

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 08/05/02	STANDARD OPERATING PROCEDURE	Revised Date: 08/02/24
Chief of Police: 	Benefits/Employee Support, 22.2	
Cross Reference: SOP 16.7 Peer Support/Healthy Minds Program SOP 22.6 Death/Serious Injury of Employee SOP 52.1 Internal Affairs SOP 104.1 Chaplain Program City of Elgin Personnel Manual Uniform and Appearance Guidelines Manual 40 ILCS 5/3-101 820 ILCS 5/3-101		Policy Sections: 22.2.1 Leave Benefits 22.2.2 Retirement Programs 22.2.3 Health Insurance 22.2.4 Disability and Death Benefits 22.2.5 Employee Assistance Program 22.2.6 Liability Protection 22.2.7 Uniform Clothing Provisions 22.2.8 Employee Educational Benefits Appendix A: Education Reimbursement Request Form

PURPOSE

The purpose of this policy is to outline employee benefits and support programs.

POLICY STATEMENT

It is the policy of the department to ensure employees are aware of benefits and support programs available to them.

DEFINITIONS

Employee Assistance Program (EAP): The Employee Assistance Program provides a valuable resource for support and information during difficult times. The EAP is a free, voluntary, and confidential program that provides problem identification, counseling, and referral services for employees and their covered dependents regardless of the health plan chosen.

Family Medical Leave Act (FMLA): Provides eligible employees of covered employers with job-protected leave for qualifying family and medical reasons and requires continuation of their group health benefits under the same conditions as if they had not taken leave. FMLA leave may be unpaid or used at the same time as employer-provided paid leave. Employees must be restored to the same or virtually identical position when they return to work after FMLA leave.

Victims Economic Security and Safety Act (VESSA): Allows employees who are victims of domestic violence, sexual violence, gender violence, or any other crime of violence or who have family or household members who are victims of such violence to take up to twelve (12) weeks of unpaid leave per any twelve (12) month period to seek medical help, legal assistance, counseling, safety planning, and other assistance. Also prohibits employers from discriminating against employees who are victims of domestic violence, sexual violence, gender violence, or any other crime of violence or who have family or household members who are victims of violence.

PROCEDURES

22.2.1 LEAVE BENEFITS

- A. Paid and unpaid leave procedures are outlined in the City of Elgin Personnel Manual. These include but are not limited to holiday/personal days, vacation leave, injury/illness leave, military leave, leave without pay, family and medical leave and VESSA leave (The Victim's Economic Security and Safety Act). The applicable collective bargaining agreements may also provide additional procedures.
- B. Pursuant to State of Illinois Line of Duty Compensation Act as described in 820 ILCS/315-1, police officers injured in the line of duty are entitled to all leave benefits relating to salary, benefits, etc. Refer to Standard Operating Procedure 22.6 Death Serious Injury of Employee for a summary of department services.

22.2.2 RETIREMENT PROGRAMS

- A. Sworn personnel are eligible to participate in the Police Pension Fund created by virtue of the Illinois Pension Fund as described in 40 ILCS 5/3-101. The available benefits are available to all new and existing officers.

- B. Professional support staff to include designated part-time positions, are eligible to participate in the Illinois Municipal Retirement Fund as created and as described in 40 ILCS 5/7-101. Benefits and eligibility requirements are provided to employees by the city's Human Resources department upon employment with the city.
- C. To the extent possible, the city's Human Resources Department provides pre-retirement planning opportunities for employees.

22.2.3 HEALTH INSURANCE

The City of Elgin offers health benefits coverage for all full-time and designated part-time city employees.

22.2.4 DISABILITY AND DEATH BENEFITS

- A. Disability and death benefits for employees are governed by the Line of Duty Compensation Act as described in 820 ILCS 315/1 and Police Pension Fund as described in 40 ILCS 5/3-101 and collective bargaining agreements.
- B. The department will confirm with the applicable city departments in the event distribution of such benefits becomes necessary.

22.2.5 EMPLOYEE ASSISTANCE PROGRAM

- A. The City of Elgin is a participant in an Employee Assistance Program (EAP). Employees seeking assistance may avail themselves of this service. Confidentiality is assured. The only exception is if the employee indicates that he/she is a danger to themselves or others.
- B. The EAP is available to all employees through the city's online intranet site which includes a 24-hour telephone number for employee use, if necessary. Information materials are posted within the department notifying employees of the availability of these services. [Access the City of Elgin's Employee Assistance Program \(EAP\)](#)
- C. Any supervisor may confidentially refer an employee to the EAP. However, all records will remain confidential and will not be available to the referring supervisor without the employee's consent. Supervisors may take steps to recommend an employee for mandatory counseling per Standard Operating Procedure 52.1, Internal Affairs. Exceptions regarding confidentiality may apply in the following situations:
 - 1. Danger to self
 - 2. Danger to others
 - 3. Suspected child abuse
 - 4. Suspected domestic violence
 - 5. Suspected elderly abuse
 - 6. Serious criminal offenses
 - 7. Cases where the law requires divulgence
- D. The department also makes available to its employees the confidential Healthy Minds and Peer Support Programs where information can be found in Standard Operating Procedure 16.7 and the Chaplain Program which is located in Standard Operating Procedure 104.1.

22.2.6 LIABILITY PROTECTION

- A. All employees shall be covered by liability insurance as provided by the City of Elgin and collective bargaining agreements.
- B. Employees may also be indemnified as required by Illinois State Law.

22.2.7 UNIFORM CLOTHING PROVISIONS

Employees shall be supplied approved uniforms and equipment as described by the Uniform and Appearance

Guidelines Manual and any collective bargaining unit agreements or city compensation plans.

22.2.8 EMPLOYEE EDUCATIONAL BENEFITS

- A. Pursuant to Section 8.08, Job-Related Tuition Reimbursement, of the City's Personnel Manual, tuition reimbursement may be available for full-time non-probationary employees under the following criteria:
 - 1. Availability of funds in the budget.
 - 2. Job-relatedness of the training or degree program. The course or program must be related to the employee's functional duties and approved for skill or professional development by the City Manager.
 - 3. The courses or training must be taken outside of the work schedule through approved colleges, universities, or technical schools.
- B. The Training Division coordinates this process for department employees. Participating employees seeking tuition reimbursement are responsible for completing the Education Reimbursement Request Form; refer to Appendix A to view this form which is accessible via PowerDMS. The following documents shall be attached to the form and submitted to the Training Division for approval.
 - 1. Transcript documenting a grade of a B or higher.
 - 2. Receipt showing the amount spent on the course/educational materials.
- C. Upon receipt of the form and supporting documents, the Training Division submits the items to the Chief of Police for review and approval. The approved documents are submitted to the Budget Analyst for processing to finalize the reimbursement process through the city's Finance Department.
- D. The Training Division utilizes a spreadsheet to document reimbursements provided to employees to ensure the department does not exceed the annual maximum payout of \$1,500 per employee.

APPENDIX A: EDUCATION REIMBURSEMENT REQUEST FORM

EDUCATION REIMBURSEMENT REQUEST FORM

NAME

DATE

DIVISION

After having completed a course, receiving a grade of a B or better, I hereby request reimbursement from the City of Elgin for tuition, books, materials and/or other fees for the following:

COURSE NAME

INSTITUTION

COURSE START DATE

COURSE END DATE

JOB APPLICABILITY

The costs for the course are:

TUITION

BOOKS

FEES

OTHER

TOTAL COST

Requesting Employee Signature: _____

Return form to the Training Division

I concur with the nature of this course and that there are sufficient funds budgeted to cover the requested assistance.
(MAXIMUM REIMBURSEMENT ALLOWABLE PER YEAR \$1,500.00)

Chief of Police Signature: _____

TOTAL Approved by Department