



# SALEM POLICE DEPARTMENT GENERAL ORDER

## BENEFITS AND COMPENSATION

GO #  
PM-7

**Date of Issue:** 04.14.2022

**Rescinds:** 25-7 Employee Assistance Program

**Review:** 2026

**Chapter:** Personnel Matters

### **I. PURPOSE:**

The purpose of this General Order is to provide information concerning and set standards of compensation and benefits available to employees that will attract qualified competent personnel to the Salem Police Department.

### **II. COMPENSATION:**

- A. The Salem Police Department will maintain on file information for perspective candidates, to include the department's entry level salary and benefits as currently set by the Town of Salem in accordance with current collective bargaining agreements. The most recent collective bargaining agreements can be found on the town's website at [www.townofsalemnh.org](http://www.townofsalemnh.org)
- B. Salary differential between steps within various positions or ranks are in accordance with and described in current collective bargaining agreements between the unions and the Town of Salem. The Salem Police Department recognizes the following collective bargaining agreements, Salem Police Administrators Association (SPAA), Salem Police Employee Association (SPEA), and State Employees Association (SEA).
- C. Any salary differences approved for specialty positions will be determined pursuant to the current collective bargaining agreements.
- D. The rates of overtime pay, compensatory time, and administrative time shall be governed by contract negotiations and the Fair Labor Standards Act. Current rates are in accordance with collective bargaining agreements between the unions and the Town of Salem.
- E. All full-time employee retirement benefits are regulated by the State of New Hampshire Retirement System as defined in NH RSA 100-A.

### **III. BENEFITS:**

A. The current collective bargaining agreements between the unions and the Town of Salem shall govern the following areas.

1. All fringe benefits;
2. Holiday pay/leave;
3. Sick leave and accrual;
4. Vacation leave and accrual;
5. Personal days;
6. Health Insurance;
7. Long and Short term disability benefits;
8. Life Insurance;
9. Defense of lawsuits (liability protection);
10. Workers' compensation benefit;
11. Education incentive program;
12. Uniform allowance.

B. Any administrative leave shall be granted in accordance with current state and federal regulations, the Town of Salem employee benefit policy, and current collective bargaining agreements. However, the leave shall be granted at the discretion of the Chief of Police or his/her designee. Examples of such leave include, but are not limited to:

1. Jury Duty;
2. Maternity leave;
3. Training;
4. Military.

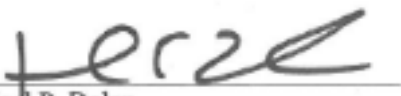
C. Employee Assistance Program (EAP)

The Salem Police Department recognizes there are occasions when employees and/or their families need assistance with a variety of life's issues. The EAP helpline is a confidential, cost free program available to all employees.

The EAP Helpline provided by The Hartford (ComPsych) is a telephone-based employee assistance program. Professional counselors are available to assist the caller with a variety of issues including but not limited to:

1. Legal problems;
2. Family issues;
3. Marital problems;
4. Financial matters;
5. Emotional problems;
6. Substance abuse problems.

D. EAP helpline is a completely confidential program and offers referrals regarding programs and services available in the area. Information regarding EAP Helpline is available through the Human Resources Department or on the Town of Salem website [www.townofsalemnh.org](http://www.townofsalemnh.org) under the Human Resource Department tab. Information will also be posted on bulletin boards in the police station.

  
Joel P. Dolan  
Chief of Police