

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

1. A private duty assignment shall be paid a minimum of four (4) hours at 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 (1½) his/her regular hourly rate.
2. An officer shall be paid at the rate of double time and one-half (2 ½) his/her regular hourly rate for private duty performed on Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's 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	Juneteenth
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/her 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 and fifteen minutes shall receive eight (8) hours pay. Any officer who works past eight (8) hours and fifteen minutes shall receive twelve (12) hours pay. Any officer who works past twelve (12) hours and fifteen minutes shall be paid sixteen (16) hours pay. After the first such four (4) hour period, an officer who is required to leave the job due to either having to report for regular duty or for any other reason than the completion of the job and release by the vendor, shall be paid for the actual hours worked. No officer shall be allowed to work more than sixteen (16) consecutive hours (regular and/or private duty) in any workday.

Regular Private Duty	\$80.00
Emergency/Holiday Private Duty	\$102.00
Christmas Eve/Christmas Day	\$108.00
New Years Eve/New Years Day	\$108.00
Cruiser Amount	\$15.00/hr.