

	<b>ELGIN POLICE DEPARTMENT</b> 151 Douglas Avenue Elgin, Illinois 60120	
<b>Effective Date:</b> 08/05/02	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 06/05/24
<b>Chief of Police:</b> 	Employee Compensation, 22.1	
<b>Cross Reference:</b>	<b>Policy Sections:</b> 22.1.1 Compensation	

## **PURPOSE**

The purpose of this policy is to establish guidelines for employee compensation.

## **POLICY STATEMENT**

It is the policy of the department to ensure that compensation plans are available to all employees.

## **PROCEDURES**

### **22.1.1 COMPENSATION**

- A. The City of Elgin has established compensation plans and collective bargaining unit agreements which includes:
  1. Entry-level salaries.
  2. Salary differential within positions/ranks.
  3. Salary differential between positions/ranks.
  4. Salary provisions for those with special skills as defined by the respective collective bargaining unit agreement.
- B. Compensation plan elements of those employees covered by a collective bargaining unit agreement are determined through negotiation with the employees' bargaining unit.
- C. Elements of the compensation plan for employees that are not represented by a collective bargaining unit are determined by:
  - a. Comparisons of wages of city employees in other departments.
  - b. Comparison of wage and benefit levels with those of other communities similar in size and makeup.
  - c. Consultation with the Chief of Police, Human Resources Director, and the City Manager.
  - d. Assigned job functions.
- D. Benefit time such as sick days, personal and vacation days and compensatory time off are addressed in the applicable collective bargaining unit agreement or respective compensation plan.
- E. Overtime procedures are outlined in the applicable collective bargaining unit agreement.