

**EAST WINDSOR POLICE DEPARTMENT  
PRIVATE DUTY REQUIREMENTS AND WAGES**

**Effective January 4, 2013**

1. A private duty assignment shall be paid a minimum of four (4) hours at the rate of time and one half the officer's regular hourly rate. An officer working on Town jobs or Board of Education jobs shall be paid a minimum of four (4) hours at time and one-half his regular hourly rate.
2. An officer shall be paid at the rate of double time and one-half (2 ½) his regular hourly rate for private duty performed on Christmas Eve, 4:00 p.m. - midnight, Christmas Day, New Year's Eve, 4:00 p.m. - midnight, and New Years Day. All other holidays shall be paid at double time (2) the officer's regular hourly rate.

**Holidays**

New Years Day	Martin Luther King Day	President's Birthday	
Easter Sunday	Memorial Day	Independence Day	Labor Day
Columbus Day	Veteran's Day	Thanksgiving Day	Christmas Day

3. Any private duty assignment received less than 24 hours prior to the start of that assignment shall be considered emergency duty, and shall be paid at the rate of double time (2) the officer's regular hourly rate.
4. Whenever three (3) or more officers are working a private duty assignment at the same place or location, the senior officer shall be assigned to act as the supervisor. Such senior officer's rate will be an additional fifty cents (\$.50) per hour and an additional seventy-five cents (\$.75) per hour on holidays.
5. If an employee is ordered to work a private duty assignment, the rate of pay will be double (2) his regular hourly rate. This cost will be charged to the private duty or extra duty contractor, not the Town of East Windsor.
6. If a private duty assignment is canceled less than two (2) hours prior to the start of the assignment, the officer shall receive a minimum of four (4) hours pay at the prescribed rate. If an officer reports for an assignment which has not been canceled, the officer shall receive payment for all hours scheduled whether or not the officer is required to work those hours. Any officer who works past four (4) hours shall receive eight (8) hours pay. Any officer who works past eight (8) hours shall receive twelve (12) hours pay. Any officer who works past twelve (12) hours shall be paid sixteen (16) hours pay. No officer shall be allowed to work more than sixteen (16) consecutive hours (regular and/or private duty) in any work day.

Regular Private Duty	\$65.00
Emergency/Holiday Private Duty	\$87.00
Christmas Eve/Christmas Day	\$108.00
New Years Eve/New Years Day	\$108.00
Cruiser Amount	\$15.00/hr.