


# **GAINESVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

	<b>TITLE</b> Compensation and Benefits <i>(Rescinds 22.6 Employee Support Services)</i>		<b>ACCREDITATION</b> CALEA Chapters: 22
	<b>PROPONENT UNIT</b> Personnel		<b>PRIOR REVISIONS</b> 11/16/99, 09/26/03, 10/15/18 <b>ATTACHMENT:</b>
<b>NUMBER</b> 22.2	<b>ISSUE DATE</b> 07/01/98	<b>REVISION DATE</b> 07/12/22	<b>TOTAL PAGES</b> 4

**I. PURPOSE:** This Order lists the Gainesville Police Department's salary program agreements and Department member's benefits per applicable collective bargaining agreements.

**II. POLICY:** The Gainesville Police Department strives to provide and maintain a program of compensation and benefits comparable to other police agencies of the same size and to businesses within the Gainesville/Alachua County area.

**III. PROCEDURE:** The Gainesville Police Department shall provide its members with compensation, benefits and programs as listed or referenced below.

A. Salary Program [CALEA 22.1.1]: The Gainesville Police Department salary program includes the basic pay schedule as adopted by the City of Gainesville. The pay plan contains a schedule of pay ranged consisting of minimum and maximum rates of pay and intermediate steps for all classes of positions included in the classification plan.

The Gainesville Police Department salary program, pursuant to City of Gainesville PayPlan includes the following elements:

1. Entry level salaries: Entry level salaries are listed in the City of Gainesville PayPlan. [CALEA 22.1.1.a].
2. Salary Differential within rank [CALEA 22.1.1.b].
3. Salary differential between ranks [CALEA 22.1.1.c].
4. Salary Additives:
  - i. Active Field Training Officer: Refer to collective bargaining agreement; [CALEA 22.1.1.d]
  - ii. Special Duty Assignment Pay: Refer to collective bargaining agreement; [CALEA 22.1.1.d]
  - iii. Call-out: Refer to collective bargaining agreement;
  - iv. Stand- By: Refer to collective bargaining agreement.
  - v. Out of Class: Refer to collective bargaining agreement.

## GAINESVILLE POLICE DEPARTMENT

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vi. Criminal Justice Incentive Pay: The Law Enforcement Officers Incentive Program (11B-14.003 Authorized Salary Incentive Payments), as approved by the Legislature, provides for a monthly supplemental salary payment to those officers who pursue educational and other career development activities that go beyond minimum position requirements. The maximum monthly payment to any qualified officer is \$130.00. [CALEA 22.1.1.g]

5. Compensatory time policy: The Gainesville Police Department does not offer compensatory time. [CALEA 22.1.1.e]

6. Overtime policy: Refer to General Order 22.4 Extra-Duty Employment and applicable collective bargaining agreements. [CALEA 22.1.1.f]

B. Personnel Support Services Program [CALEA 22.2.3]: The Gainesville Police Department shall maintain a Personnel Support Services Program through which members may obtain information regarding benefits and services offered and/or provided by the City of Gainesville and the Department.

1. Responsibility:

i. The Department's Personnel Division shall be responsible for administering the Department's Personnel Support Services Program.

ii. The Personnel Division shall maintain a list of the services and their provisions that are provided by the Department and the City of Gainesville, some of which are listed below:

2. Implementation: In fulfilling its responsibility regarding the Personnel Support Services Program, the Personnel Division shall perform one or more of the following tasks:

i. Provide information regarding the benefit or service,

ii. Procure the benefit,

iii. Perform the service,

iv. Coordinate with another Departmental or City unit to procure the benefit or perform the service,

v. Refer the member to the appropriate City or Department unit administering the benefit or service.

3. Supervisory Referral: Supervisors should direct an employee under his or her supervision to the Personnel Division for more information when the employee's personal situation indicates that he/she may benefit from one or more of the available services. Supervisors shall provide support in directing an employee through available and necessary work-related services/actions.

C. Leave: Information and regulations regarding leave are contained in City policy and the collective bargaining agreements. [CALEA 22.2.1.a, b, c, d]

1. Leave Utilization/ Responsibility:

i. Members are responsible for monitoring their leave balances.

ii. Members shall not use more leave than they have accrued.

## GAINESVILLE POLICE DEPARTMENT

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iii. Members should request leave time in advance whenever possible, and in increments throughout the year to minimize year-end balances and lost leave time.

2. Administrative Leave: A means by which Managerial or Professional Plan employees can be partially compensated for the contribution of an unusual number of hours beyond the regular work week. [CALEA 22.2.1 (a)]

3. Holiday/Optional Holiday Leave: See applicable FOP, PBA, or CWA contracts and/or City of Gainesville Policy. [CALEA 22.2.1 (b)]

4. Sick Leave: See applicable FOP, PBA, or CWA contracts and/or City of Gainesville Policy. [CALEA 22.2.1 (c)]

5. Family Medical Leave: See applicable FOP, PBA, or CWA contracts and/or City of Gainesville Policy.

6. Vacation Leave: See applicable FOP, PBA, or CWA contracts and/or City of Gainesville Policy [CALEA 22.2.1 (d)]

7. Paid Time Off (PTO) Leave: See applicable FOP, PBA, or CWA contracts and/or City of Gainesville Policy

7. Bereavement Leave: See applicable FOP, PBA, or CWA contracts and/or City of Gainesville Policy

8. Leave-without Pay: See applicable FOP, PBA, or CWA contracts and/or City of Gainesville Policy

9. Injury Leave:-See G.O. 22.9 Returning to Work/ Medical Clearance Procedures.

10. Medical Leave: See: See applicable FOP, PBA, or CWA contracts and/or City of Gainesville Policy

11. Military Leave: See: applicable FOP, PBA, CWA contracts and/or City of Gainesville Policy. [CALEA 22.2.1 (f)]

12. Jury Duty: applicable FOP, PBA, CWA contracts and/or City of Gainesville Policy.

D. Retirement Program: See Gainesville Ordinance (Chapter 2, Article 7, Divisions 5, 6, and 8) and the respective collective bargaining agreements (FOP, PBA, or CWA contracts and/or City of Gainesville Policy). [CALEA 22.2.2.a]

E. Health Insurance Program: See Blue Cross & Blue Shield PPC member services book, and bargaining agreements (FOP, PBA, or CWA contracts and/or City of Gainesville Policy) [CALEA 22.2.2 (b)]

F. Disability and Death Benefits Program: The Department shall provide the below listed benefits: [CALEA 22.2.2 (c)]

i. Service-Connected Disability:

1. Temporary: See Workers' Compensation sections in union contracts (FOP, PBA, or CWA contracts and/or City of Gainesville Policy).

## GAINESVILLE POLICE DEPARTMENT

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2. Permanent (partial or total):

1). See Retirement Plan, Gainesville City Ordinance (Chapter 2, Article 7, Divisions 5, 6, and 8).

2). See Workers' Compensation (FSS 440.15).

ii. Service-Connected Death Benefits:

1. Federal: \$343,589.00 for eligible deaths occurring on or after October 1, 2016.

2. State:

1). Accidental: Refer to FSS 112.19.

2). Intentionally: Refer to FSS 112.19.

3). Workers' Compensation: Refer to FSS 440.16

3. City:

1). Life Annuity: See Retirement Plan. (City Ordinance-Chapter 2, Article 7, Division 8 of the City of Gainesville Codes of Ordinance).

2). Life Insurance: 200% of yearly compensation (\$50,000 limit).

G. Liability Protection Program: The Gainesville Police Department provides its members with liability protection when the employee is performing his/her job in good faith. (See City Policy 25; FOP, PBA and CWA contracts). [CALEA 22.2.2 (d)]

H. Uniform, Clothing, and Equipment: [CALEA 22.2.5]

1. Sworn and Non-Sworn Uniform Personnel: The Gainesville Police Department provides its members with uniforms and equipment with which to perform their jobs.

2. Sworn Non-Uniform: The Gainesville Police Department provides its sworn members uniforms, equipment and a clothing allowance, the last of which enables members to purchase clothing suitable to perform their assigned duties. (See FOP contract PBA contract, CWA contract under FST directives).

3. Dry Cleaning Allowance: The Gainesville Police Department provides its members with dry-cleaning benefits which are contained in FOP contract and PBA contract.

I. Educational Benefits Program: The Gainesville Police Department encourages its members to pursue continuing education and, within practical constraints, will try to facilitate members desiring to attend classes. Under certain guidelines, the Department and City will partially reimburse members with tuition fees. (See City Policy 21 and the collective bargaining agreements: FOP, PBA, and CWA. [CALEA 22.2.2.e])

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**By Order of**

*Signed Original on File in the  
Accreditation Section*

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**Lonnie Scott Sr.  
Acting Chief of Police**