

DEPARTMENTAL GENERAL ORDER 17-33

ST. LOUIS COUNTY POLICE DEPARTMENT
OFFICE OF THE CHIEF OF POLICE

O-8
December 21, 2017

Special Order 21-421 modifies this policy Special Order 22-426 modifies this policy
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PAY AND CLASSIFICATION PRACTICES

I. PURPOSE

Section 4.280 of the St. Louis County Charter authorizes the Chief of Police to "appoint, employ, promote, and retain all personnel..." The purpose of this General Order is to establish policy and procedures for pay classifications, separation, Department Serial Numbers and related definitions for all employees.

The Saint Louis County Charter, 4.270, provides that "the board of police commissioners shall be in charge of the department of police". St. Louis County Ordinance, 201.190, provides for the determination of compensation of commissioned and non-commissioned employees. All pay raises and placement of commissioned personnel on the pay matrix shall be reviewed and approved by the Board of Police Commissioners. The terms of this order shall remain in effect until this order is rescinded or revised or accompanying ordinances or collective bargaining agreements are modified.

II. PAY CLASSIFICATIONS

A. New Appointment

1. **New employees shall report for duty on the date specified on the Department Personnel Order. This date shall be the employee's appointment date.**
2. **Effective January 1, 2018 and through December 31, 2019 newly hired commissioned police officers will be placed at "Step 0" on the pay matrix implemented by the above ordinances.**
 - a. **If the newly appointed officers have experience with another department, or previously with this department, their placement on the pay matrix will be determined by the above ordinances and associated collective bargaining agreements.**

B. Existing Appointments

1. **All full time commissioned employees employed as of January 1, 2018 will have an anniversary date of January 1. This anniversary date may change under the guidelines established in Section C below.**

- a. Full time employees will be placed in a step on the pay matrix based on their completed years of service at their existing rank. Each step relates to a completed year of service.
 - 1) Partial years will not be counted.
 - a) Example – an employee who has 5 years and 6 months of previous service with this agency will not be able to count the 6 months with their current experience time to attain a year of service.

C. Anniversary Date

The Anniversary date is used to determine when employees are eligible for pay increases. Commissioned employees hired after January 1, 2018 will use their appointment date as their initial anniversary date. Pay increases for all commissioned ranks will be tied to the Collective Bargaining Agreement (CBA) – currently listed as a one step advancement on each anniversary. The employee's anniversary date may change only under the following circumstances:

1. Reclassification with pay raise of ten percent or more.
2. Reinstatement.
3. Reappointment.
4. Leave of absence without pay.
5. Promotions with a pay increase of ten percent or more.

D. Promotions

Employees are said to be promoted when they receive a higher classified position or rank.

A promoted professional staff employee will receive a minimum 10 percent pay increase and a new title.

A promoted commissioned employee will receive an hourly pay increase equivalent to one step on the pay matrix of their current rank. They will then move to the hourly rate equivalent on the pay matrix of the promoted rank. A promoted commissioned employee will not make less on their promoted pay matrix than they would have on the pay matrix of the previous rank.

For commissioned employees promoted to the ranks of sergeant through Lieutenant Colonel before January 1, 2018, hourly rates will be adjusted to address pay inequities not intended as a result of the adopted pay matrix. Such employees will not make less than that hourly rate of the previous rank, plus one step in the appropriate pay matrix.

E. Reductions in Pay

An employee who accepts a position with a pay range lower than the pay range of their current position will have their rate of pay reduced five percent for each range level reduction. If an employee has been with the Department for less than one year, the rate of pay will be reduced to the starting rate of pay of the new position. Employees on probation due to a promotion will have their pay reduced based on the rate of pay

before promotion. The employee's **anniversary** date will remain unchanged. Employees may also have their pay reduced at the direction of the Chief of Police.

F. Reappointment

A former employee seeking to be rehired is said to be reappointed when that employee had not completed the probation period prior to separation. **Such employees will retain no benefits from prior employment with the Department. Since Reappointed Commissioned Employees retain no benefits from their previous employment they will be placed at step zero (0) of the pay matrix upon employment.**

G. Reinstatement

A former police department employee seeking to be rehired who completed the probation period may be considered for reinstatement by the Chief. Such employees will retain their length of previous service with the Department for promotion, as specified by the Chief. Reinstated employees will be required to serve up to a one year probationary period and will retain their sick time accrued prior to separation and their eligibility to accrue recreation leave (vacation) at the same level prior to their separation. Employees reinstated on or after January 1, 2002 will be provided with Paid Time Off (PTO) in lieu of either traditional sick/medical or vacation leave as described in the General Order entitled, "Leave Policy".

Reinstated commissioned employees will be placed on the pay matrix at the step identified through ordinance and collective bargaining agreement(s).

Reinstated employees who have previous experience with this department will be credited only for completed years of service during their previous tenure and will be placed on the pay matrix according to collective bargaining agreements. Their reinstatement date will be their initial anniversary date.

H. Reclassification

Positions are considered for reclassification when the duties of that position are redefined. Requests for reclassification normally originate with a written recommendation by a supervisor forwarded through the chain of command to the Chief who refers the request to the Salary Reclassification Committee for a recommendation. Employees who feel they are not justly compensated for the duties of the position held may submit a written request for a job reclassification to the Chief through the chain of command. A position that is approved for reclassification may be given a pay increase.

I. Special Pay Increase

Special **pay** increases may be considered for an employee in order to address identified pay inequity issues. Employees who receive a special **pay** increase may retain their current anniversary date if said increase is less than 10%. Requests for special **pay** increases normally originate with a recommendation by the employee's supervisor forwarded through the chain of command to the Chief, who refers the request to the Salary Reclassification Committee for a recommendation.

J. Special Pay Classifications

Under the provisions stated by County ordinance, certain special pay classifications are authorized. These include hazardous duty pay, flight pay, special assignment pay, uniform maintenance and clothing allowance.

K. Temporary Assignment Pay

It is the policy of this Department to fairly compensate employees who are temporarily assigned to perform the duties and responsibilities of a position in a higher classification. These employees will be designated as "Acting" on the Personnel Order and will receive a temporary pay increase of ten percent of their basic rate of pay for the duration of the temporary assignment.

The duration of the temporary assignment shall not exceed a six month period, unless an extension request is submitted and approved by the Chief of Police. Temporary assignment pay will begin on the first day of the pay period following the determination that the assignment will exceed **two** full pay periods. The additional pay will end on the last day of the pay period during which the employee performed the additional duties.

III. SALARY RECLASSIFICATION COMMITTEE

The Salary Reclassification Committee is appointed by the Chief to evaluate requests for position reclassification and special pay increases. The committee shall ensure that employee's pay is consistent with pay ranges established by County ordinance.

IV. DEPARTMENT SERIAL NUMBERS (DSN)

The Department Serial Number is to be used in conjunction with the employee's name in any matter concerning the St. Louis County Police Department which becomes an official record or report. An employee's most recent date of appointment will be used to determine seniority with the Department. If more than one employee has the same appointment date, the employee with the lowest DSN would be considered the senior employee.

The DSN shall be given to a citizen requesting the official identifier of an employee. When employment is ended, the assigned DSN will become part of the individual's file and will not be reassigned to another employee. Individuals who are reappointed or reinstated will be reassigned the same DSN.

V. EMPLOYEE SEPARATION

- A. Resigning employees who wish to be reconsidered for future employment with the Department must submit their written resignation through the chain of command to the Chief of Police a minimum of ten working days prior to separation. Retiring employees shall notify the Chief, in writing, through the chain of command a minimum of 30 days prior to separation. The retiring employee is responsible for notifying the St. Louis County Retirement Office a minimum of 30 days prior to the intended retirement date.
- B. An employee who is absent from duty without notifying the appropriate supervisor of the reasons for the absence shall be considered as having resigned, provided that the failure to give such notice was not caused by unavoidable circumstances.
- C. When employment in the Department is to be ended, it shall be the responsibility of the employee to return all equipment issued by the St. Louis County Police Department. The employee shall return all equipment and uniforms, including Department weapons, badges, General Order Manual (if issued), Law Manual, Identification Card and Access Card to the Vehicle and Supply Unit. It shall be the responsibility of the Personnel Services Unit to maintain records that ensure the return of all weapons, identification and access cards and General Order Manuals (if issued).

Adopted by Command Staff

By order of:

JB:jb

COLONEL JON M. BELMAR
Chief of Police

Approved at the regular Board meeting of December 21, 2017.

MR. ROLAND J. CORVINGTON
COMMISSIONER
Chairman

MS. LAURIE L. WESTFALL
COMMISSIONER
Secretary

Distribution
All Department Personnel

CALEA Reference
21.2.1; 22.1.1; 22.2.2