
	GAITHERSBURG POLICE DEPARTMENT		
	Compensation, Benefits, and Working Conditions		
	GENERAL ORDER 202.1	Related CALEA Standards: 1.3.8, 22.1.1, 22.2.1, 22.2.3, 52.2.7	
Effective Date 01/19/2026			
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE 01/29/2026

1. PURPOSE

1.1. The purpose of this directive is to establish Department policy concerning matters of employee compensation and benefits, such as salaries, pay differentials and the earning and use of leave. This directive also provides procedures for reporting occupational injuries and illnesses, general explanations of the current retirement, disability, insurance, educational and flexible spending benefits that are made available to members of the Department.

2. POLICY

2.1. Members of the Department are paid according to the City of Gaithersburg’s Police Department Salary Schedule, as adopted by the Mayor and City Council. The Department’s compensation plan is in accordance with City Personnel Regulations and the Fair Labor Standards Act.

2.2. The City of Gaithersburg Human Resources Department maintains records of job classifications and pay scales. Annually, as part of budget preparation, compensation and benefits are examined and compared with those offered or proposed by other jurisdictions. This is to ensure that compensation remains fair, equitable, competitive and conducive to the recruitment and retention of personnel.

3. DEFINITIONS

3.1. **Police Department Salary Schedule:** In the context of this directive, the term “Police Department Salary Schedule” refers to the salary schedule that was adopted for sworn Police Department employees for that current budget year.

3.2. **Call-Back:** In the context of this directive, the term “Call Back” refers to reporting for job-related court appearances, training, meetings, and other assignments where the member’s attendance is required at times other than the member’s scheduled tour of duty.

4. PROCEDURE

4.1. Base Salary Program

- 4.1.1. Entry-Level Salary
- 4.1.2. Newly hired personnel with no prior law enforcement related experience are considered entry-level.
 - 4.1.2.1. The Department's entry-level salary for sworn personnel is the minimum rate established in the Police Department Salary Schedule.
 - 4.1.2.2. Entry-level sworn officers are placed on a one (1) year probationary period, as mandated by the Maryland Police and Correctional Training Commission, and pursuant to MPCTC Regulation 12.04.01.03-F, Public Safety Article, § 3-215.

4.2. Police Department Salary Schedule

- 4.2.1. The City has established a Police Department Salary Schedule for sworn members below the rank of Lieutenant. The Salary Schedule establishes salaries based on rank and years of service.
- 4.2.2. The Police Department Salary Schedule is adjusted annually consistent with the City's annual budget process (Adopted Gaithersburg Police Department Salary Step Scale).
- 4.2.3. Lateral-entry positions are available for applicants with prior qualified law enforcement experience. Salary is based upon an evaluation of the applicant's experience and years of service.

4.3. Command Staff, Professional and Support Personnel Salary

- 4.3.1. The City has a set of structured pay grades, with amounts for minimum, mid-point and maximum salaries at each grade, which applies to sworn members above the rank of Sergeant and for civilian members.
 - 4.3.1.1. Salary increases for each employee are proposed by the City Manager and approved by the City Council during the annual budget process, based on recommendations related to cost of living increases.
 - 4.3.1.2. Salary grades are determined by the City classification/pay plan.

4.4. Special Compensation and Differentials

- 4.4.1. Field Training Officers (FTO) Differential: Officers who have been

selected and trained as FTOs are compensated according to an established rate of pay during the period they are actively training new officers. This additional compensation is referred to as FTO differential. FTO differential is \$6.00 per hour worked per shift.

- 4.4.2. Language Differential: Personnel who have been tested and shown to be proficient in additional languages relevant to the cultural diversity of the City are compensated with an established additional rate of pay based upon their regular pay period hours. Officers who have been approved through testing and proficiency are eligible for language differential of \$2,080 annually, paid in installments of \$80.00 per paycheck.
- 4.4.3. Shift Differential: Officers below the rank of Lieutenant who work evening or overnight shifts are compensated with an established additional rate of pay for hours worked during those shifts. This additional compensation is known as shift differential.
 - 4.4.3.1. Evening Shift Differential: Personnel who begin their tour of duty between 1400 and 1859 hours qualify for an evening shift differential of an additional \$1.50 per hour worked, up to the total number of hours scheduled for that tour of duty.
 - 4.4.3.2. Midnight Shift Differential: Personnel who begin their tour of duty between 1900 and 0100 hours qualify for a midnight shift differential of an additional \$2.00 per hour worked, up to the total number of hours scheduled for that tour of duty.
- 4.4.4. Officers receive FTO and shift differential compensation for regular, overtime, and holiday hours worked.
- 4.4.5. Roll Call Differential: A patrol/SCU sergeant, or patrol/SCU corporal in the sergeant's absence, who supervises a shift is eligible to receive one-half hour of overtime compensation per shift for roll call preparation and other supervisory duties. This is provided that the supervisor is present for roll call and works thirty minutes longer than the regular tour of duty. This additional compensation is referred to as roll call pay. Roll call pay is paid at the supervisor's overtime rate.
- 4.4.6. Canine Differential: Officers assigned as canine handlers shall receive a canine differential equivalent to one-half hour of overtime compensation per day for the purpose of providing daily care for the assigned canine. If the handler is unavailable to provide care for the canine, they are not entitled to the canine differential for that period. Examples include, but are not limited to, situations where the canine is boarded while the handler is on vacation or otherwise unable to perform

daily care responsibilities.

- 4.4.7. Employees who reside within the City may be eligible for a monthly stipend, based upon income, as an incentive to reside within the community they serve.
- 4.4.8. An employee is eligible for a bonus if they are selected as the City's Employee of the Year, or if a bonus request from the Chief of Police is approved by the City Manager.
- 4.4.9. Uniform and Equipment Compensation: Officers are provided compensation for uniform and dry-cleaning services and can be found in more detail in General Order 203.1 – Uniforms and Equipment.

4.5. Overtime Compensation

- 4.5.1. Employees are not permitted to receive both their regular scheduled wages and overtime wages for the same hours worked. Overtime compensation applies only to hours worked beyond the employee's scheduled work hours, in accordance with applicable laws and City policy. Refer to the Personnel Rules and Regulations Manual: Section 600 – Compensation.
- 4.5.2. Call Back Pay: Employees are eligible for call-back and hours worked in excessive of forty hours in a standard work week. Regular overtime hours are paid at a "time-and-a-half" rate (1.5 X the employee's hourly rate).
 - 4.5.2.1. A minimum of three hours of overtime is earned for each Call Back unless the overtime period overlaps with a member's regularly scheduled work hours, in which case, the member will receive overtime pay until their regular shift begins.
- 4.5.3. Employees may choose to be compensated for overtime by either pay or compensatory time at the same rate.
- 4.5.4. Exempt employees are not eligible to earn overtime.
- 4.5.5. Overtime Staffing for Special Events and Details: Special events, details, and other operational requirements may arise that necessitate the use of overtime assignments to maintain adequate patrol coverage. The staffing plan and selection process for these overtime details will vary based on factors such as available planning time, operational circumstances, and the specific needs of the assignment. The goal is to ensure both operational effectiveness and fairness in the selection process. The process for assigning officers to overtime details will

follow three steps:

4.5.5.1. Notification of Overtime Opportunity: Eligible sworn officers will be notified of overtime opportunities via email or other electronic means. Notifications will include, but not limited to:

- 4.5.5.1.1. A reasonable response window based on the circumstances;
- 4.5.5.1.2. Any supervisory requirements for the detail; and
- 4.5.5.1.3. A submission deadline for interested officers.
- 4.5.5.1.4. All supervisors and bureau commanders will receive the notification, regardless of whether supervisory positions are required.

4.5.5.2. Selection of Officers: Officer selection will consider, but not limited to the following factors:

- 4.5.5.2.1. The officer's seniority by ID number;
- 4.5.5.2.2. Previous overtime assignments worked;
- 4.5.5.2.3. Specialized skills or roles required (e.g., supervisor, canine, SCU); and
- 4.5.5.2.4. Work schedule considerations to ensure adequate off-duty time.
- 4.5.5.2.5. When time permits, selections will be based on a combination of these factors and any other relevant criteria. For urgent, last-minute overtime needs, staffing may be determined by the order in which responses are received. In such cases, the notification will clearly state that first responders to the notification will be selected.

4.5.5.3. Notification of Selected Officers: All officers who expressed interest will be notified of the outcome as soon as reasonably practical via email or other electronic means. Supervisors and bureau commanders will also be included in these notifications.

4.5.6. Overtime for Patrol Minimum Staffing: When overtime is required to maintain minimum staffing levels for patrol operations, the assignment and management of such overtime shall be handled by the Patrol

Supervisor in coordination with the Bureau Commander, based on the operational needs of the situation. Overtime coverage will primarily be achieved by utilizing personnel from the oncoming or outgoing shifts, whenever feasible. However, if circumstances dictate that this approach is not the most effective or practical option, alternative staffing solutions may be implemented at the discretion of the Patrol Supervisor and Bureau Commander to ensure continuity of operations and public safety.

- 4.5.7. Personnel are encouraged to report any concerns regarding overtime assignments through their chain of command.

4.6. Types and Use of Leave

- 4.6.1. The types, accrual, and use of leave are governed by Section 700 of the City's Personnel Rules and Regulations Manual.

4.6.2. Approval of Leave

4.6.2.1. Leave requests will be reviewed and approved in a fair and consistent manner, while considering minimum staffing, seniority, date of request and needs of the Department.

4.6.2.2. Special considerations may be afforded to personnel dealing with stressful situations beyond the norm for their positions.

4.6.2.3. Use and approval of leave will be monitored by the Command Staff.

4.6.2.4. For more information on the City of Gaithersburg's policies regarding various leave benefits can be found below:

- Personnel Rules & Regulations Manual – Section 700 – Leave, Attendance and Holidays
- Administrative Policy 701 – Annual Leave
- Administrative Policy 702 – Personal Leave
- Administrative Policy 708 – Military Leave
- Administrative Policy 715 – Volunteer Service Leave
- Administrative Policy 716 – Family Care Leave

4.7. Maryland's Workers Compensation Act

- 4.7.1. Under the City Workers Compensation Plan, employees who are injured

while working on the job will be provided with full pay, up to the first ninety working days after an accident, if they are unable to return to work.

- 4.7.2. Workers Compensation Insurance will pay for all reasonable medical expenses related the employee's accident, disability, or death.

4.8. Reporting and Recording Work-Related Injuries and Illnesses

4.8.1. Responsibility

4.8.1.1. The Chief of Police, or designee will be responsible for administering this process.

4.8.1.2. The on-duty supervisor will be responsible for reporting an injury or illness to the City's Workers Compensation Insurer and the Human Resources Department before the end of the shift on which the injury or illness occurred, or as soon as reasonably practical.

4.8.2. Procedures

4.8.2.1. Employees incurring a work-related injury will notify their supervisor immediately, or as soon as reasonably practical, describing in detail the date, time, location, witnesses present, circumstances that resulted in the injury received. All work-related injuries, including those that do not require emergency medical care, must be reported. Employees incurring accidental personal injuries must report it within 10 days and within 1 year for occupational diseases.

4.8.2.2. If the employee is incapacitated and unable to promptly complete notification, the employee's supervisor will complete the form on the employee's behalf.

4.8.2.3. The notification will be forwarded to the employee's bureau commander before the end of the shift on which the injury or illness occurred.

4.8.2.4. The employee's bureau commander will review the notification and forward it to the Chief of Police for review and procedural processing to the Human Resources Department.

4.8.2.5. Refer to the Supervisor's Instructions for Reporting Work-Related Injuries/Illnesses for reporting instructions.

4.8.2.6. Refer to the Workers' Compensation Treatment and Billing Guide for information on medical treatment and billing information.

4.9. Workers Compensation Benefits

4.9.1. An employee who incurs an illness or injury arising out of or in the course of employment may be eligible for workers compensation benefits, including but not limited to:

4.9.1.1. Payment of medical bills;

4.9.1.2. Prescriptions;

4.9.1.3. Temporary Total Disability (TTD);

4.9.1.4. Permanent Partial Disability (PPD);

4.9.1.5. Death benefits.

4.10. Claims Filed with the Workers Compensation Commission

4.10.1. An employee has a right to file a claim directly with the Workers Compensation Commission.

4.10.2. All employees are covered by Workers Compensation Insurance in the event they sustain a work-related injury, illness, or death that arises out of the course of employment with the city as delineated in Personnel Rules & Regulations Manual, Section 1500 (Work-Related Injuries or Illness).

4.11. Education Benefits

4.11.1. In-Service Training

4.11.1.1. The Department will provide all employees with In-Service Training.

4.11.1.2. The minimum annual requirement for Maryland Police Training Commission approved training is 18 hours. Officers are scheduled during normal working hours whenever possible.

4.11.2. Tuition Assistance

4.11.2.1. Tuition reimbursement is governed by Section 13 –

Employee Training and Development of the City's Personnel Rules and Regulations Manual.

- 4.11.2.2. In accordance with Section 13 of the City's policy, employees are eligible to receive up to \$5,250 per calendar year in tuition reimbursement. To qualify, employees must (1) Submit all required tuition reimbursement forms to the Department of Human Resources before enrolling in the course and (2) Provide proof of successful course completion after the term ends. Reimbursement will only be issued once both steps have been completed.
- 4.11.2.3. Police officer candidates or lateral police officers are eligible for up to 60 college credit hours through University of Maryland Global Campus upon successful completion of the police training academy and field training program.

4.12. Other Miscellaneous Benefits

- 4.12.1. Flexible Spending: The City offers a Flexible Spending account that allows employees to pay for childcare and/or medical expenses with pre-tax dollars, through payroll deduction. Refer to the Flexible Spending Accounts Summary for more details.
- 4.12.2. GFit Wellness Program: The GFit Wellness Program provides quarterly reimbursements as a healthy lifestyle incentive program to help full-time employees take an active role in preserving their good health and improving their overall quality of life. Refer to the GFit Summary for more details.
- 4.12.3. Other City Benefits: The City of Gaithersburg offers a variety of benefits to its employees including health insurance, life insurance, long-term disability insurance, and retirement plans. For more information, refer to the Summary of Employee Benefits.