1.438 COMPENSATION & BENEFITS
A. The Consolidated USM and UM Policies and Procedures Manual delineates the specifics of the compensation, benefits, and conditions of work system for agency employees.
B. Agency directives relating to compensation, benefits, and conditions of work serve to complement and expand upon related USM and UM directives. Agency directives related to these topics are subject to change or interpretation without notice because they devolve from regulations established outside the agency.

1.438.02 Job Classification Plan
A. USM Office of Human Resources has established a written job classification plan that includes, but is not limited to:
   1. Categorization of all agency jobs by class on the basis of similarities in duties, responsibilities, and qualification requirements;
   2. Class specifications for every job within a class;
   3. Provisions for relating compensation to classes; and
B. The Office of the Chief is responsible for working with the USM Office of Human Resources and the UM University Human Resources in order to provide information and assistance in the development and maintenance of class specifications.
C. The Office of the Chief is responsible for ensuring current job descriptions covering all agency employee classifications, but unavailable through the USM or UM web sites, are maintained on file with the agency and are available for inspection during normal business hours.

1.438.04 Salary Program
A. USM and UM directives define and describe the salary program for all employment classifications.
B. The salary program contains provisions that include, but are not limited to:
   1. Entry-level salaries;
   2. Salary differentials within grades; if any;
   3. Salary differentials between grades;
   4. Salary levels for those with special skills; if any
   5. Compensatory time policies;
   6. Overtime policies; and

1.438.06 Benefit Program
A. The University of Maryland provides a comprehensive benefit program to agency employees that is governed and defined by various statutes and USM and/or University of Maryland directives.
B. The benefit program includes, but is not limited to:
   1. Health insurance;
   2. Prescription drug plan;
   3. Vision plan;
   4. Dental plan;
   5. Flexible spending accounts for health care and dependent care;
   6. Life insurance coverage;
   7. Personal accident and dismemberment insurance;
   8. Long term disability coverage;
   9. Retirement and deferred compensation programs; and
   10. Tuition remission.
C. Agency directives contained in 1.448 Leave and Duty Status expand upon USM and USM leave directives.
D. The Staff Benefits Office of University Human Resources has information that details all benefit program components.

1.438.08 Faculty Staff Assistance Program
A. Consistent with the Consolidated USMH & UM Policies and Procedures Manual VII-6.00(A), the Faculty Staff Assistance Program (FSAP) is established as a component of the UM Health Center.
B. The FSAP is a free, confidential and professional assessment, referral and counseling service available to all university employees. Employees may consult with professional counselors for a variety of reasons that include, but are not limited to:
   1. Marital or family difficulties;
   2. Depression;
   3. Anxiety;
   4. Dependence on alcohol or other substances or working / living with someone who is chemically dependent;
   5. Job stress;
   6. Financial, legal, or medical problems; and
   7. Problems of family members, co-workers, or colleagues that affect employees’ lives or jobs.
C. Employees may be referred to the FSAP program by their supervisors, co-workers or colleagues.
D. The FSAP makes referrals to other services as warranted and follows up with employees to assure successful referrals were made.
E. The FSAP staff is available to:
   1. Meet with individual faculty and staff about their personal concerns;
   2. Consult with supervisors and department heads regarding concerns over one of their employees; and/or
   3. Consult with groups to enhance working relationships and to assist with the overall development of the working group;
   4. Deliver orientations to staff and faculty groups to explain the availability of services through the FSAP or to address a variety of issues; and
   5. Offer low cost loans and other financial aid to employees.
F. All employees are encouraged to directly contact the FSAP staff for detailed program information and/or assistance.

1.438.09 Deaths & Critical Injuries of Employees
A. The chief is responsible for ensuring that the agency provides all reasonable and prudent liaison and support services, consistent with family wishes, to the immediate families of active agency employees who die or sustain life threatening injuries either on-duty or off-duty.
B. Notifications will be made consistent with 2.442.20 Next of Kin Notifications (Departmental).
C. As necessary and proper, the chief will assign officers to serve as liaisons with, and provide assistance to, immediate family members of active employees who die or sustain critical injuries either on-duty or off-duty.
   1. Liaison officers are to serve as facilitators of information and services between the agency and family members.
   2. Liaison officers will be issued general use pagers for a time period determined by the chief.
   3. Liaison services will be supplied as necessary and proper:
      a. At hospitals;
      b. During the planning and conduct of wakes and funerals; and
      c. For time periods as designated by the chief following funerals or when injured employees have recovered to the point they are no longer in critical condition.
D. The Office of the Chief is responsible for:
   1. Coordinating any and all appropriate benefits due injured or deceased employees and their families;
   2. Ensuring applicable services are made available through the FSAP; and
   3. Ensuring long-term contact is maintained with families in order to keep informed of needs that may be facilitated or addressed through resources available to the agency.
E. The agency’s victim/witness coordinator is responsible for coordinating and facilitating any necessary and appropriate victim/witness services for employees and their families if injuries or deaths resulted from criminal acts.
F. Funeral planning and details will be conducted consistent with 1.410.

1.438.10 Liability Protection
A. Agency employees receive general liability and indemnification protections afforded all state employees consistent with the SG 12, Subtitle 3.
B. ET 13-710 provides certain liability protections for all persons, including law enforcement officers, for their good faith actions involving adult protective services.
C. CJ 5-326 provides certain liability protections for law enforcement officers assisting victims of spousal assault.
D. CJ 5-309 provides certain liability protections for law enforcement officers providing emergency medical care.
E. CJ 5-309.2 provides certain liability protections for law enforcement officers acting outside their jurisdictions.
F. Officers acting under limited extrajurisdictional authority of CP 2-102 are provided with certain immunities from liability and exemptions.

1.438.12 Physical Examinations
A. Preemployment medical examinations are provided at no cost to applicants for full-time positions with the agency once conditional offers of employment have been made.
B. Fitness for duty medical examinations conducted specifically at the request or order of the agency are provided at no cost to agency employees.
C. All medical examinations required of employees by the agency, university, or the state are provided at no cost to those employees.

1.438.14 General Health & Physical Fitness
A. All employees are required to maintain a level of fitness and general health which will permit them to carry out their duties.
   1. Applicants for sworn positions must be certified to be physically, mentally, and emotionally fit for the duties of a police officer by licensed physicians in accordance with MPTC general regulations.
   2. Fitness for duty examinations for sworn employees utilize the same standards for physical, mental, and emotional fitness as that required for applicants for sworn positions.
   3. The Occupational Health Unit of the Health Center, in consultation with the chief or specific designee, establishes specific fitness for duty criteria that are job related and non-discriminatory.
B. Unit commanders are responsible for monitoring employee’s work and attendance records for signs that may be indicative of health problems and reporting same to their bureau commanders through the chain of command.
C. Agency employees are encouraged to have periodic physical examinations consistent with their health care benefits and to utilize health, recreation, and wellness programs available to them through the university.

1.438.15 Fitness Standards and Fitness Indicator Test (FIT)
A. Officers shall participate annually in a mandatory fitness program.
B. The Fitness Indicator Test shall be administered in accordance with the procedures outlined in the FOP#23 Bargaining Contract.
C. Officers who pass the FIT test with a minimum score of three (3) or above, shall receive an annual incentive bonus.
D. Upon notice to the University from an Officer at the time that the test is given, who is unable to participate due to a medical condition, will be rescheduled for an alternative date.
E. The results of the FIT test shall not be used as the basis for disciplinary action against any Officer.

1.438.18 On-Call Status
A. Only the chief has the authority and responsibility to designate, on a rotating basis, those individuals deemed eligible for on-call status.
B. Employees assigned to on-call status must maintain a means of immediate contact with the agency, either by providing phone numbers where they may be reached or by carrying assigned pagers/cellular phones.
C. Employees will not be assigned to on-call status for a period of more than seven consecutive calendar days.
D. On-call employees will maintain the same fitness and readiness for duty that on-duty personnel must maintain.
E. On-call employees will be paid according to the published on-call rate in addition to any pay due for hours worked when called in.
F. On-call pay must be included in the computation of overtime pay.
G. Failure of on-call personnel to respond as required will be investigated.
H. The chief will provide to communications, when applicable, schedules of on-call personnel and means to contact them.
I. Supervisory or administrative personnel will notify communications when needs arise for on-call employees to be contacted.
J. In order to contact on-call employees, communications personnel will:
   1. Contact on-call employees by telephone; and
   2. Relay all pertinent information so they may determine whether they need to respond to the university.
K. Failure of on-call personnel to respond as required will be investigated and
ed consistent with 2.900 Complaints and Discipline as possible violations of 1.928 Reporting for Duty and/or any other applicable directives.
L. On-call employees may not consume alcoholic beverages while in the on-call status.

1.438.20 First-Call Status
A. Unit commanders have authority to designate those individuals who, in event of emergencies or because of their expertise or specific knowledge, may be contacted on a first-call status.
B. Employees assigned to first-call status may, but are not required to, maintain means of immediate contact with the agency, either by providing a phone number where they may be reached or by carrying assigned personal pagers.
C. First-call employees are not required to maintain the same fitness and readiness for duty that on-duty personnel must maintain.
D. Unit commanders will, as applicable, provide to communications listings of first-call personnel.
E. In order to contact first-call employees, communications personnel will:
   1. Either page first-call employees, entering phone numbers the first-call employees are to call or call by phone first-call employees; and
   2. Relay all pertinent information so they may determine whether they need to respond to the university.

1.438.22 Call-Back Compensation
A. Employees who are called back to work will be paid for a minimum
of three hours additional work time even if the time spent on duty is less than three hours.

1. This applies only to employees who are called back after having gone off-duty or are on an off-duty status and are required to respond to the university or any other location in order to perform a work related task.

2. This does not apply to employees who may be working overtime or compensatory time as a continuation of their normal hourly schedule.

3. The rate of compensation for employees in a call-back situation will be consistent with their FLSA status.

B. Employees in a call-back status will receive compensation from the time they are notified that they are needed until the time they are no longer needed. Travel time to the university or any other location in order to perform a work related task is compensated and counts toward the three-hour minimum call-back time.

1.438.24 Shift Differential
A. Shift differential is paid to employees who work shifts starting between 1400 hours and before 0200 hours.

B. Employees who work on all or part of shifts beginning between 1400 hours and before 0200 hours, whether or not they are assigned to that shift, are to receive the full or pro rata differential provided for their pay scale.

C. Employees who fail to work shifts, even though regularly assigned to it, are not eligible for shift differential.

D. Shift differential is authorized for employees who are permanently assigned to qualifying shifts while on approved leave with pay. However, payment of shift differential will cease after 10 working days of continuous paid leave for which there had been a shift differential payment.

E. Shift differential is to be paid to eligible employees who are scheduled to work overtime from qualifying shifts into other qualifying shifts. This payment is in addition to any overtime payment or compensatory time to which employees may be entitled.

1.438.26 Acting Capacity
A. Only the chief has the authority to designate persons to serve in acting capacities. Only under unusual circumstances will acting capacities be utilized.

B. This policy applies to exempt and non-exempt civilian employees. Non-exempt sworn employees designated as Acting Sergeants under 1.435 Acting Sergeant are subject to the guidelines and restrictions of that policy.

C. Designating employees to work in acting capacities can normally be justified only when incumbents in higher classifications are temporarily absent.

D. Employees may be designated to work in acting capacities for periods of less than 30 continuous days without being compensated at higher salary grades. Employees who are in acting capacities beyond 30 days will be compensated at the amount they would receive if they had been promoted on a permanent basis.

E. Employees serving in acting capacities will not be promoted on a permanent basis without participating in the promotional process for the vacant positions.

F. Only employees who meet or exceed minimum job qualifications for those higher classifications are eligible to perform in acting capacities.

G. Employees in acting capacities will use and wear insignia of their permanent ranks and not that of acting ranks. They will also continue to be referred to by their permanent ranks.

1.438.31 Holiday Pay
A. Holiday Pay Differential is paid to FOP Bargaining unit employees who work regular shifts starting between 0001 hours and 2359 hours on Thanksgiving Day, Christmas Day (December 25th), and New Year’s Day (January 1st).

B. FOP Bargaining unit employees who fail to work shifts, even though regularly assigned to it, are not eligible for the Holiday Pay Differential.

C. FOP Bargaining unit employees shall receive 1 ½ times pay for all hours worked on either day in lieu of straight pay.

1.438.32 Overtime
A. The agency may require employees to work overtime.

1. Overtime assignments will be approved by supervisory or administrative personnel and limited to situations that are determined to be:
   a. Unusual;
   b. Essential; or
   c. Emergencies.

2. Scheduled overtime events are essential events requiring planned, scheduled assignment of employees in overtime capacities, e.g., athletic events, court dates, mixers, etc.

3. Non-Scheduled overtime events may be unusual, essential, or emergency situations that could not be planned or scheduled and require assignment of employees, e.g., arrest processing, crime scene processing by investigators, reports, minimum staffing requirements, etc.

B. Agency employees assigning overtime assignments are responsible for ensuring:

1. As far as practicable, overtime is distributed fairly;

2. Employees assigned overtime are notified in a timely manner;

3. Excepting emergency situations, employees have eight hours off in 24 hour periods; and

4. Overtime assignments do not interfere with employees’ abilities to properly perform their jobs.

C. The agency will compensate employees with either cash payments or compensatory leave in lieu of cash payments consistent with employee’s FLSA classifications.

D. Overtime is calculated in quarter hour increments with employees working into a quarter hour increment being entitled to that quarter hour of compensation.

E. Off-duty officers will be compensated in accordance with their FLSA classifications when exercising limited extra jurisdictional authority consistent with 2.424 Extrajurisdictional Authority Implementation and 2.426 Extrajurisdictional Authority Operations.

1.438.36 Compensatory Time
A. The agency may offer, and employees may voluntarily accept, compensatory time in lieu of cash payments for overtime based on FLSA classifications for their individual job classifications.

B. Employees are encouraged to use compensatory time within one year of accrual.

C. The agency may expend time to pay out employee’s accumulated compensatory leave.

1.438.37 Field Training Officer (FTO) Pay
A. Officers serving as primary Field Training Officers will be compensated during those hours worked actually performing FTO duties.

B. All FTO hours must be documented on approved agency forms or records.

C. Field Training Officers will be paid according to the published rate for hours worked when serving as a primary FTO.

1.438.38 Overtime/Comp Time Documentation & Review
A. All overtime hours, be they compensated with cash or compensatory time, must be documented on approved agency forms or records.

1. Overtime records will be initiated at the beginning of all sched-
uled or assigned overtime events and completed at event conclusion.
2. Overtime records will be initiated and completed at the conclusion of non-scheduled overtime events.

B. Initial reviews of overtime records will be performed by:
1. The OIC, or designate, of scheduled or assigned events; or
2. On-duty supervisory or administrative personnel for non-scheduled or one-officer scheduled or assigned events.

C. For overtime activities emanating directly from the Office of the Chief, overtime records will be reviewed only by the Office of the Chief, e.g. Internal Affairs overtime.

D. Initially reviewed overtime records will be forwarded for final review and approval to bureau commanders for overtime resulting from their individual commands.

E. Overtime records will be reviewed to ensure:
1. Accuracy; and
2. That all overtime was due to situations that were unusual, essential, or emergencies.

F. Overtime records must receive final review and be distributed no later than one business day following overtime events.

1.438.40 Time Keeping Records
All agency employees are responsible for ensuring their time keeping records are filled out, completed, and submitted in accordance with time keeping instructions.

1.438.42 Pay Checks
A. Excepting for modifications necessitated for certain holidays and/or university closings, paychecks and deposit records are received on the Thursday before each Friday designated as a university pay date.

B. Pay checks and deposit records are received and verified by the Administrative Assistant in the Office of the Chief with assistance provided from others as appropriate. The paycheck and deposit record verification process must be conducted by at least two employees, neither of which signed payroll journals.

C. Excepting for modifications necessitated for certain holidays and/or university closings, pay deposit records will be placed in employee’s mail boxes and pay checks will be available for pick up from Communications no later than 0830 hours on pay day Fridays.

D. Pay checks not picked up by 0830 hours on Mondays following paydays will be picked up and securely stored by the Chief’s Administrative Assistant. These pay checks may be subsequently claimed by employees during normal business hours.

E. Employees assigned to, and actually working, shifts ending after 0001 hours on pay day Fridays may submit written or e-mail requests to the Office of the Chief for their pay checks to be made available after 0001 hours on those dates from Communications. Early check requests must be submitted no later than beginning of business on Thursdays before paydays.

F. The agency complies with the provisions SPP 2-405 pertaining to mandatory direct deposit.
1. State agencies are required to implement mandatory direct deposit of pay for all employees hired on or after 01/01/01.
2. Employees must be advised when they are hired of their right to request an exemption from the direct deposit requirement.
3. All hourly employees, including students, Contingent I, and hourly faculty are exempted from the mandatory direct deposit requirements, but may voluntarily enroll in the direct deposit program.