



GREENVILLE COUNTY
SHERIFF'S OFFICE

GENERAL ORDERS

COMPENSATION, BENEFITS AND CONDITIONS OF WORK

PURPOSE:

For the benefit of Sheriff's Office employees, this order sets forth provisions for compensation, benefits, and conditions of work.

COMPENSATION:

Objectives of equitable compensation and benefits:

1. Provide service at a reasonable cost.
2. Compete for qualified personnel.
3. Retain competent personnel.
4. Offer advancement and promotional incentives.
5. Reward superior performance.

The Sheriff's Office salary program is governed by the Position Classification and Pay Plan administered by the County Administrator and approved by County Council.

ENTRY LEVEL SALARY - Entry level salary for new employees is set at the designated pay level for new positions at the primary grade. Pay adjustments are possible based on experience. Up to 15% over entry level salary is possible for job-related educational degrees.

SALARY DIFFERENTIAL WITHIN RANKS - Salary differential within ranks reflects longevity or time of service in the Sheriff's Office with salary increases as approved by County Council.

SALARY DIFFERENTIAL BETWEEN RANKS – Consistent with the County's classification/compensation plan, salary differential between ranks reflects differences in rank.

SALARY AUGMENTATION -

1. **OVERTIME PAY** – Compensation for approved, excess hours of work. Full time non-exempt deputies will be paid their regular rate of pay for all standard hours. Excess hours over 80 per bi-weekly pay period will be paid an overtime premium of one and one-half times their regular rate of pay, provided such hours are based on work hours and not other non-working compensable time. **COMPENSATORY TIME** may be substituted for overtime pay and accumulated in accordance with the Greenville County Position Classification and Pay Plan. **FLEX TIME** - Whenever possible, supervisors adjust employee work time during the same pay period to reduce excessive work hours.

2. **OVERTIME EXEMPTION** - Lieutenants and higher, and EEO category (2) employees, are considered exempt employees who are not eligible to be paid for excess hours or any overtime premium.
3. **SPECIAL SKILLS** – The County’s Position Classification and Pay Plan assigns a different salary to skilled positions classified as such.
4. **EDUCATIONAL INCENTIVE PAY** – Employees who achieve job-related college degrees may be entitled to educational incentive pay at the rate of 5% for an Associate’s Degree, 10% for a Bachelor’s Degree and 15% for a Master’s Degree.
5. **PERFORMANCE PAY** – Merit pay increases are based on standards of performance and are not automatic. Merit increase percentages are set by County Council.

**UNIFORMS, EQUIPMENT
AND CLOTHING
ALLOWANCE:**

Specific Sheriff’s Office components have been identified as uniformed elements. Deputies in uniformed components are required to wear the uniform approved for the Sheriff’s Office; see also **General Order 124 Dress Code**.

Uniforms and equipment considered necessary in the performance of law enforcement tasks are supplied or made available to regular and reserve deputies according to requirements. Such equipment may include, but not be limited to:

- Complete set of uniforms.
- Duty weapon and ammunition.
- ASP Batons, OC product, taser.
- First aid kits.
- Police radios.
- Police vehicles.

Non-uniformed deputies are eligible for a clothing allowance. This clothing allowance is a fixed amount budgeted annually.

**PERSONNEL
SERVICES:**

Personnel/Payroll in the Administrative Services Division is responsible for providing information on employee benefits and services. Information on benefits includes, but is not limited to: health insurance, dental insurance, life insurance, workman’s compensation, leave time, educational incentives, and retirement.

**MEDICAL
EXAMINATIONS:**

PRE-EMPLOYMENT - All sworn deputy and communications applicants are subjected to a pre-employment medical examination as described in GO 149.

WORK RELATED INJURIES – A deputy or employee who suffers an on-duty job related injury is covered under Greenville County's Workman's Compensation Plan.

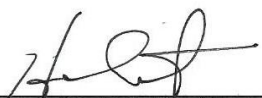
FITNESS FOR DUTY EXAMINATION - If a deputy or employee appears to have a medical problem, to include hearing and vision, interfering with their work performance, they may be required to have a medical examination. With prior approval from the Administrative Services Division Commander, the examination will be paid for by the County.

**LIABILITY
PROTECTION
PROGRAM:**

Sheriff's Office employees are protected for actions or omissions directly related to their law enforcement function by **General Tort Liability Insurance** provided by Greenville County. This includes full time / part time sworn personnel, as well as civilian employees and volunteers.

EXIT INTERVIEWS:

Any employee who resigns their position with the Sheriff's Office is to be scheduled for an exit interview with the Director of Personnel/ Recruitment in the Administrative Services Division. Unit Commanders are responsible for referring resigning employees to the Director of Personnel/Recruitment for an exit interview appointment. When completed, an Exit Interview form will be forwarded to the Administrative Services Division Commander and/or the Sheriff, and the affected employee's division commander.



Hobart Lewis, Sheriff