

FLORENCE POLICE DEPARTMENT

GENERAL ORDER

Subject: COMPENSATION & BENEFITS	Procedure: General Order 10.1.1 CALEA 22.1	Total Pages: 5
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I. POLICY

This department adopts all relevant City of Florence Policies and Procedures that apply to matters concerning compensation, benefits, and working conditions for all department employees. These relevant city policies and procedures include the City of Florence Manual for Supervisors and Employees, and the current City of Florence Pay Scale.

II. PURPOSE

This written order establishes a general reference guide for all Department employees regarding compensation, benefits, and conditions of work that are applicable to employees of the City of Florence.

III. SCOPE

This directive is applicable to all personnel.

IV. RESPONSIBILITY

The City of Florence Department of Human Resources (Personnel) is responsible for administering all aspects of personnel policy, in accordance with the City of Florence Manual for Supervisors and Employees. The City of Florence General Accounting Department is responsible for administering all aspects of the Pay Scale. It is the responsibility of the Chief of Police to submit recommendations to the Mayor's office regarding position classification and pay administration. All department employees will follow these guidelines established by the City of Florence.

V. PROCEDURES

A. COMPENSATION: The General Fund Accounting Department is responsible for the development and maintenance of a uniform and equitable classification and pay plan, as directed by the City of Florence personnel and accounting policies.

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1. The salaries of entry-level personnel, salary differentials, employee educational benefits, and salaries for those with special skills/abilities are established by the City of Florence General Fund Accounting Department according to current policy and salary schedules.
 2. Overtime policy, compensatory time policy, and any provision of salary augmentation are administered under guidelines contained within the City of Florence Manual for Supervisors and Employees.
 3. All **approved overtime** will be compensated according to the following:
 - a. TRAINING – Employees will FLEX an equal amount of time off.
 - b. COURT – Employees will be paid OVERTIME or COMPENSATORY time.
 - c. MEETINGS – Employees will be paid COMPENSATORY time.
 - d. OTHER – Employees will receive OVERTIME, COMPENSATORY, or FLEX time.
 4. Employees who do not currently have eighty-two (**82**) hours of COMPENSATORY time may receive COMPENSATORY time in place of FLEX when they have attended training.
 5. The Florence Police Department will follow the current Fair Labor and Standard Act (FLSA), court rulings, and the Department of Labor’s opinion letters as it pertains to practices involving compensatory time for Law Enforcement. A current FLSA guide, provided by the Department of Labor, will be posted on Power DMS. More information can be found at <http://www.dol.gov/whd>.
 6. The reason any leave is denied will be documented by the supervisor denying the leave.
 7. **Employees who attend training off-duty, and did not get prior approval from their supervisor, MAY NOT be entitled to compensation of ANY FORM.**
- B. LEAVE: The City of Florence Manual for Supervisors and Employees describes the leave policies for all city employees. The Department administers leave in accordance with these policies to include:
1. Sick Leave
 2. Annual Leave
 3. Holiday Leave

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4. Emergency Leave
5. Bereavement Leave
6. Leave without Pay
7. Maternity Leave
8. Military Leave
9. Judicial Leave
10. Administrative Leave
11. The Family and Medical Leave Act of 1993

C. EMPLOYEE BENEFITS:

1. INSURANCE: The insurance/health plans are administered by the City of Florence, Department of Human Resources. These benefits will be provided consistent with the plans currently adopted by city government and include but are not limited to:
 - a. Health insurance
 - b. Workers compensation
 - c. Disability/death benefits; and
 - d. Liability Protection
2. RETIREMENT: The General Fund Accounting Department is responsible for the development and maintenance of the employee retirement plan, as directed by the City of Florence personnel and accounting policies.
3. PERSONNEL SUPPORT SERVICES: The Department of Human Resources is primarily responsible for support services to employees through the Employee Assistance Program. Additionally, Human Resources provide information on employee benefits to the officer or family in cases of injury or death. The Department also provides assistance to employees through the Chaplains program.

D. EMPLOYEE ASSISTANCE PROGRAM:

1. The Florence Police Department adopts the Employee Assistance Program as identified in the "City of Florence Manual for Supervisors and Employees." On page 35 of said manual it states:
"Employees experiencing problems as a result of substance abuse should contact the City's Personnel Director, their Department Head, or the City's Safety Director for referral for treatment and/or counseling. The Mayor will be advised of employees having substance abuse problems in any safety sensitive positions. This

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discussion will be kept confidential and will have no influence on appraising an employee's work performance. Work performance alone, not the fact that an employee seeks treatment, is to be the basis of all performance evaluations. At the City's discretion, an employee may be granted medical leave to undertake either drug or alcohol rehabilitation treatment. Such employee must cooperate fully and will not be permitted to return to work until a satisfactory release from the treatment program is presented to the Personnel Director certifying that the employee is capable of returning to work and has met the requirements of the program to date. An employee who undergoes treatment under this policy will be required to sign and comply with the substance abuse commitment letter. Upon return to work, such employee will be subject to increased testing to verify recovery from substance abuse and failure to take or pass a random test will result in dismissal."

2. Supervisor Role, Responsibility, and Training in EAP:
 - a. Supervisors should try to identify employee behaviors which would indicate the existence of employee concerns, problems, and/or issues that could impact employee job performance. The supervisor should be observant for changes in their personnel's activities, demeanor, work production, attitude, personality, use of sick leave, etc., that may be an indication of some type of problem. If the supervisor recognizes or feels that there may be a problem that is affecting the employee's job performance, a discussion should be held with the employee to discuss his/her job performance. If a problem of a personal nature is determined or revealed, the supervisor is encouraged to recommend the employee seek assistance through the Employee Assistance Program. The supervisor should remind the employee that the use of the service is strictly confidential, and participation in the EAP and/or utilizing recommended referral resources will not jeopardize an employee's job security, promotional opportunities, or reputation.
 - b. Training for supervisors in when to utilize the program and how to make referrals to the EAP is provided. Supervisors may contact Human Resources during normal business hours if they may have any question regarding the program.
4. CLOTHING AND EQUIPMENT:
 - a. Initial issue of clothing and equipment will be as prescribed by the Chief of Police using in part the Uniform List for New Officers.

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- b. Yearly clothing and equipment allowances are established for employees beginning with the approval of the budget each October.
- 5. DEPARTMENTAL CREDENTIALS: Employees are issued appropriate identification credentials which include the employee's photograph.
 - a. These credentials allow employees to obtain access to the building.
 - b. Employees shall have credentials in their immediate possession unless extenuating circumstances or assignments dictate otherwise.
 - c. Upon request, all employees are to show their identification and give their name and badge number in a courteous manner.
 - d. Employees shall exercise due care to avoid the loss of their credentials. The loss of such credentials shall be reported immediately to the employee's supervisor.

VI. EMPLOYEE HEALTH SCREENINGS

- A. All City of Florence employees have access to CareHere, a free, health care clinic provided by the City of Florence. Employees are encouraged to participate in an annual wellness examination. The wellness examination benefits both the employee and the agency, as it promotes a healthy lifestyle and can identify health issues early.
- B. The wellness examinations are at no cost to the employee. The screenings serve to confirm the employee's continued fitness to perform the tasks of their assignment; and inform them of their general physical condition.

VII. GENERAL HEALTH AND PHYSICAL FITNESS

- A. All officers shall maintain good physical condition and mental alertness. All officers are expected to keep themselves as physically fit, as their age permits and the nature of their duties require.
- B. When call volume allows, and upon supervisor approval, officers may be allowed to exercise while on the clock for a period of forty-five (45) minutes per day, three (3) times per week.