
Payroll Records

1401.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of office members who are eligible for the payment of wages.

1401.2 POLICY AND WORK SCHEDULES

The Montgomery County Sheriff's Office maintains timely and accurate payroll records.

In an effort to ensure members are informed of their expectations as it pertains to work hours, duty hours, and shifts the following is established as a guide. Members shall understand a Sheriff's Office is a public safety agency and schedules will vary to meet the needs and demands of public safety. The ability to meet this demand is paramount. Any member's schedule or work assignment can be adjusted or changed by that member's supervisor, Division Director or Sheriff.

General guidelines are as follows:

1. Division Directors, Supervisors, Administrative Personnel who as assigned to an administrative role will work 9 hours each day and receive a 1 hour meal break to be taken during the day, thereby working a total of 8 hours per day or a total of 40 hours per week. Their normal hours shall be 8:00 AM until 5:00 PM, unless otherwise directed by their supervisor.
2. Courthouse Security and Bailiffs Personnel will work 9 hours each day and receive a 1 hour meal break to be taken during the day, thereby working a total of 8 hours per day or a total of 40 hours per week. Their normal hours shall be 8:00 AM until 5:00 PM, unless otherwise directed by their supervisor.
3. Investigative Personnel will work 9 hours each day and receive a 1 hour meal break to be taken during the day, thereby working a total of 8 hours per day or a total of 40 hours per week. Their normal hours shall be 8:00 AM until 5:00 PM, unless otherwise directed by their supervisor.
4. School Resource Personnel will work 9 hours each day and receive a 1 hour meal break to be taken during the day, thereby working a total of 8 hours per day or a total of 40 hours per week. Their normal hours shall be 7:00 AM until 4:00 PM, unless otherwise directed by their supervisor.
5. Patrol Deputy and Detention Officer Personnel will work 12 hours each day and receive a 1 hour meal break to be taken during the day, thereby working a total of 12 hours per day or a total of 84 hours per every two weeks. Their normal hours shall be 6:00 AM until 6:00 PM or 6:00 PM until 6:00 AM unless otherwise directed by their supervisor.

Montgomery County Sheriff's Office

Policy Manual

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If a member is a sworn Deputy Sheriff and is assigned a patrol vehicle, which they are required to take home and they are subjected to respond to an emergency, take enforcement action or render assistance to the public as they commute to and from work that member's shift begins when they leave their place of residency. The member should report the beginning of their shift by radio, MDT, mobile device to the County Time Management software when they leave their home and occupy said patrol vehicle. All non-sworn members begin their shift when they arrive at their work station and log into the County Time Management software.

1401.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

1401.4 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to Administration as established by the county payroll procedures.

1401.5 RECORDS

The Support Services Director shall ensure that accurate and timely payroll records are maintained for a minimum of three years and in compliance with the records retention schedule.