

# Canine Care Pay

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## 1.0 POLICY

The Town of Carolina Beach provides compensation to Police Officers who are assigned a police service dog. This compensation recognizes the time an employee spends providing the at home care and maintenance of a police service dog. The Town considers this work time.

## 2.0 PURPOSE

The United States Department of Labor (DOL) mandates a canine handler be compensated for the at-home care and maintenance of a police service dog under the Fair Labor Standards Act. The DOL holds that time spent in the at home care of police service dogs is compensable time and to that extent compensation is due the handler for these tasks.

## 3.0 SCOPE

This policy applies to all canine handlers specifically assigned a police service dog.

## 4.0 DEFINITIONS

- 4.1 **Compensable activities** – the following are defined as compensable activities when caring for a police department canine: bathing, brushing, exercising, feeding, grooming, cleaning of the dog's kennel and/or transport vehicle, administering drugs or medicine for illness and/or transporting the dog to and from an animal hospital or veterinarian and training the dog at home.

## 5.0 ORGANIZATIONAL RULES

- 5.1 The police department, in coordination with the handler, will determine those specific activities that will be required of the canine handler for off-duty and on-duty care and maintenance of the canine. A written list of specific canine care compensable activities will be created and maintained by the police department. A copy of this specific list of compensable activities will be provided to the handler.
- 5.2 Each canine handler will be provided a copy of this policy in order to confirm the handler's understanding of the compensation that will be paid to the handler for canine care.

## 6.0 PROCEDURES

- 6.1 Canine handlers will be compensated for one hour of paid time for each shift worked during a 14-day work period.
- 6.2 Time Sheets – Each canine handler will mark one hour of canine care time in the appropriate column on their timesheet for each shift worked during a 14-day work period. In the event a handler does not work seven shifts in a 14-day work period, such as during a period of vacation, the handler will mark 30-minutes for each day of the work period in which the handler did not work, up to a total of 7 hours of canine care per 14-day work period. At no time will a canine handler be paid less than 7 hours of canine care per 14-day work period.

## **7.0 APPENDIX, APPENDICES**

None