

# Human Resources

**Index Code: 301.1**

**Effective Date: 3/12/2024**

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**I. Policy:** The Office of the Sheriff follows the Queen Anne’s County Human Resources County Code Articles VIII, X, XIV, and all sections of Article VII except §§ 27-72 and 27-80 with the following exceptions.

**II. SICK LEAVE**

**A. General**

1. Employees using sick leave are required to call their supervisor prior to (preferably four hours) their scheduled start time on each day they are out of work due to illness unless prior arrangements have been made with their supervisor.

2. Employees using sick leave for necessary medical, dental, or optical appointments will notify their supervisor as soon as possible prior to the scheduled appointment.

3. Employees having prior knowledge that they will be on sick leave in excess of three days may be required by their supervisor to submit in advance a written statement from their physician, which will include the:

- a. Anticipated dates of absence.
- b. Employee’s anticipated work status upon return to work (e.g., full-duty, restrictions, modified duty, etc.).
- c. Anticipated date of return to work if known.
- d. Documentation as detailed in written directive Family and Medical Leave #703 VII (E)

**B. Physician’s Notes**

1. Required for all Employees on sick leave in excess of three workdays.

2. The medical release should state the:

- a. Dates the employee was unable to perform the essential functions of their job.
- b. Employee’s work status upon return to work (e.g., full-duty, restrictions, modified duty, etc.).
- c. Anticipated duration of any restrictions, modified duty, etc.

3. Required for each occurrence for employees who are on notice for excessive absenteeism. Supervisors are tasked with tracking absenteeism and noting with employees when their leaves are in excess of the norm so that employee assistance can be offered if appropriate.

4. Obtained by the employee, in writing, from a physician or health care provider.

**III. Injuries While Working**

A. Work related injuries must be reported immediately to the affected employee’s supervisor. That supervisor must report as soon as feasible to the agency Human Resources office who will communicate with the County Risk Manager via email during business hours or by cell phone for after-hours serious, urgent incidents involving Emergency Room treatment and/or hospital admission. The initial notification will include “who, what, when, where.”

B. An Injury Report Form (Queen Anne's County Injury/Illness, Near Miss Form) will then be completed and sent to the agency Human Resources office (who will communicate with the County Risk Manager) as well as up the agency chain of command.

C. The County Human Resources officers will communicate with the Workers' Compensation carrier to obtain claim numbers and any other required information.

- An employee can receive up to 160 hours of injury leave for an injury.
- The injury leave commences when lost time from work begins due to the injury.
- The injury leave must be initially and continuously supported by medical notes indicating that the person is unable to work. This medical documentation must be submitted to the agency Human Resources manager who must then forward the documentation to the County Risk Manager.
- If the employee remains out after 160 hours of continuous injury leave, then the employee would begin being paid directly by the Workers' Compensation carrier. This payment is determined by an average weekly wage calculation which is prepared and sent to the Workers' Compensation carrier by County Human Resources.
- If the injury claim is denied under the State Workers' Compensation Act, the County may convert any injury leave paid resulting in a charge to the employee's sick leave. Employees that do not have enough sick leave balance to cover a conversion from injury leave will be placed into a leave without pay status.

#### **IV. ANNUAL VACATION LEAVE**

A. Leave request forms for three (3) or less consecutive days off should be submitted to the employee's supervisor as soon as the expected use is known.

B. Annual leave for more than three (3) consecutive days should be submitted on a leave request form at least thirty (30) days before the first requested day off

#### **V. PERSONAL LEAVE**

A. A Supervisor can deny an employee use of personal leave when such leave would expose another person to an unreasonable risk of harm, would impose serious or costly hardships on the performance of a County activity or is being abused by such employee.

#### **VI. HOLIDAY LEAVE**

A. Unit Commanders and/or supervisors will schedule certain essential employees who will work their normal schedule regardless of any holiday, and the supervisor will schedule their holiday leave according to procedures set forth by their Division Commander.

**VII. OVERTIME**

A. Overtime pay is computed at the rate of 1 1/2 times the regular hourly rate of pay for all hours worked including any earned paid leave in excess of 80 hours in any pay period for all employees of the Office of the Sheriff except for those designated as professional and executive service (PE).

**VIII. OVERTIME REQUEST FORM**

- A. An Overtime Request form must be completed for any and all overtime.
- B. Overtime must be approved and signed by the employee's supervisor who had responsibility for the event that resulted in the overtime.
- C. Overtime assignments requiring a special report (Highway Safety, Cloverfields, School Bus, etc.) must be submitted with the Overtime Request form.
- D. If overtime is not approved as indicated by a supervisor's signature or a proper report is not submitted, supervisors should return paperwork to the employee for correction.

**IX. Restricted On-Call**

Effective January 1, 2023, certain employees will have designated times when they are scheduled to remain on "Restricted On-Call" based on their skills and assignment. These employees must be reachable, accessible and able to respond to Queen Anne's County within 30 minutes. An employee on Restricted On-Call will receive one (1) hour of the employee's compensation for each consecutive period of 24 Restricted On-Call hours. Exempt are employees in the Professional and Executive Service. This does not apply when an On-Call employee has been called in to duty. At that time, the employee will receive their appropriate compensation for their actual hours worked.

**X. SHIFT DIFFERENTIAL PAY**

A. A shift differential shall be paid for all time worked on the night shift (1800 to 0600) or any four hour minimum of a portion thereof as indicated by the deputy noting the appropriate time on the 1<sup>st</sup> shift differential row on their time sheet.

**XI. SUBMISSION OF TIME SHEETS**

**A. Employee**

1. The time sheet header must contain the employee's county number, name (Last, First).
2. Employee's actual work time and leave time is to be accurately reflected on time sheets or programs using established pay codes and submitted to their immediate supervisors.
3. Employees must submit to their supervisors any overtime or comp time forms and special overtime reports along with time sheet.
4. Each supervisor reviewing a time sheet up the chain of command will initial and place their ID number in designated areas.
5. Employees must give supervisors sufficient time to review their time sheets and thus will submit them at least two hours prior to the supervisor's 10 AM deadline.
6. Any employee who does not submit a timesheet will not be paid until the next pay period following a timesheet submission.

**B. Supervisor**

1. The employee's immediate supervisor will review and sign their time sheet if appropriate or return it to the employee if any corrections are required.

2. Time sheets are to be submitted no later than 10 AM to the Administrative Services Division every other Tuesday, unless notified of an early submission requirement.

**C. Administrative Leave** is used for a variety of situations, such as jury duty, bereavement leave, military leave, inclement weather etc. as described in Queen Anne's County Code. Employees must note on the timesheet the reason for administrative leave.

**D. Family Sick Leave** is used when an employee needs to take time off to care for a sick family member (spouse, dependent child or parent). A maximum of 80 hours of leave per year may be used for this purpose.

**E. Employees approved for Family and Medical Leave (FMLA)** may use sick leave, vacation leave, personal leave and/or compensatory leave or it may be unpaid. Regardless of the type of leave utilized, the time absent from work counts toward FMLA (refer to the Family and Medical Leave Policy).

**F. The Administrative Services Division** is the final review and improperly submitted hours will be removed from the timesheet.

**G.** Administrative Services Division will note problems on the Overtime Request form and place a copy in the employee's Division Commander's mailbox.

**H** The Commander will then require the employee to obtain supervisor approval/signature and or complete any appropriate report.

I. The corrected paperwork will then need to be resubmitted through the chain of command.

**XII. PAYROLL CORRECTION**

A. If an error on a timesheet is discovered after it has been submitted to County Finance Office, a Payroll Correction form must be completed.

B. A copy of the timesheet as it was originally submitted must be attached to the Payroll Correction form. On that copy, the employee will make the changes in red ink and submit it to their immediate supervisor. Following that review, both the form and the corrected timesheet should be submitted to the Administrative Services Division.

**XIII. TIME CHANGE**

Employees working the night shift during the time change to and from daylight savings will be paid for actual hours worked. In doing so, if employees are short an hour, they can use compensatory time or other forms of leave to make up the time or they can work an extra hour if their supervisor approves. If employees gain an hour, this will be part of hours included to determine if overtime is applicable.

**XIV. EVALUATIONS**

A. The Queen Anne's County Performance Planning and Assessment System form is to be completed by every employee's immediate supervisor at least two weeks prior to the employee's employment anniversary.

B. Completed draft forms should be reviewed with the supervisor's Division Commander (prior to reviewing it with the employee) so that the Commander can ensure consistent evaluation criteria and measurements within their command.

C. That Commander will then review the draft with their respective Major and also with the Sheriff to ensure agency-wide consistency.

D. Any recommended changes, if any, will be passed down the chain of command so that the supervisor can review the assessment with the employee.

**XV. Civilian Schedule**

A. Full-time civilians will be scheduled for eight hour days.

B. A workday will include two 15 minute breaks and one 30 minute lunch break

C. Clerical civilian staff will schedule their time including any breaks to ensure coverage of headquarters phone and walk-in traffic from 0800 to 1630 hours on normal workdays excluding holidays and weekends.

**XVI. CALEA References: 41.2.4; 26.1.1**

**XVII. Cancels policy dated 1/25/2022**

**XVIII. Proponent Unit: Administrative Services Division**

  
Sheriff Gary Hoffmann