

	<h1>Garner Police Department</h1> <h2>Written Directive</h2>	
	Chapter: 300 - Personnel Management	
Directive: 310.02 - Classification and Benefits		Effective Date: September 6, 2013
Authorized by: Chief Brandon Zuidema		Last Revision: June 23, 2004
CALEA Standards: 21.1.1, 21.2.1, 21.2.2, 22.1.1, 22.2.1, 22.2.2, 22.2.3, 22.2.5, 22.2.6, 22.3.1, 22.3.2. (5 th Edition)		

310.2.1 - Purpose

The purpose of this Directive is to establish policy and procedure for employee compensation and benefits. Compensation and benefits for the Department are heavily dependent upon the Town's Position Classification Plan and the Town's Pay Plan. The most important process in classification is job task analysis. Job task analysis is a prerequisite if the Department is to compete successfully in the labor market and retain competent personnel. Effective position classification, supervision, salary administration, and personnel management require that special attention be given to compensation for this work, and to benefits offered to employees

310.2.2 - Policy

It is the policy of the Department that all employees receive fair compensation, equitable benefits, and a safe and secure work environment.

310.2.3 - Definitions

Benefit - A payment or service provided in addition to employee salary. Examples of benefits are leaves of absence, insurance policies, and retirement programs.

Compensation Program - The complete salary plan of the Department, including the base salary levels for all classes of positions and all forms of compensation by the Department.

Employment - The provision of a service, whether or not in exchange for a fee or other service. Employment does not include volunteer charity work.

Exempt and Non-Exempt Status - Personnel classified as exempt are not required to be provided overtime pay or compensation; personnel classified as non-exempt are required to be provided overtime pay or compensation.

Job Task Analysis - A study of the job duties, frequency of those duties, and the knowledge, skills, and abilities necessary for a position.

Salary Augmentation - Pay that is added to the base salary of an employee. Examples are overtime pay and increases because of temporary assignment to positions with higher base salary.

310.2.4 - Job Task Analysis (21.1.1; 21.2.2)

- A. Prior to determining classification of a position in the Town's Position Classification Plan, a job task analysis will be completed. The objectives of the job task analysis are to:
 - 1. Serve as a basis for determining a position in the Position Classification Plan and the Pay Plan;
 - 2. Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection, appointment, and promotion;
 - 3. Assist in the establishment of training curricula; and
 - 4. Provide guidance to employees and their supervisors concerning the duties and responsibilities for individual positions.
- B. All job task analysis will include a description of the:
 - 1. Duties, responsibilities, functions, and tasks of each position;
 - 2. Frequency with which each task is performed; and
 - 3. Minimum level of proficiency necessary in job-related knowledge, skills, abilities, and behaviors.
- C. Task analysis will be used to establish a job description for each position. The job description will include a list of the duties and responsibilities of each position in the agency. The Town Human Resources Department will maintain a copy of all task analyses and job descriptions.

310.2.5 - Position Classification (21.2.1)

- A. Job task analysis is used to determine the classification of all positions. The Town's classification plan includes:
 - 1. Grouping of individual jobs into classes based upon similarities in duties, responsibilities, and qualification requirements;
 - 2. Existence of class specifications for every job within a class;
 - 3. Provisions for relating compensation to classes; and
 - 4. Provisions for reclassification.
- B. The Town Human Resources Department is responsible for developing and maintaining class specifications. The Police Department will assist with such actions through consultation with appropriate personnel.
- C. The Town Human Resources Department, in conjunction with the Police Department, will periodically conduct a review of all classifications. As job duties change within the agency, the classification for those positions will be updated.

310.2.6 - Salary Plan (22.1.1)

- A. The salary plan for the Department will follow the Towns' Position Classification Plan and Pay Plan.

- B. All persons employed in positions approved in the position classification plan shall be employed at the minimum salary for the classification in which they are initially employed except as provided in the Town's Personnel Policies Manual.
- C. Salary levels will be determined using the guidelines set forth in the Town's Position Classification Plan and the Pay Plan. All salaries will be set during the budget process, with input from the Police Department, the Town Human Resources Department, and the Town's Budget Team.
- D. Salary differential within ranks and between ranks for sworn personnel will follow the guidelines set out in the Town's Pay Plan. The Pay Plan will be reviewed annually. This review will be conducted in conjunction with the Town Human Resources Department.
- E. Non-exempt employees are eligible for overtime compensation as described in the Town's Personnel Policies Manual and the Fair Labor Standards Act.
- F. Exempt employees are not eligible to be paid for overtime compensation. The Town does allow for exempt employees to earn compensatory time as described in the Town's Personnel Policies Manual.

310.2.7 - Salary Augmentation (22.1.1)

- A. Employees may receive merit pay based on performance evaluation ratings and in accordance with the Town's Performance Review and Development Policy and Awards Chart. Funding for merit increases in salary will be determined by the Town Council as part of the Town's annual operating budget.
- B. Personnel temporarily assigned to a position having a higher rate of pay will be compensated for the difference in pay during the assigned period.
- C. Officers assigned to special duties may, at the discretion of the Chief of Police, be compensated by additional pay or by other method.

310.2.8 - Employee Benefits (22.2.1; 22.2.2; 22.2.5)

- A. The leave benefits received by Department employees will be in accordance with Town policy. Leave benefits offered to employees include:
 - 1. Annual Leave - All full-time employees are eligible to receive and accumulate annual leave. Each full-time employee will earn Annual Leave based on their tenure with the Town and in accordance with the Town's Personnel Policies Manual.
 - 2. Civil Leave - A Department employee called for jury duty or as a witness for the federal or state government or a subdivision thereof shall be entitled to leave with pay for this duty during the required absence.
 - a. Department employees may keep all fees received for jury duty in addition to their regular compensation.
 - b. Sworn employees may not receive or keep any witness fees for appearing in a criminal court in connection with their official duties.
 - 3. Education Leave - A special leave of absence at full or part-time pay may be granted by the Town Manager to permit a Town employee to take courses of study which will better equip the employee to perform his/her duties for the Town.

4. Family and Medical Leave - The Town will grant up to 12 weeks of family and medical leave during a twelve (12) month period (beginning with the first day of FMLA leave) to eligible employees in accordance with the Family and Medical Leave Act (FMLA). Employees are required to follow procedures outlined in the Town's *Personnel Policies Manual*.
 5. Holiday Leave - The Town Council will determine the holidays to be observed during each calendar year.
 6. Leave of Absence - Department employees may be granted a leave of absence without pay for up to one year by the Town Manager upon the recommendation of the Chief of Police under the following circumstances:
 - a. Personal or family illness;
 - b. Continuation of education or special work from which the Town will benefit; or
 - c. For other reasons deemed justified by the Town Manager.
 7. Military Leave - Appropriate military leaves of absence, benefits, and reinstatements will be granted pursuant to state and federal law.
 8. Sick Leave - Each full-time employee of the Town will earn sick leave as described in the Town's *Personnel Policies Manual*. Sick leave will be accrued indefinitely with no maximum amount of sick leave that may be accumulated.
- B. Clothing / Phone Allowance -
1. Personnel designated by the Chief of Police will, based on their assignment and the expectation for them to work out of uniform, receive a clothing allowance in addition to or in place of being provided uniforms. The amount received will be determined during the budget process.
 2. Personnel designated by the Chief of Police will, based on their assignment and the expectation for them to utilize a cellular phone in the course of their assignment, receive a phone stipend in lieu of being issued a Department-owned cellular phone. The amount received will be determined during the budget process.
- C. Disability and Death Benefits - Disability and death benefits are provided for sworn law enforcement officers as part of their Retirement System. Additionally, the town provides each employee with a life insurance/death benefit as described in the Town Personnel Policies Manual. Additional information may be found in GPD directive 310.09, *Line of Duty Death Policy*.
- D. Educational Assistance - All employees with six (6) or more months of employment who have successfully completed the Town's probationary period may apply to participate in the Town's Educational Assistance Program.
- E. Health Insurance - Full-time employees are offered comprehensive health coverage by the Town of Garner.
- F. Liability Benefits - Liability protection for employees is provided by the Town through an insurance provider. This coverage provides protection to a third party for personal injury, death, or property destruction that occurs related to an employee's performance of their assigned duties.

- G. Retirement Benefits - Each full-time employee is enrolled in the North Carolina Local Government Employee's Retirement System. Benefits of this system are described in the Town Personnel Policies Manual. Full-time sworn and civilian employees are provided additional retirement benefits through the North Carolina State 401-K Plan. Part-time employees whose regular assignment is a minimum of 1,000 hours per calendar year will also be enrolled.
- H. Worker's Compensation - All Department employees are covered by Worker's Compensation and are required to report in writing all injuries arising out of and/or occurring in the course of employment to their supervisor.

310.2.09 - Employee Support (22.2.3; 22.2.6; 22.3.1; 22.3.2)

- A. Department employees, particularly sworn employees, are encouraged to have periodic physical examinations by their personal physician. The Department provides a physical examination during the selection process upon a conditional offer of employment but does not provide for annual physicals for employees.
- B. All officers and employees are required to maintain themselves in physical condition consistent with their assigned duties and responsibilities as outlined in GPD directive 310.12, *Physical Fitness*.
- C. Counseling - The Town provides all employees access to confidential counseling through the Employee Assistance Program. Availability of counseling begins at the time of employment.
- D. The Town of Garner Human Resources Department provides personnel support services, to include:
 - 1. Providing employees with information relative to fringe benefits and salary;
 - 2. Providing information pertaining to Workers' Compensation claims and hospitalization insurance claims; and
 - 3. Coordinating with employees and families on matters affecting salary and benefits.