



## WORK TIME, WORK SITE AND HOURS OF WORK

### Directive 4 - 101

Date of Issue: October, 2015 Amends/Cancel: 4-102 July 2013

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#### I. PURPOSE

The purpose of this Directive is to establish written policy governing work time, work site and hours of work.

#### II. POLICY

It is the responsibility of all Department of General Services Maryland Capitol Police (DGS-MCP) employees to be present for work at the site and during the normal working hours of the Unit or Detachment, to which the employee is assigned, unless the employee is absent with the supervisor's prior approval. Employees are required to maintain and sign their own time sheets as an attestation to their accuracy and completeness.

#### III. DEFINITIONS

- A. "Work site" is the physical location to which the employees are assigned to perform their duties and responsibilities, as determined by the supervisor.
- B. "Time in" and "time out" are the actual times the employee reports for and leaves work, respectively.
- C. "Absence" means any amount of time that the employee is not available for work without the consent of the employee's supervisor and is unable to perform assigned duties and responsibilities.

#### IV. PROCEDURES

##### A. Hours of Work

1. All regular patrols and shifts will be of eight hours duration.
2. Employees assigned to DGS-MCP are considered to be "essential employees" rendering service 24 hours a day. This includes all police officers, security officers and police communications operators.
3. Commencement and termination of tours of duty should reflect the needs of each Detachment or Unit. Detachment Commanders shall be accountable for the proper management of their resources and shall be permitted to structure the hours of patrol to insure the most effective deployment of manpower.

## B. Recording Time

1. Each employee is to maintain a bi-weekly timesheet, to record the actual time worked. Employees are required to maintain their own time sheet.
2. Employees will submit their timesheets, along with all required documentation, (i.e. MCP Form 174 - Approved Leave Slips, Form 175 / doctors notes, Form 197- Overtime Reports) to their immediate supervisor for review by the date due.
3. All leave markings on a timesheet must be accurate. This includes documented sick leave, undocumented sick leave, FMLA, jury duty, military, bereavement, etc. If the leave used is the kind that requires documentation, the documentation must be provided along with the timesheet for approval when it is submitted.
3. Upon receipt of a time sheet for approval, it will be the supervisor's responsibility to review it for completeness, accuracy and required documentation. A supervisor's signature on the timesheet constitutes approval and confirmation of the hours worked and leave hours approved for that employee, and therefore should only occur once the supervisor is satisfied that the timesheet is prepared accurately.

## C. Meals

1. Consistent with available manpower and the need to maintain Law Enforcement and Security services, employees *may* be permitted time during each work shift to take meals.
2. Time allowed for meals taken during special assignments, e.g. training and emergencies will be governed by the circumstances of the assignment.
3. While taking meals, DGS-MCP employees will remain available for immediate recall.

## D. Overtime

1. Security Officers, Police Communication Operators and all civilian members of DGS-MCP will be paid cash overtime at time and one-half for those hours worked in excess of 40 hours per week.
2. Law enforcement personnel will be compensated at time and one-half for all hours worked in excess of eight (8) hours per day.
3. Authorization to work overtime must be approved by the supervisor prior to the overtime hours worked. Time worked without prior approval will not be compensated in any manner. It is the supervisor's responsibility to justify the need for extra hours worked and insure that accurate time records are kept concerning the work hours and the availability of funds for payment to those employees eligible to earn cash overtime.

4. Overtime in excess of two (2) hours will not be authorized by supervisors without the Detachment Commander's verbal or written authorization unless it is approved reimbursable overtime.
5. Generally, overtime should not be pre-scheduled without approval of Headquarters. Time permitting, manpower should be adjusted to cover shortages thereby avoiding overtime. Additionally, overtime will not be approved to cover leave requests.
6. Commanders are responsible for the effective and efficient operations of their command and maintain overall responsibility for the proper authorization of overtime.
7. Generally, employees who are eligible for cash overtime payments will be compensated accordingly and will not be permitted to earn compensatory leave in lieu of cash overtime payment.
8. Employees will record overtime hours on both their timesheet and MCP Form 197 – Overtime Report. The overtime hours recorded will be signed for by either the supervisor approving the overtime or by the supervisor on duty for the shift in which overtime was worked.

E. Compensatory Time

Executive, administrative and professional employees whose classifications are not designated to receive cash overtime payments are eligible to earn compensatory leave. Employees authorized by the supervisor to work beyond the standard work hours must work a minimum of one hour beyond the employee's standard workday. The total compensatory time earned is equal to the first hour worked plus any time worked beyond the initial qualifying hour. Compensatory time worked in less than one (1) hour increments and compensatory leave not used within one year of the date earned will be lost.