



General Order 22.1 - Compensation

PURPOSE: Describe various components of the salary program.

DATE OF APPROVAL: 2/26/14

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REVIEW DATE: Annual

AMENDS: 22.1.4

THIS ORDER CANCELS: 7/16/10

ISSUED BY : Sheriff Jeffrey Easter

REVIEWED BY: Standard Review Committee

A handwritten signature in black ink, reading "Jeffrey T. Easter", is positioned below the text of the order.

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22.1.1 SALARY PROGRAM

- A. The salary structure of the Sedgwick County Sheriff's Office is published annually by the Office of Personnel Services of Sedgwick County.
 - 1. A copy of this compensation plan shall be maintained in each division and will be available to all personnel.
- B. Overtime will be granted in compliance with the Fair Labor Standards Act (F.L.S.A.) as it applies to public service employees, as outlined:
 - 1. In the event of conflict between the F.L.S.A. and this policy, the F.L.S.A. will take precedence.
 - 2. Only hourly employees that fall under Civil Service policies are eligible for overtime according to this policy.

3. Non Civil Service employees are compensated in accordance with Sedgwick County personnel policies.
- C. Overtime in the form of pay (within budgetary constraints) or time off will be granted for additional duty performed in a defined pay period.
1. The employee must have physically worked the specified hours of the defined pay period before overtime is granted. Absence from work for any reason does not count as time worked.
 2. Additional duty must be authorized by a supervisor, except when the employee is subpoenaed and attendance is required.
- D. Additional duty performed during any defined pay period may be adjusted at straight time, in lieu of overtime, if such adjustment takes place within the pay period the additional duty was performed.
1. Time off granted for additional duty that is given outside the pay period in which it was earned will be granted at overtime rates i.e., at the rate of time and one-half.
- E. Non-exempt employees may be granted compensatory time in compliance with the procedures set out in this policy, Civil Service Policy 4.02, the F.L.S.A. and supplemental regulations as they apply.
1. Employees wishing to use compensatory time must complete and submit a leave request form for supervisor approval. Supervisors will not approve a leave request that would adversely affect the operation of the Sheriff's Office (e.g. minimum staffing could not be maintained)
 2. At the supervisor's discretion, additional duty performed during any defined pay period may be adjusted at straight time, in lieu of overtime, if such adjustment takes place within the pay period the additional duty was performed.
 3. All compensatory time will be maintained in accordance with formal time administration system. No informal, off the books system shall be maintained by any division.
- F. Appearing for court will normally result in receiving paid overtime.
1. Any hourly employee called in for additional duty shall receive a minimum of two (2) hours compensation.
- G. Additional duty time for telephone calls while off duty.
1. When a non-exempt employee is called by telephone while off duty concerning departmental business, the employee may be compensated for time spent on department business. In order to be compensated, the employee must document information about the call including date and time of call, the length of time spent on the call, the person spoken to, the reason for the call, and if applicable, the case

number referenced. The documented information will be reported the following business day on the departmental Phone Log.

2. For an employee to be compensated for time spent on telephone calls regarding department business, the calling employee must have his/her supervisor's authorization

22.1.2 OPEN

22.1.3 OPEN

22.1.4 SALARY AUGMENTATION

A. Various types of salary augmentation are paid by Sedgwick County as follows:

1. Overtime pay -- Paid according to [section 22.1.1](#).
2. Performance based pay – Awarded according to the schedule (matrix) defined each year based on the budget authority granted by the Board of County Commissioners. The amount of the award will be determined by the rating score earned on the most recent employee performance evaluation.
3. Watch differential -- Paid to employees working second (2nd) or third (3rd) watches as outlined in the compensation plan.
 - a. **(R)** When three (3) or more hours are worked or scheduled between 5 pm and 8 am, the hours that fall between 5 pm and 8 am will receive the watch differential. The hours do not need to be consecutive.

B. These policies are offered on an informational basis and do not in any way constitute an employment contract or terms thereof.

1. The employee is directed to either the Civil Service policies or the county personnel policies for more information.