2) An IIU employee eligible for overtime compensation may elect to receive compensatory time in place of the overtime compensation for authorized time worked in excess of the normally scheduled workday at the rate of one and one-half times the time the employee worked in excess of the normally scheduled workday.

G. Compensatory Time.

- (1) An IIU employee not eligible for overtime compensation shall receive compensatory time for authorized time worked in excess of the normally scheduled workday at the rate of equal time for time worked.
- (2) An employee eligible for overtime electing to receive compensatory time in lieu of overtime compensation for authorized time worked in excess of the normally scheduled workday shall:
 - (a) Make the election known at the time the authorization is given to work in excess of the normally scheduled workday.
 - (b) Once an employee decides to receive compensatory time in place of overtime compensation as payment for time worked in excess of the normally scheduled workday, Receive compensatory time for all time worked in excess of the normally scheduled workday during the same pay period.

.07 Attachments.

There are no attachments to this document.

.08 History.

- A. This document replaces IIU Overtime/Compensatory Time Policy dated March 19, 2002.
- B. This document supercedes any current IIU policy or procedure with which it may be in conflict.