

**General Order 22**

**COMPENSATION, BENEFITS, AND CONDITIONS OF WORK** Revised 10/18

**General Order 22.1**

**COMPENSATION, BENEFITS, AND CONDITIONS OF WORK**

Last Revised: 03-01-2017

SUBJECT: COMPENSATION, BENEFITS, AND CONDITIONS OF WORK

This order consists of the following numbered sections:

- 22.1.1 Compensation
- 22.1.2 Benefits
- 22.1.3 Conditions of Work

**22.1.1 Compensation**

- I. Compensation includes salary, overtime, compensatory time, and any additional pay categories.
- II. Member compensation is determined by:
  - A. Labor contracts for employees represented by labor unions; links to contracts
  - B. City regulations for represented employees if the labor contract does not specifically address a compensation issue;
  - C. City regulations for unrepresented employees;

**22.1.2 Benefits**

- I. Benefits include health care insurance, retirement benefits, leave, disability insurance, employee assistance program, liability insurance, clothing and clothing allowances, and uniforms.
- II. Member benefits are determined by:
  - A. Labor contracts for employees represented by labor unions; links to contracts
  - B. City regulations for represented employees if the labor contract does not specifically address a benefit category;
  - C. City regulations for unrepresented employees;

**22.1.3 Conditions of Work**

- I. Physical examinations
  - A. A physical examination is required of all police officer candidates prior to being hired.
  - B. An employee may be required by the Chief of Police or his/her designee to submit to a physical examination by a Department-approved physician if the employee's work or attendance indicate a possible health-related problem, or if the presence of a health-related problem needs to be eliminated as a cause of unsatisfactory performance or attendance.
  - C. Physical examinations required by the Department are paid for by the Department.
  - D. All police employees are encouraged to get a physical examination by a qualified physician at least once each year. Regular physical examinations can help maintain good health and provide early detection of major medical issues. Physical examinations initiated by an employee are at the employee's expense, unless otherwise provided for in their medical plan.

E. The City and/or Department may periodically sponsor various medical examinations or services at reduced cost to the employee. Such programs are voluntary and are arranged solely as a service to employees.

II. General health and physical fitness

Employees are expected to maintain a level of health and fitness which permits them to effectively carry out their duties and responsibilities.

III. Drug and Alcohol use

Employees are subject to City Policy 5 with regard to Drug and Alcohol use. (see also GO 26.1.1.III.K)

IV. Off-duty employment

- A. Off-duty employment is extra Department-related work, not another job. Employees who take off-duty employment assignments are still acting as employees of the Department and are required to comply with all Department policies and procedures.
- B. All off-duty law enforcement employment is authorized by the Chief of Police or his/her designee prior to such employment.
- C. All authorized off-duty employment is arranged and scheduled through the Department supervisory staff.
- D. All financial matters related to off-duty employment are handled through the Department. No employee is permitted to receive direct payments from a customer for off-duty employment.
- E. Off-duty employment of the following types are generally not authorized:
  - 1. Security for private business or private events where a profit is being made (in lieu of private security);
  - 2. Security for a lounge, tavern, night-club or other setting where alcoholic beverages are served.
  - 3. Work in process-service, bill collection or other employment in which police power might need to be employed for a private purpose;
  - 4. Any occupation of a menial nature which would tend to lower the dignity of the police service;
  - 5. Employment at any location outside the city limits of Olympia unless approved by the chief law enforcement officer (or his/her designee) of the jurisdiction where the off-duty work is located.

V. Outside employment

- A. Employees of the Department may engage in outside employment - i.e., a second job that is unrelated to their work as police employees - subject to the following conditions:
- B. All outside employment shall be approved, in advance and in writing, by the employee's chain of command and the Chief of Police;
- C. Outside employment shall not require the use of police powers;
- D. No Department uniforms, equipment or identification shall be used in outside employment;
- E. Outside employment shall not demean or discredit the Department or police service;
- F. Outside employment shall not detract from an employee's ability to do his/her regular assignment efficiently and effectively;

G. No compensation of any kind shall be taken for services or work that would be normally provided to the public by the Department.

H. It is a conflict of interest for the Department to contract with or compensate any employee for outside employment. All work done for the Department by employees is subject to the wage and benefit rules established by the City and/or the appropriate collective bargaining agreement.

#### VI. Safety Committee

The Department maintains a Safety Committee to represent the interests of members on matters related to occupational health and safety.

A. The Safety Committee is composed of the following:

1. A supervisor appointed by the Chief of Police who serves as chair of the Committee;
2. One representative elected from the membership of each of the three labor groups (Guild, Teamsters, Sergeants);

B. Elected Committee members serve for a calendar year.

C. The Safety Committee fulfills the purpose and meets the requirements described in the City of Olympia Occupational Health and Safety Program, Section IV.B and IV.C. [see City of Olympia Occupational Health and Safety Manual]

D. The chair of the Safety Committee represents the Department on City-wide safety committees and boards, as required.

E. The Safety Committee complies with the requirements of WAC 296-24.

#### VII. Bloodborne/airborne pathogens and hazardous substances

A. It is the policy of the City of Olympia to provide a safe and healthful working environment and to control occupational exposure to diseases/injuries caused by bloodborne pathogens, airborne pathogens or hazardous substances.

B. The Department has established plans to control exposure to diseases caused by bloodborne/airborne pathogens, including medical evaluation and reporting procedures if an exposure occurs, and related record keeping procedures. The exposure control plans in place are as follows:

1. Exposure Control Program (bloodborne pathogens);
2. Tuberculosis Exposure Control Plan (airborne pathogens);
3. Tuberculosis Surveillance Program;
4. Employee Respiratory Protection Program.

C. The Department has established a plan to control exposure to hazardous substances. This plan, the Hazardous Communications Program, describes the policies and procedures relating to hazardous materials in the workplace and identifies those materials in the workplace that are designated as hazardous substances.

## **General Order 22.2**

### **BENEFITS Revised 10/18**

Last Revised: 11/1/03

#### **SUBJECT: BENEFITS**

This order consists of the following numbered sections:

- 22.2.1 Leave program
- 22.2.2 Retirement
- 22.2.3 Health insurance
- 22.2.4 Disability insurance
- 22.2.5 Employee assistance program
- 22.2.6 Liability insurance
- 22.2.7 Uniforms, clothing and equipment
- 22.2.8 Education incentives
- 22.2.9 Light duty
- 22.2.10 Line of duty death support/death benefits

#### **22.2.1 Leave program Revised 10/18**

##### **I. Definitions**

- A. Contract employees are those employees whose job titles and work groups are subject to the provisions of a collective bargaining agreement.
- B. Regular employees are those employees whose job titles and work groups are not subject to the provisions of a collective bargaining agreement.

##### **II. Administrative Leave**

- A. Administrative leave is a leave of absence ordered by the Chief of Police, which may be voluntary or involuntary and with or without pay.
- B. Specific categories of administrative leave are as follows:
  - 1. Jury duty (City Administrative Guideline 12.5.9);
  - 2. Military leave (City Administrative Guideline 12.5.7, 12.5.8);
  - 3. General leaves of absence (City Administrative Guideline 12.5.5);
  - 4. Family and medical leave (City Administrative Guideline 12.5.3);
  - 5. Traumatic incident leave (General Order 1.3.10);
  - 6. Bereavement leave (City Administrative Guideline 12.5.4);
  - 7. Other circumstances as determined by the Chief.

##### **II. Annual leave**

- A. Contract employees may receive annual leave (i.e., leave that includes sick time and vacation time) or separate sick time/vacation time, subject to the applicable provisions of a collective bargaining agreement.
- B. Regular employees are provided with separate sick time/vacation time programs.

III. Holiday leave

- A. Contract employees receive paid holidays, subject to the applicable provisions of a collective bargaining agreement.
- B. Regular employees receive paid holidays, as set forth in City Resolutions M-1053 and M-1103.
- C. Employees who are eligible to take a floating holiday must take that holiday during the calendar year in which it is granted. Floating holidays not used during the year earned are forfeited.

IV. Sick Leave

- A. Sick (or annual) leave for contract employees is subject to the provisions of the applicable collective bargaining agreement and City Administrative Guidelines 12.4, 12.5.2(c) and 12.5.2(d).
- B. Sick leave for regular employees is governed by City Administrative Guidelines 12.4 and 12.5.2.
- C. Sick leave reporting procedure
  - 1. The employee is responsible for contacting an on-duty supervisor as soon as possible after making the decision that he/she is unable to report for work.
  - 2. When initially calling about an absence due to illness, the employee is responsible for providing the supervisor with an estimate of how long he/she may be off work.
  - 3. If the illness requires a day-to-day decision about reporting for work, the employee is to call each day that he/she will not be in attendance.
  - 4. If an illness is predictably longer than day-to-day, or if an accurate estimate of its duration can be made on the first day of illness, the employee only needs to make additional notification calls if the original estimate changes.
  - 5. The supervisor receiving a call regarding unplanned sick leave is responsible for completing the face of a Time Request Form; entering the key information and the date/time of the call on the back of the Form; either alerting the appropriate shift/unit supervisor of the absence (if time permits) or seeking a replacement for the ill employee (if immediate replacement is required); and signing the Form to indicate receipt of the information.
  - 7. If no supervisor is available at the time an employee calls regarding unplanned sick leave, any other employee may complete the face and back of the Time Request Form. In such cases, the receiving employee shall immediately forward the completed Form to an on-duty supervisor for review and signature.
    - a. Generally, the only time when an employee other than a supervisor should complete a Time Request Form is when the on-duty supervisor is actively working on an incident in the field and is not available by standard or cellular telephone.
    - b. Employees who provide information regarding unplanned illness to any employee other than a supervisor should expect to be contacted by a supervisor later in the day the illness is reported.
  - 8. All completed, approved Time Request Forms regarding employee illnesses are forwarded to the appropriate division office for processing.

V. Vacation Leave

- A. Vacation (or annual) leave for contract employees is subject to the provisions of the applicable collective bargaining agreement and City Administrative Guideline 12.4.

- B. Vacation leave for regular employees is governed by City Administrative Guidelines 12.4 and 12.5.1.
- C. Vacation scheduling is based on division operational needs. Vacation scheduling processes are determined by each division.
- D. Requests for vacation time off are submitted on Time Request Forms.

**22.2.2 Retirement Revised 10/18**

- I. Full-time commissioned law enforcement officers are provided retirement benefits in accord with RCW 41.26, the Law Enforcement Officers' and Firefighters Retirement System (LEOFF).
- II. Full-time civilian employees are provided retirement benefits in accord with RCW Chapter 41.40, the Washington Public Employees Retirement System (PERS).
- III. Employees may request retirement information or apply for retirement benefits by contacting the City Human Resources Department.
- IV. Employees are eligible to participate in deferred compensation plans.

**22.2.3 Health insurance Revised 10/18**

- I. Health insurance benefits for contract employees are subject to the provisions of the applicable collective bargaining agreements.
- II. Health insurance benefits for regular employees is governed by City Resolutions M-1053 and M-1103.

**22.2.4 Disability insurance Revised 10/18**

- I. Temporary disability
  - A. Disability coverage for LEOFF Plan I members is provided for duty and non-duty disabilities, as specified in RCW 41.26.
  - B. Additional disability coverage may be available to LEOFF Plan II members, as specified in the appropriate collective bargaining agreement.
- II. Long-term disability
  - A. Long-term disability coverage for civilian personnel is provided through the Public Employees Retirement System, as specified in RCW Chapter 41.40.
  - B. Long-term disability coverage for LEOFF Plan II members is provided pursuant to the appropriate collective bargaining agreement.
  - C. Disability benefits are also available to eligible employees through the Federal social security system.

**22.2.5 Employee assistance program Revised 10/18**

City of Olympia provides a voluntary program of professional and confidential counseling assistance to employees whose job performance, health or well-being are adversely affected by personal problems. The employee assistance program (EAP) is provided free of charge. Other services to which employees may be referred by the EAP, while often covered by health insurance, are generally not without some cost to the employee.

**22.2.6 Liability insurance Revised 10/18**

- I. The City will indemnify and defend any employee against claim or suits and pay any sums which the employee shall be legally obligated to pay as a result of the employee's reasonable and/or lawful activities and exercise of authority within the scope of his/her duties and responsibilities as an employee of the Olympia Police Department.
- II. The City is self-insured and provides collision, comprehensive, bodily injury and property damage liability coverage for employees using Department vehicles.

III. The liability coverage specified in this section extends to members of Department volunteer programs.

**22.2.7 Uniforms, clothing and equipment Revised 10/18**

I. Contract employees may receive uniforms (as specified in General Order 41.3.5) or a clothing allowance, if specified in the applicable collective bargaining agreement. These same benefits may be extended to regular employees required to wear and maintain uniforms.

II. Department employees receive personal equipment, as required for their positions, as specified in General Order 41.3.5.

**22.2.8 Education incentives Revised 10/18**

I. Education incentives, including tuition reimbursement, are provided to regular (non-represented) employees as specified in City Resolutions M-1053 and M-1103 or to contract employees as specified in applicable collective bargaining agreements.

II. As a part of the professional development process, team lieutenants/managers may exercise discretion in temporarily adjusting an employee's work schedule to facilitate pursuit of academic study. Such schedule adjustments should reflect fairness to all affected employees and good business practice. Educational accommodations of this type need to be available equitably to all employees who are enrolled in academic degree programs.

III. Education incentive pay is awarded to contract employees according to the appropriate collective bargaining agreement.

**22.2.9 Light duty Revised 10/18**

I. Olympia Administrative Guideline 19.5 describes the City standards regarding modified duty assignments for employees who are injured on the job and who are temporarily unable to physically perform their regular job duties.

II. It is Department policy and practice to provide light duty assignments, generally of no more than six (6) months duration, for employees injured on duty, when all of the following circumstances are present:

- A. Light duty has been requested, in writing, by the employee, through his/her chain of command.
- B. There is, in the opinion of the employee's division commander or manager, an appropriate light duty assignment available. Appropriate light duty assignments are determined based on the following factors:
  - 1. The needs of the organization and the availability of suitable work;
  - 2. The skills of the employee.
  - 3. The degree to which the work can be accomplished by the employee without risking re-injury or aggravation of his/her medical condition.
- C. The employee provides a letter from his/her doctor to his/her supervisor containing the following:
  - 1. A statement containing a prognosis assuring the probability of recovery to full capability within a reasonable amount of time, generally not to exceed six (6) months;
  - 2. Medical permission to work a light duty assignment;
  - 3. Any specific activity limitations that are to apply while the employee is on light duty.

III. When a light duty assignment is approved, the employee receives a memorandum from his/her chain of command indicating the following:

- A. The start date of the light duty assignment;
- B. The projected ending date of the light duty assignment;



- C. A brief description of the light duty assignment;
- D. A description of any activities in which the employee is not to engage while working in the light duty assignment (based on the doctor's recommendations).

IV. Employees with off-the-job injuries and/or medical conditions are considered for light duty assignments on a case-by-case basis using the same standards and processes that are applied to those who are injured on duty, with the understanding that, when the availability of light duty assignments is limited, employees injured on duty have precedence in receiving those assignments.

#### **22.2.10 Line of duty death support/death benefits** Revised 10/18

##### **I. Policy**

Police work is inherently dangerous, and some of those who swear to uphold the law and defend the innocent can, and do lose their lives in that service every year. While no police agency likes to contemplate losing one of its own in the line of duty, an agency that does not do so will likely be unprepared to provide the comfort and support that is required, should such a tragic event occur.

The Department recognizes that, when a police officer or employee is killed in the line of duty, surviving spouses, significant others, parents, siblings, children and co-workers are not necessarily prepared for the death just because they are a part of the police family, or because they are intellectually aware of the danger of the job. The ability of survivors to cope with an on-duty death is directly affected by the ability of the Department to provide a stable, sure and compassionate support system that begins immediately and remains in place for as long as the need exists.

Because the type of support system required must be well-planned and capably administered, the Department maintains a Line-of-Duty Death Plan and assigns personnel to be responsible for its implementation in an hour of need.

##### **II. Procedure**

- A. Line-of Duty Death Plan - The Line-of-Duty Death Plan is a written document that outlines the assistance provided by the Department in the event of the on-duty death of an officer or employee.
- B. The Professional Standards Lieutenant is responsible for administration and implementation of the Line-of-Duty Death Plan.
- C. In the event that a line-of-duty death occurs, the administrator assures that the elements specified in the Line-of-Duty Death Plan are put into action in a timely manner.
- D. In all cases, the needs and wishes of the family of a slain officer/employee will be respected. While the Line-of-Duty Death Plan provides for a broad range of services, the provision of those services will be sensitive to the family's circumstances.

##### **III. Death Benefits**

- A. Commissioned employee death benefits are provided through LEOFF, as specified in RCW Chapter 41.26;
- B. Civilian employee death benefits are provided through PERS, as specified in RCW 41.40;
- C. Federal death benefits are available to eligible employees through the social security system. Additionally, commissioned personnel are eligible for a Federal line of duty death benefit;
- D. For contract employees, the City may provide term life insurance in an amount established in the terms of the applicable collective bargaining agreement.
- E. For regular employees, the City provides a term life insurance policy in an amount established by the City.

### **General Order 22.3**

## **CONDITIONS OF WORK**

Last Revised: 11/1/03

### **SUBJECT: CONDITIONS OF WORK**

This order consists of the following numbered sections:

- 22.3.1 Physical examinations
- 22.3.2 General health and physical fitness
- 22.3.3 Off-duty employment
- 22.3.4 Outside employment
- 22.3.5 Safety committee
- 22.3.6 Bloodborne/airborne pathogens and hazardous substances

#### **22.3.1 Physical examinations**

- I. A physical examination is required of all police officer candidates prior to being hired.
- II. An employee may be required by the Chief of Police or his/her designee to submit to a physical examination by a Department-approved physician if the employee's work or attendance indicate a possible health-related problem, or if the presence of a health-related problem needs to be eliminated as a cause of unsatisfactory performance or attendance.
- III. Physical examinations required by the Department are paid for by the Department.
- IV. All police employees are encouraged to get a physical examination by a qualified physician at least once each year. Regular physical examinations can help maintain good health and provide early detection of major medical issues. Physical examinations initiated by an employee are at the employee's expense, unless otherwise provided for in their medical plan.
- V. The City and/or Department may periodically sponsor various medical examinations or services at reduced cost to the employee. Such programs are voluntary and are arranged solely as a service to employees.

#### **22.3.2 General health and physical fitness**

Employees are expected to maintain a level of health and fitness which permits them to effectively carry out their duties and responsibilities.

#### **22.3.4 Off-duty Employment**

- I. Off-duty employment is extra Department-related work, not another job. Employees who take off-duty employment assignments are still acting as employees of the Department and are required to comply with all Department policies and procedures.
- II. All off-duty law enforcement employment is authorized by the Chief of Police or his/her designee prior to such employment.
- III. All authorized off-duty employment is arranged and scheduled through the Department supervisory staff.
- IV. All financial matters related to off-duty employment are handled through the Department. No employee is permitted to receive direct payments from a customer for off-duty employment.
- V. Off-duty employment of the following types are generally not authorized:
  - A. Security for private business or private events where a profit is being made (in lieu of private security);
  - B. Security for a lounge, tavern, night-club or other setting where alcoholic beverages are served;

- C. Work in process-service, bill collection or other employment in which police power might need to be employed for a private purpose;
- D. Any occupation of a menial nature which would tend to lower the dignity of the police service;
- E. Employment at any location outside the city limits of Olympia.

VI. Off-duty employment located beyond the city limits of Olympia may be approved if requested by the chief law enforcement officer (or his/her designee) of the jurisdiction where the off-duty work is located.

#### **22.3.4 Outside employment**

I. Employees of the Department may engage in outside employment - i.e., a second job that is unrelated to their work as police employees - subject to the following conditions:

- A. All outside employment shall be approved, in advance and in writing, by the employee's chain of command and the Chief of Police;
- B. Outside employment shall not require the use of police powers;
- C. No Department uniforms, equipment or identification shall be used in outside employment;
- D. Outside employment shall not demean or discredit the Department or police service;
- E. Outside employment shall not detract from an employee's ability to do his/her regular assignment efficiently and effectively;
- F. No compensation of any kind shall be taken for services or work that would be normally provided to the public by the Department.

II. It is a conflict of interest for the Department to contract with or compensate any employee for outside employment. All work done for the Department by employees is subject to the wage and benefit rules established by the City and/or the appropriate collective bargaining agreement.

#### **22.3.5 Safety Committee**

The Department maintains a Safety Committee to represent the interests of members on matters related to occupational health and safety.

I. The Safety Committee is comprised of the following:

- a. A supervisor appointed by the Chief of Police who serves as chair of the Committee;
- b. One representative elected from the membership of each of the two labor groups (Guild and Teamsters);

II. Elected Committee members serve for a calendar year.

III. The Safety Committee fulfills the purpose and meets the requirements described in the City of Olympia Occupational Health and Safety Program, Section IV.B and IV.C. [see City of Olympia Occupational Health and Safety Manual]

IV. The chair of the Safety Committee represents the Department on City-wide safety committees and boards, as required.

V. The Safety Committee complies with the requirements of WAC 296-24.

#### **22.3.6 Bloodborne/airborne pathogens and hazardous substances**

I. It is the policy of the City of Olympia to provide a safe and healthful working environment and to control occupational exposure to diseases/injuries caused by bloodborne pathogens, airborne pathogens or hazardous substances.

II. The Department has established plans to control exposure to diseases caused by bloodborne/airborne pathogens, including medical evaluation and reporting procedures if an exposure occurs, and related record keeping procedures. The exposure control plans in place are as follows:

- A. Exposure Control Program (bloodborne pathogens);
- B. Tuberculosis Exposure Control Plan (airborne pathogens);
- C. Tuberculosis Surveillance Program;
- D. Employee Respiratory Protection Program.

III. The Department has established a plan to control exposure to hazardous substances. This plan, the Hazardous Communications Program, describes the policies and procedures relating to hazardous materials in the workplace and identifies those materials in the workplace that are designated as hazardous substances.

IV. The Safety Committee is responsible for assuring that exposure plans and programs are current.