



POLICE DEPARTMENT COUNTY OF SUFFOLK
DEPARTMENT DIRECTIVE
POCS-2008a

ORDER NUMBER
97 - 8

TYPE SUPPORT SERVICES DIVISION SPECIAL ORDER	AUTHORITY GERALD MARCOE CHIEF OF SUPPORT SERVICES	SIGNATURE <i>Gerald Marcoe</i>		
SUBJECT/TOPIC/TITLE CIVILIAN WORKWEEK				
DISTRIBUTION BUREAU COMMANDERS	DATE ISSUED 11/17/97	DATE EFFECTIVE 11/17/97	DATE TO BE REVIEWED N/A	

The procedures and policies for which civilian employees receive biweekly salary and remuneration for working overtime can be found in three documents;

- A.M.E. Labor Contract
- Payroll Manual, Suffolk County
- Fair Labor Standard Act (F.L.S.A.)

No supervisor and/or employee can independently or mutually waive or violate the language as set forth in the noted documents. The established workweek for which employees receive salary is either 35 hours or 37.5 hours in length. Employees must be docked when they do not fulfill these minimum work hours. Overtime must be paid when employee's work in excess of the named workweek (35/37.5 hours) as per Sect. 6.1 A.M.E. contract. Pursuant to the F.L.S.A., overtime, by law, must be paid for work in excess of 40 hours in a workweek. There is no gray area in this matter.

Variations to the standard 5 day workweek (35 hrs./37.5 hrs.) must have prior authorization from Labor Relations in the form of a Memorandum of Agreement (M.O.A.)

Commanding officers are to insure that clerical supervisors of units under their auspices are cognizant of the content of this memo and are to insure compliance.

END