



Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2022-069

AUTHORIZING AMENDMENT OF COMPENSATION POLICY FOR POLICE SERGEANTS AT THE SHERWOOD POLICE DEPARTMENT

WHEREAS, the City has a need to amend a compensation policy for Sergeants in the Police Department dated April 17, 2011; and

WHEREAS, to legally compensate Sergeants that are working an excess of forty (40) hours in a seven (7) day work week. The work week begins on Sunday at 12:01 a.m. and ends at 12:00 a.m. on the following Saturday; and

WHEREAS, the City's Police Department Chief, City Manager and City Attorney has therefore determined that it is necessary and appropriate to amend and authorize the Policy in connection with compensating employees in Sergeant positions as identified at the City of Sherwood Police Department for any work in excess of forty (40) hours in a seven (7) day work week at time and one-half (1.5) the employee's regular rate which will be paid for authorized work; and

WHEREAS, the Sherwood City Council recognizes the need to maintain a current and legally sound overtime policy for Sergeants and approves the August 16, 2022 Amendment to the Compensation Policy for Police Sergeants dated April 17, 2011.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The City Council approves the August 16, 2022 Sherwood Police Department's Amendment of Compensation Policy for Sergeants, attached as Exhibit A.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 16th of August, 2022.



Keith Mays, Mayor

Attest:



Sylvia Murphy, MMC, City Recorder



Administrative Policy

Originating Department: Legal/Police Department/City Manager

Policy Title: Compensation Policy for Police Sergeants

Effective Date: August 16, 2022

Policy Statement: The purpose of this policy amendment is to assist the Police Department in addressing compensating Sergeants for overtime for any hours exceeding 40 hours per seven (7) day work week.

Eligibility: The policy amendment applies to all employees classified as Sergeant within the Sherwood Police Department.

Amended Guidelines:

1. Sergeants have City paid Health Insurance benefits at the same rate as all City Management employees.
2. Sergeants accrue paid time off (PTO), Holiday Pay and Sick Leave at the same rate as all City Management employees.
3. Sergeants are allowed to flex hours worked within the fourteen (14) day work period which coincides with the City's current payroll schedule.
4. Sergeants shall receive overtime pay for hours worked, in excess of forty (40) hours per seven (7) day work week. The work week begins on Sunday at 12:01 a.m. and ends at 12:00 a.m. on the following Saturday.
5. Sergeants may elect to be compensated for overtime worked in either cash, or by accruing compensatory time off. Compensatory time off shall be accrued at one and one-half (1.5) times the hours worked. The compensatory time bank shall not exceed seventy (70) hours.
6. In addition, City of Sherwood Police Sergeants shall be eligible to receive premium compensation as follows:
 - a. Residency within Sherwood City Limits – 2.5%

This policy amends and supersedes and replaces any and all previous guidelines and policies, memorandums or letters regarding Sergeant compensation and premium pay. It is the right of City Management to change the criteria and or amount of compensation at any time, and in the best interest of the City.

Review and Authorization:

City Manager

Date

Review and Authorization:

Police Chief

Date

Revision #	City Manager Signature	Date	Nature of Revision
1			
2			
3			