	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>Compensation</b>	Order Number
		22.1
		Date
		09-27-19

## 22.1 Compensation

- A. The general compensation, benefit and employment policies of the *Department* are based on *Town* policies, and state and federal laws. Additional information on these policies *may* be obtained from the Human Resources Department.
- B. The *Town* HR Department publishes the *Town's* salary plan, which provides entry-level salaries; the salary range for each position and rank within the *Department*; the salary differential required between ranks (if any) and the procedure for salary adjustments (if any).
- C. Adjustments in the compensation plan *shall* be applied to *Department employees* as directed by the *Town*. Compensation *may* be adjusted, consistent with *Town* policies, when an *employee* is promoted, demoted or reclassified based upon a change in duties. Compensation *may* also be adjusted to reflect increases in the rates within the compensation plan, increases merited by performance and justified by annual performance evaluations, and decreases as a result of the downgrade of a position or a reduction in pay pursuant to the *Town of Paradise Valley* Human Resources manual Article VIII, sections 801 through 811, Salary Administration.


### 22.1.1 Assignment Pay

Special assignment pay *will* be provided for the following special assignments:

- FTO 2.5% (Assigned prior to 7/1/2024) \*
- Detectives 2.5%
- Detective Corporal 2.5%
- Detective Sergeant 2.5%
- Motors 2.5%
- Motor Sergeant 2.5%
- CRO 2.5%
- TRACE Sergeant 2.5%
- *Bilingual* \$600 annually

\*FTO's assigned after 7/1/2024 receive \$5/hr. while training

### 22.1.2 Shift Differential

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Extra compensation for employees assigned to night and/or weekend shifts will be added through shift differential pay.

The purpose of shift differential is to compensate employees who routinely must work nontraditional hours due to the nature of their jobs. Employees only include Police Officers, Police Corporals, Police Sergeants, Police Dispatchers, and Detectives.

Nightshift includes hours worked by employees between 6:00 p.m. and 6:00 a.m.

Weekend shift includes hours worked by employees between 6:00 p.m. on Friday and 6:00 a.m. on Monday.

The amount of the shift differentials is defined under Town Administrative Policy 4.3. Employees may be eligible for both nightshift and weekend differentials for the same scheduled hours. Regularly scheduled nightshift employees are entitled to the applicable shift differentials for all hours worked. Employees regularly scheduled for weekend shifts are entitled to weekend differential for all hours that fall within the weekend differential designated hours.

Employees eligible for shift differential for their regularly scheduled shifts will receive the same proportion of shift premium for respective periods of authorized paid leave and for holidays not worked which fall within their regularly scheduled shift.

Employees regularly scheduled for day shift will receive shift differentials only for actual hours worked that are authorized for coverage or special events during the established night shift and weekend shift differential hours.

### **22.1.3 Uniform and Equipment Allowances**

Uniform and equipment allowances are provided on an annual basis. Sworn personnel are permitted to purchase up to \$1,500.00 in authorized uniforms or work-related equipment. Newly hired *officers* will receive a one-time allotment of \$2,000.00 for initial purchases. From that point forward, sworn employees are provided \$750.00 cash twice annually to purchase uniforms or other specialized equipment as is required for their work assignments. Full-time professional staff are provided with \$500 and part-time with \$250 in annual uniform allowance. Communications *personnel* are provided \$500.00 annually for uniform attire with \$250 of which being provided in cash.



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#### 22.1.4 Court Pay

*Employees who are required to appear in, or testify at, court trials, hearings, or Grand Jury, will be compensated at the appropriate overtime rate (if overtime is applicable). In the event of a call out for a court appearance, a minimum of three (3) hours of overtime will be earned.*

#### 22.1.5 Instructor Pay

Sworn Police Department personnel who deliver instructor-led training to sworn employees will be compensated an additional 10.00 dollars (\$10.00) per hour, for every hour engaged in providing instructor-led training.

Instructor-led training is defined as training where a sworn Police Department employee facilitates a structured training session, that includes a lesson plan and training materials, for a group of sworn officers or an individual sworn officer. Only the lead instructor will receive Instructor Pay for a given training unless another instructor position is designated for instructor pay for that specific training by a commander or higher.

#### 22.1.6 FTO Pay Eligibility

This pay is designed to recognize officers who have completed the necessary training and qualifications to serve as Field Training Officers.

A Field Training Officer (FTO) is defined as a sworn Officer, Corporal, or Sergeant who has successfully completed department-approved training through Arizona POST and receive a certification as an Arizona POST Field Training Officer *and* are assigned to an Officer-in-Training (OIT). The Field Training Officer shall:

- Be actively training (completing Daily Observation Reports)
- Adhere to the PVPD Bulletproof Culture Plan
- Be approved as an FTO by the FTO Sergeant
- Attend phase change meetings (if applicable)
- Meet monthly minimum patrol expectations
- Have received an annual evaluation of "Meets Expectations" or higher within the following year
- Not be on a Performance Improvement Plan



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#### FTO Pay:

If an officer meets the above listed criteria, the following information will be how to receive FTO Pay –Using Paycom, the FTO will select “ADD UNITS” and then use the Pay Code “Police FTO” and enter the number of units (hourly time training) in the “Units” box. FTO’s will be required to list the Last Name and Badge Number of the OIT in the “Comments” portion for documentation. FTOs will be compensated an additional 5.00 dollars (\$5.00) per hour they are training and OIT.

If you are assigned an OIT but do not qualify as an FTO per the requirements above, it will be considered a two-person unit, and no DOR is required. (similar to a ride-along). Officers in this instance will not be eligible for FTO Pay.