

St. Joseph, Missouri Police Department



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SUBJECT: Compensation and Benefits		
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I. POLICY

In order to attract and retain high quality personnel, the City of St. Joseph maintains competitive compensation and comprehensive benefit plans for members of the St. Joseph Police Department.

II. PROCEDURE

NOTE: This order is not intended to be all inclusive. Please refer to other documents such as Section # 10 of the City of St. Joseph Personnel Manual, appropriate Department General Orders, or contact the Human Resources Department for additional information.

A. Compensation:

1. Salary:

- a. Payday occurs every other Thursday, for the pay period ending the preceding Sunday at midnight.
- b. Pay ranges for all Department positions are contained in the Classification and Pay Plan maintained by the Human Resources Department. Each job classification has a Hiring/Entry (Police Officer), minimum rate and a maximum wage/salary level. Wage/salary differential between and within ranks varies and may be found in the Pay Plan.
- c. The entire Pay Plan may be adjusted to reflect market changes or other organizational needs.
- d. Department members have an annual performance evaluation, and are considered periodically for promotion and/or a wage/salary increase. Such promotions and wage/salary increases include consideration of performance.
- e. No Department member shall accept any reward, gift, or other compensation for the discharge of his/her ordinary duty. If a private source (i.e. citizen, business, association, etc.) insists on donating some form of compensation to the Police Department, it shall be credited to a designated Department fund. This section does not intend to in-

clude sanctioned Department "Off-Duty Employment". (See Department General Order on Off Duty Employment.)

2. Special Skill Wage/Salary Augmentation:

Members who hold specific job skills and assignments shall be provided wage/salary supplements while serving in the following assignments:

- Field Training Officer - Compensation as required in the FTO manual
- Communications Training Operator - Compensation as required in the CTO manual
- Lead Operators - Compensation as required in the CTO manual

3. Overtime:

- a. Any time worked in excess of a non-exempt member's regular schedule shall be with prior approval of his/her immediate supervisor. This will not apply in those instances that an officer is needed for a "priority call". Overtime pay shall be granted at the rate of one and one half times the member's regular hourly rate for all hours worked in excess of 40 hours in any work period (same as pay period).
- a. The breakdown of one hour into the nearest tenths of an hour for purposes of overtime pay is as follows:

Minutes	Tenths of an Hour
6	.1
12	.2
18	.3
24	.4
30	.5
36	.6
42	.7
48	.8
54	.9
60	1.0

4. Compensatory Time:

- a. In accordance with FLSA, and with prior approval of the appropriate Division Commander, non-exempt members may accrue compensatory time in lieu of overtime. Compensatory time shall be accrued at a rate equal to the overtime compensation rate. The maximum allowable amount of compensatory time under FLSA is 480 hours (for public safety officers). However, in order to minimize manpower shortages within the Department, members shall not accrue more than 240 hours of compensatory time at any given time. It is the responsibility of the immediate Shift Commander to ensure that his/her subordinates do not exceed 240 hours of compensatory time. Officers attaining the rank **above** Sergeant **shall not** accrue compensatory time. Any accrued compensatory time balance shall be depleted prior to use of accrued vacation time.
- b. Supervisors may require members to take compensatory time balances in order to reduce accrued balances (See Supreme Court Case Christensen et. al, v. Harris County et al, cite and decided May 1, 2000). Supervisors may also vary work hours within

the same work period in order to limit additional accrual of such "Compensatory Time".

- c. No member may volunteer to work for free when the volunteer hours involve the same type of service that the member is normally expected to perform in the regular course of paid work.
- d. Although employees may accrue Compensatory Time, they are encouraged to use any such accrued Compensatory Time by the end of the first pay period paid in June. Any accrued Compensatory Time over 40 hours that is not used by the end of the first pay period paid in June will be paid to the employee on the final payroll of the fiscal year.
- e. Upon termination, accrued compensatory balances will be paid in cash to the member. Payment will be at the hourly rate of pay being received on the day of termination.

B. Benefits:

1. Holidays:

- a. All Regular Department Members shall be entitled to eleven holidays per year for which they shall receive full pay at their standard rate. Authorized holidays shall be:

New Year's Day	January 1st
Martin Luther King's Birthday	3 rd Monday in January
Washington's Birthday	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1 st Monday in September
Veteran's Day	November 11th
Thanksgiving Day	4 th Thursday in November
Day After Thanksgiving	Friday following Thanksgiving
Christmas Eve	December 24th
Christmas Day	December 25th

- b. Members shall be granted an alternate day off when required to work on a holiday. Members who are on scheduled vacation, injury leave, medical leave, or military leave when a holiday occurs shall be charged the holiday on the same day the holiday occurs. Under extenuating circumstances, and with final approval from the City Manager, accrued holiday time may be converted to vacation time and carried over to the next calendar year, even if adding accrued holiday time would exceed the standard 160 hour maximum allowance for vacation carry over time. Members will be required to schedule and/or use holidays throughout the calendar year to avoid excessive or unnecessary conversion into vacation time.

2. Medical Leave:

- a. Regular Department members who work a 40-hour week shall earn medical leave credit at the rate of four hours per full pay period paid (13 days per year).
- b. Medical leave shall be credited only as earned and only used after being earned.
- c. The Chief of Police shall require certification from a Doctor in cases of illness of three days or more. In cases where, based on reasonable evidence, a supervisor be-

- believes medical leave is being abused, he/she may require subordinates to present a certificate for any medical time off before medical leave credit is allowed.
- d. Unused medical leave may be accumulated up to a maximum of two hundred work days without forfeit. At the end of the calendar year, any balance which exceeds the maximum limit will be forfeited.
 - e. Members may annually elect partial conversion or payment for accrued medical leave balances of over 520 hours and up to a maximum balance of 600. Members should consult with the Director of Human Resources for clarification of all options available.
 - f. Any member who terminates employment for any reason other than retirement cancels his/her medical leave balance, and the member shall not be entitled to receive any payout of the partial medical accrued leave balance.
 - g. Members who retire shall receive a lump sum payment for part of their accrued medical leave balance (on a ratio of one hour for every four hours of accrued medical leave), up to 520 hours of accrued leave (i.e. a retiring member is eligible to receive payment for no more than 130 hours if they have at least 520 hours of accrued medical leave).
 - h. Any member who is laid off, granted a leave of absence without pay, or who terminates employment voluntarily and is reinstated within one year, shall have available upon re-employment, such unused medical leave allowance as may have been earned up to the beginning of the absence from employment.

3. Family and Medical Leave (FMLA):

- a. The City will grant up to 12 weeks family and medical leave during any 12 month period to eligible members in accordance with the Family and Medical Leave Act of 1993. The leave may be paid, unpaid, or a combination of both, depending upon the specifics found in the City Personnel Manual (Section 6.5c).
- b. A member must request leave for one of the following in order to qualify for FMLA.
 - The birth of a child in order to care for that child;
 - The placement of a child for adoption or foster care;
 - To care for a spouse, child, or parent with a serious health condition; or
 - The serious health condition of the member.
 - Any qualifying military emergency.
 - To care for a service member or veteran due to injury/illness sustained in the line of duty.
- c. The care of a “parent in-law” or a grandparent is not included under FMLA.
- d. Members with questions about what illnesses are covered under FMLA or the City’s Medical Leave Policy should contact the Director of Human Resources.

4. Vacation Leave:

- a. Members should request vacation dates from their immediate supervisor as far in advance of the desired date as possible.
- b. When two or more members have requested the same vacation dates and all cannot be accommodated, preference for vacation dates will be given according to 1) seniority and 2) the earliest dated request (that has been approved with the signature of the appropriate supervisor).

- c. Immediate Supervisors shall be vested with the authority to approve or disapprove vacation according to shift strength and other scheduling considerations.
- d. Vacations may be rescheduled for the good of the Department, if necessary.
- f. Members shall give the Municipal and/or State Prosecutor ample notification concerning upcoming vacation time, in order to avoid conflict with court dates.
- g. There is a 160-hour maximum allowance for carrying over vacation time at the end of the second pay period paid in the new calendar year.

5. **Military Leave:** (See also Section 6.5 (f) of the Personnel Manual)

- a. Members will be granted military absence with full pay and allowances not to exceed 120 hours in any Federal fiscal year. Official documentation of military absence must be received by Human Resources/Payroll prior to military leave being paid.
- b. Such leave shall count all scheduled work days of military obligation, including weekends or holidays.
- c. Such leave shall not be deducted from accrued vacation.
- d. Members shall file a copy of his/her military order that establishes the active duty period with their Shift Commander and the Chief of Police. A copy shall be sent to the Director of Human Resources.
- e. Members shall provide at least 30 days advance notice of any upcoming military leave, as recommended by the Department of Defense, unless giving notice is impossible, unreasonable, or precluded by military necessity.
- f. In the event of return to duty (of a member who left the City service to join the Armed Forces and within the time limitations allowed by law), the normal procedure shall be to place the member in the wage/salary range of the position held at the time of induction, in which he/she normally would have occupied, had there been no break in City service. This includes vacation and seniority earned before induction into the Armed Forces. The provisions of the Uniformed Services Employment and Reemployment Act of 1994 shall apply to all periods of Federal Service.

6. **Regulation of City Provided Vehicles:**

- a. Special Municipal Ordinance # 5439 finally adopted on August 22, 2000, is designed to address in-and-around St. Joseph use of City-provided vehicles and is not intended to conflict with city policy entitled Travel and Business Expenses. This Special Ordinance stipulates the following: The City of St. Joseph is required by Internal Revenue Service Code to withhold taxes from the non-cash value of personal use of vehicles provided to certain employees when those vehicles are used for personal use. Cited below are examples of acceptable and unacceptable personal use of vehicles, which are subject to the non-cash benefit provisions of the IRS Code:
 - a1) Vehicles of the City of St. Joseph, except for that assigned to the Chief of Police, which are authorized for personal use, are to be used for nothing other than for official purposes and for commuting to and from work.
 - a2) Examples of acceptable uses include, but are not limited to:

- Infrequent brief stops ENROUTE to or from work to make a minor personal purchase (buying several bags of groceries, clothes shopping, etc. are not considered minor purchases).
 - Unanticipated family matter(s) requiring immediate attention, such as a sick child at school who needs to be picked up.
- a3) Examples of unacceptable uses include, but are not limited to:
- Picking up a family member or other person and taking them to an appointment, including a doctor's appointment.
 - Delivering children to or picking children up from school or providing the same transportation to a family member going to or returning from work.
 - Hauling or delivering personal items or other non-City property anywhere.
- b. Categories exempt from taxation as a non-cash fringe benefit:
- b1) Clearly marked police vehicles; and
- b2) Unmarked vehicles used by law enforcement **officers**, if the use is officially authorized. Use of an unmarked police vehicle for vacation or recreation trips does not qualify as an authorized use.
- c. Violations of the use of City-owned vehicles by Department members can result in disciplinary action, loss-of-privilege in using such a vehicle, and loss of tax-exempt status as a non-cash fringe benefit.

7. **Liability Insurance**

- a. Law Enforcement liability insurance coverage is provided to all members by the City of St. Joseph. This policy responds to tort claims alleging personal injury or property damage. The definition of personal injury under the Law Enforcement endorsement is expanded to include false arrest, malicious prosecution, wrongful entry, eviction, invasion of privacy, discrimination, libel, slander, other defamatory violation, false or improper service of process, violation of property rights, or violation of civil rights.
- b. Automobile liability insurance coverage is provided on all vehicles by the City of St. Joseph.
- c. Public officials' liability insurance coverage is provided to all members by the City of St. Joseph. This policy would respond to claims brought against the City of St. Joseph and individual members that may not be classified under general liability.

8. **Other Benefits**

- a. The following benefits are also afforded to Department members and are described in the reference sections of the City of St. Joseph Personnel Manual, Department General Orders, and the attached Benefits Summary Sheet. "Plan Booklets" are also provided by individual companies. (See the Director of Human Resources for complete details)
1. Dental Insurance - See Benefit Summary Sheet;
 2. Health Insurance - See Benefit Summary Sheet;
 3. Term Life Insurance/Accidental Death/Dismemberment (AD&D) - See Benefit Summary Sheet;
 4. Supplemental Cancer and Universal Life (Elective and at member expense) - See Benefit Summary Sheet;

5. Retirement - Police Pension Plan or Local Area Government Employees Retirement System (LAGERS) - See Benefit Summary Sheet;
6. Long Term Disability - See Benefit Summary Sheet;
7. Deferred Compensation - See Director of Human Resources;
8. Flex Plan - See Director of Human Resources;
9. Employee Assistance Program - See Benefit Summary Sheet;
10. Funeral Leave - See Benefit Summary Sheet;
11. Travel/Training - See City Travel Policy in City Personnel Manual;
12. Workers Compensation - See City Personnel Manual;
13. Administrative Leave (where appropriate during an investigation or other official inquiry) - See Department General Order # GO0007 on Disciplinary Action;
14. Credit Union - See Benefit Summary Sheet;
15. Jury Duty - See City Personnel Manual;
16. Voting Time - See City Personnel Manual;
17. Emergency and Extended Leave - See City Personnel Manual;
18. Leave Without Pay - See City Personnel Manual;
19. Employee Breaks - See City Personnel Manual; and
20. Police Department Uniform Policy - See Department General Order on Uniforms and City Personnel Manual.

9. Office of Human Resources

- a. All employee benefit programs are administered by the Human Resources Department. Police Department members may contact the Director of Human Resources for:
 1. Information regarding employee benefits;
 2. Information regarding employee insurance programs and claims related assistance;
 3. Information concerning retirement matters. The Director of Human Resources is the City of St. Joseph's designated Administrator for the Local Government Employees Retirement System (LAGERS).
 4. Family assistance in filing benefit claims in the event of an employee's death. (See Department policy on Victim/Witness Assistance.)

Chris Connally Chief of Police

Date