

SALINA POLICE DEPARTMENT GENERAL ORDER		Number M1215
SUBJECT: COMPENSATION AND BENEFITS		
EFFECTIVE: 12/15/2024 ISSUED: 12/15/2024 CANCELS:		
AMENDS: M1215 ISSUED: 08/01/2024		
REVIEW: ANNUAL LAST REVIEWED: 12/15/2024		Distribution A
CALEA References: 22.1.3.		

POLICY

In order to attract and retain high quality personnel, the City of Salina maintains competitive compensation and comprehensible benefit plans.

PROCEDURE

Note: This order is not nor is it intended to be all inclusive. Please refer to other documents, such as: The City of Salina's Employee Benefit Handbook, Personnel Manual, Benefit Summary, and Official Classification and Pay Plan; KP&F and KPERS retirement plan as provided by state statute and informational manuals/materials published by the Kansas Public Employees Retirement System; or contact the Human Resources Department for additional information.

1. Compensation

- 1.1. Salary - Pay ranges for all Department positions are contained in the Official Classification and Pay Plan adopted by the City Commission. Each job classification has a minimum (entry level) and a maximum salary level. Salary differential between ranks varies, and may be found in the Pay Plan aforementioned.
 - 1.1.1 Generally, each year the entire pay plan may be adjusted a certain percent to reflect the effect of inflation.
 - 1.1.2. Employees have an annual performance evaluation and are considered for a merit increase. Such increases are granted strictly on a merit and fitness basis.
- 1.2. Skill/Competency-Based Pay
 - 1.2.1. EMT Pay - Officers who hold an Emergency Medical Technician certification are eligible to receive additional pay at the rate of .30 cents per hour worked.
 - 1.2.2. Bilingual Pay - Employees who demonstrate the necessary conversational skills in an approved non-English language are eligible to receive additional pay at the rate of .75 cents per hour worked.
 - 1.2.3. Educational Incentive – A program which allows the police department to reward employees who have obtained advanced education and/or skills which complement the *job description* for which they were hired. The employee's degrees must be relevant to and enhance the employee's job. The Chief of Police will use an employee's job description to determine if the employee's degree is applicable and appropriate for the educational incentive. The incentive pay is only for the employee's highest degree and is paid in the form of an hourly increase. Educational Incentive Pay will commence upon employee-required submission of the *Request for Skill-Based and/or Advanced Education Incentive Pay* Form with accompanying documentation through the chain of command. On approval by the Chief, the Public Safety Secretary will complete a Personal Action Form (PAF) for the Educational Incentive pay. This pay will only begin after submission of the request. No retroactive pay will be granted if the employee delays submitting the additional pay request. The incentive pay for possessing an advanced degree will be as follows:

- a. Associates \$500.00 annually
- b. Bachelors \$1,000.00 annually
- c. Masters \$1,500.00 annually

1.2.4. Additional Skill-Based Pays (SBP) – The following assignments are eligible for SBPs upon completion of particular training, assignment to a specific unit, and employee-required submission of the *Request for Skill-Based and/or Advanced Education Incentive Pay Form* with accompanying documentation through the chain-of-command. After approval from the Chief, the Public Safety Secretary will complete a PAF for the SBP. This pay will only begin after submission of the request. No retroactive pay will be granted if the employee delays submitting the additional pay request. For items a-m, employees are eligible to be compensated for no more than two SBPs, regardless of the number of specialties performed. Each Skill Based Pay assignment is paid out at an additional \$.30/hour.

- a. Canine Handler
- b. Certified Communications Instructor
- c. CVSA – Computer Voice Stress Analyzer Operator
- d. Detective – CIU or DTF
- e. DRE – Drug Recognition Expert
- f. Range Master / Firearms Instructor
- g. School Resource Officer – SRO
- h. Small Unmanned Aircraft Systems – sUAS Pilot (Drone)
- i. SWAT Operator
- j. SWAT Hostage Negotiator
- k. Terminal Agency Coordinator – TAC/Local Agency Security Officer – LASO
- l. Traffic Unit
- m. FARO Operator

Exempt employees are not eligible to receive Additional Skill-Based pay listed in Para 1.2.4, a-m.

Employees are eligible for SBP's during their active assignment in that specialty assignment. For example, K-9 Officers when assigned a K-9 partner and have completed prerequisite training with their partner would be eligible. Another example is a Detective assigned to the Criminal Investigations Unit and completes a chain-of-command approved detective course would be eligible. Once that K-9 or detective leaves the assignment, the SBP will no longer be in effect.

1.2.5. Trainer's Pay. Trainer's pay is awarded to those who are within the division that provides basic recruit / new employee entry-level training. Those persons are considered active trainers such as Field Training Officers (FTOs) in the Patrol Division, Communications Trainers and Records Trainers in the Support Division. All certified trainers will have to complete the appropriate course of instruction in that trainer's skill (i.e. FTO School or APCO CTO School) and be selected as a full-time trainer in that Division. Trainers would be paid, while training a trainee, at an hourly rate of 1.1875 of their base pay during their assigned shift with that trainee. Trainer's Pay is not included in the Skill-Based Pay list

1.3. Overtime – Employees shall be compensated at a rate of one and one-half times (1 ½) the employees' regular rate of pay for actual hours worked in excess of forty (40) hours for civilian employees in a standard work week and eighty (80) hours for sworn employees in one pay period. For overtime computation, hours worked does not include vacation, personal day, or sick leave hours. Any time worked in excess of an employee's regular schedule shall require prior approval by the employee's immediate supervisor. When time is worked in excess of an employee's regular schedule, the employee's schedule may be adjusted hour- for-hour within the standard work

week for civilian employees and hour-for-hour within the pay period for sworn personnel. If these adjustments cannot be made within this time frame the employee must be paid overtime.

- 1.3.1. Call back situation will have a minimum of two (2) hours of overtime pay. Call back includes court appearances, meetings held outside the employee's regular scheduled hours and work assignments held outside the employee's regular scheduled hours. If an employee's working hours carry over into one of the listed situations, then the time will be considered as 'hold over' time and not call back time. Training time is not considered a call back situation.
- 1.4. Shift Differential Pay - Please refer to City of Salina Personnel Manual, Article 10, Section 9; Shift Differential Pay - Police Employees.
- 1.5. Standby Pay - In accordance with City of Salina Policy Article 21, Section 8, Payment for Standby Hours, Employees who are on standby, commonly referred to as "on-call", are eligible for Standby Pay at the rate established by the City of Salina. The employee will use the City time-keeping system to record their standby period. Standby hours do not count toward the computation of overtime hours during a work week.
 - 1.5.1 An employee will be considered on standby under the following conditions:
 - a. Detective Division rotating standby status;
 - 1 When not on regular duty and,
 - 2 When no one from their assigned unit is on duty and able to assist.
 - i. For example, a Detective is on their standby week. Their normal day off is a weekday, and there are other employees in their division who are on duty. The standby employee would not be eligible for standby pay until the other employees are outside of their normal duty hours.
 - b. Off-Duty SWAT/HNT team members placed on standby in preparation for a call-out event.
 - c. Any other off-duty employee placed on authorized standby due to an emergent event.
 - 1.5.2 If an employee is called in, they will need to transition from their current pay status, typically standby pay or off duty, to the appropriate call-back code in the time-keeping system. When completed, the employee will transition back to the appropriate code; regular duty, standby, or off duty.
 - 1.5.3 Employees on standby shall:
 - a. Be available to perform necessary work, remaining in geographic proximity that allows them to return to the designated work location within the position's defined response time.
 - b. Be available to work and in physical and mental condition to work safely. The employee shall not be under the influence of drugs or alcohol while on standby status.
 - 1.5.3 It is imperative that each employee keep an accurate account of their time. An employee on standby who fails to respond and/or is not available when contacted, depending upon the circumstances, may not qualify for the on standby payment and may be subject to disciplinary action.

2. Benefits - The following benefits are afforded to Department employees and are described in the City of Salina Personnel Manual.

2.1. The following benefits are afforded to Department employees as described in the City of Salina Personnel Manual under the Benefits Handbook section, and includes information on the following benefits.

- 2.1.1. Health Insurance
- 2.1.2. Prescription Coverage
- 2.1.3. Dental Insurance
- 2.1.4. Section 125 Plan
- 2.1.5. Wellness Program
 - a. Employee Assistance Program
 - b. CHD Profile
 - c. Immunizations
- 2.1.6. Life Insurance
 - a. KPERS
 - b. Optional Life Insurance
- 2.1.7. Deferred Compensation

2.2. The Personnel Manual section includes information on the following benefits:

- 2.2.1. Separation Leave-Payment Article 10
- 2.2.2. Longevity Pay Article 10
- 2.2.3. Life Insurance Article 11
- 2.2.4. Unemployment Insurance Article 11
- 2.2.5. Workers Compensation Article 12
- 2.2.6. Retirement Plans Article 13
- 2.2.7. Holiday Leave Article 14 (Also see section 4 of this policy)
- 2.2.8. Vacation Leave Article 15
- 2.2.9. Sick Leave Article 16
- 2.2.10. Family/Medical Leave Act Article 17
- 2.2.11. Emergency Leave Article 17
- 2.2.12. Jury Duty Article 17
- 2.2.13. Leave of Absence Article 17
- 2.2.14. Military Leave Article 17
- 2.2.15. Travel/Training Article 22
- 2.2.16. Tuition Reimbursement Article 22

2.3. Information on Pension Plans (Sworn and Civilian), and Disability and Death Benefits can be located in Kansas Statutes Annotated and the Kansas Public Employees Retirement System Information Manual.

3. Vacation Leave Policy

- 3.1. Employees should request vacation dates from their immediate supervisor no less than 72-hours prior to the requested vacation period. This is to assist with staffing/planning. Should an unanticipated special event arise within the 72-hour request period, the supervisor may consider the request on a case-by-case basis.
- 3.2. When two or more employees have requested the same vacation dates and all cannot be accommodated, preference for vacation dates will be given according to 1) the earliest dated approved request, and 2) seniority.
- 3.3. Immediate supervisors shall be vested with authority to approve or disapprove vacation according to shift strength and other scheduling considerations.
- 3.4. Vacations may be rescheduled for the good of the Department if necessary.

4. Holiday Policy

- 4.1. Civilian employees, not otherwise addressed in this policy, will take city holidays as a paid day off on the day designated by the city. If an employee is called back during a holiday, they will be compensated for the hours they actually work and for the full 8 hours of holiday pay.

- 4.2. Officers, Detectives, and Dispatchers are allowed to use holidays earned during the calendar year as a day off or request pay for the holiday. Holidays hours can be banked during the calendar year in which they are earned. There is no cap on the number of holiday hours that can be saved during the year. Employees should plan accordingly and not save holidays until the end of the year and then expect to use them as a day off. There is no appeal process for holidays that are not taken as a day off during the year in which they were earned. Holiday hours **CANNOT** be carried over to the next calendar year and will automatically be paid out to the employee at the end of the calendar year.
- 4.3. Holiday hours for Officers, Detectives, and Dispatcher will only be loaded into Novatime for use on a quarterly basis. Only the holidays occurring during that quarter will be added to the employee's holiday accrual. Holidays used as a day off or requested for pay must be used in 8-hour blocks.

5. Liability Insurance

- 5.1. The City of Salina's Law Enforcement Liability insurance policy responds to tort claims alleging personal injury, property damage, products liability, host liquor liability and incidental medical malpractice.

Note: The definition of personal injury under the Law Enforcement endorsement is expanded to include false arrest, malicious prosecution, wrongful entry, eviction or other invasion of privacy, discrimination, humiliation, libel, and slander, or other defamatory violation, false or improper service of process, violation of property rights or violation of civil rights.

- 5.2. The Automobile Liability insurance policy covers all City owned autos.
- 5.3. The Public Officials Liability insurance policy would respond to claims brought against the City of discrimination related to employment or wrongful termination.

6. Personnel Support Services

- 6.1. All employee benefit programs are administered by the Human Resources Department. Police personnel may contact Human Resources for:
- 6.1.1. Information regarding employee benefits;
 - 6.1.2. Information regarding employee insurance programs and claims related assistance (work related injuries are handled through the Benefits Coordinator in Human Resources);
 - 6.1.3. Information concerning retirement matters. The Human Resources Specialist is the City of Salina's designated agent for all Kansas Public Employees Retirement System (KPERS/KP&F) matters; and
 - 6.1.4. Family assistance in filing benefit claims in the event of an employee's death.

BY ORDER OF

CHIEF OF POLICE