JOPLIN POLICE DEPARTMENT	3-03 STANDARD OPERATING GUIDELINE
SUBJECT: Compensation and Benefits	**REVIEW DATE: Annually - March**
EFFECTIVE DATE: 04/01/2020	**ACTION DATE:**
AMENDS/SUPERSEDES: 04/06/2009	**AMEND DATE: 03/19/2024**
ACCREDITATION INDEX: 22.1.1 a, b, c, d, e, f, g, 22.2.1 a, b, c, d, e, 22.2.2 a, b, c, d, e, 22.2.3, 22.2.5, 22.2.6 a, b, c, d, e, f, 22.3.3 a, b, c, d, e, 33.8.4 b, c,	**APPROVED:** Richard A. Pearson **Chief of Police**

I. POLICY

The standards by which the department operates can only be achieved if employees are perceived as competent professionals. Maintaining performance standards depends on a fair and equitable working environment in which the conditions of employment are made clear. To this end, this order outlines the conditions of work, particularly the compensation and benefits afforded by the City of Joplin.

II. PURPOSE

To acquaint employees with the compensation and benefits of employment.

III. DEFINITIONS

A. Stipend

A fixed sum of money paid periodically for services or to defray expenses.

IV. PROCEDURES - GENERAL

The following are brief summations of some of the benefits provided to employees of the Joplin Police Department. Since they are only brief summations, employees will need to **refer to the City of Joplin Employee Handbook for complete details on each benefit.** (22.3.3 C-E)

A. Vacation (22.2.1 D)

The length of continuous service of the employee determines the amount of vacation time a full or part-time employee receives. Employees with zero (0) to nine (9) years of service will accrue 6.67 hours of vacation per month, or 80 hours per year. A maximum accrual of 160 hours is allowed for these employees. Employees with over nine (9) years of service will accrue 10 hours per month, or 120 hours per year. A maximum accrual of 240 hours is allowed for these employees. Employees over (15) years of service will accrue 13.34 hours per month, or 160 hours per year. A maximum accrual of 240 hours is allowed for these employees. Vacation cannot be taken by new employees during the first six months of employment and shall be limited to one (1) week during the remaining six months of the year. (Employee Handbook, Section 3.)

B. Holidays (22.2.1 B)

The City recognizes nine (9) paid holidays per year that may be taken as part of an extended vacation or individual holiday. Refer to the City of Joplin's Employee Handbook for a complete list of the holidays. (Employee Handbook, Section 3.)

C. Sick and Emergency leave (22.2.1 C)

The City of Joplin grants sick leave for illness or injury of enough seriousness to prevent the employee's performance of duty; or for required physical, optical, or dental examination or treatment. The illness of a spouse, children, or other immediate family members may warrant the use of sick leave. Full time employees accrue one (1) day for each month of service. Sick leave balances may accrue from year to year. (Employee Handbook, Section 3.)

D. Incentive for Perfect Attendance

As a reward for perfect attendance, an employee who does not use sick leave in a six-month period shall be allowed to either receive cash for one day or a day off with pay. (Employee Handbook, Section 3.)

E. Family and Medical Leave Act (22.2.1 A, E)

The Family Medical Leave Act of 1993 (FMLA) gives eligible employees the right to take unpaid leave (although accrued paid leave, if available must be substituted for unpaid leave) for a period of up to 12 work-weeks for the birth or replacement (adoption or foster care) of a child or because of the employee's or a family members serious health condition. (Employee Handbook, Section 3.)

F. Care Leave Policy

A Care Leave Program has been established to provide supplemental paid leave to employees who have exhausted all of their accrued leave time (including vacation, holiday, sick, and compensatory time) due to personal illness or injury which is life threatening or catastrophic.

G. Funeral Leave (22.2.1 A)

Special leave may be granted from work to employees for a death in the immediate family. Immediate family includes spouse, child, parent, brother/sister, father/mother, employee's grandparents, employee's mother/father-in-law, fiancé or fiancée, legal guardian, or other persons who are dependent upon the employee for their care and maintenance. This includes all step and half relations for the above-mentioned family members. Death leave is limited to a maximum of five (5) days with the chief's approval. Funeral leave will be deducted from the sick leave balance. (Employee Handbook, Section 3.)

H. Military and Citizenship Leave (22.2.1 A)

1. Employees who are members of the organized reserve forces of the United States armed services, naval militia, or national guard shall be entitled to leaves of absence from their respective duties, without loss of seniority, pay, accrued leave, or efficiency rating, on all days during which they are engaged in federally funded military training duty, or when called forth by the governor pursuant to state law. (Employee Handbook, Section 3.)

2. The City of Joplin and Joplin Police Department honors and supports all requests from the military for the services of its employees. However, as a matter of scheduling, the Joplin Police Department shall be notified by its employees prior to any voluntary requests being made by the employee to the military, which would subsequently result in military orders.

3. Employees shall be granted leave with pay for any absence necessary for serving on a jury, attending court under subpoena on a job-related case, or voting.

I. Absent Without Pay (22.2.1 A)

Employees may request an unpaid extended leave of absence for personal reasons not to exceed 180 consecutive calendar days. The city may grant such a request at their discretion for good cause. (Employee Handbook, Section 3.)

J. Hospital and Medical Benefits (22.2.2 B)

The City of Joplin provides health benefits to employees and their dependents. Coverage begins on the first day of the month following one (1) complete month of City employment. Individual employee premiums are paid in full by the City of Joplin. Dependent premiums are paid in full by the employee. (Employee Handbook, Section 3.)

K. Worker's Compensation

Any illness or injury, which occurs as a direct result of the employee's job, will be compensated through the Workers Compensation Plan. To be covered by the plan, employees injured while on duty must follow all of the requirements as outlined in the City of Joplin's Employee Handbook.

L. Life Insurance / Accidental Death and Dismemberment (22.2.2 C)

The City of Joplin provides life insurance for all full-time regular employees in the amount of $25,000. Individual employee premiums will be paid in full by the City of Joplin. Additional life insurance is available, but is voluntary and based on your age, in the amount of $50,000. (Employee Handbook, Section 3).

M. Retirement Program (22.2.2 A)

1. Police officers must participate in the City of Joplin's Police Officers and Firefighters Pension Plan. Police officers hired prior to January 31, 2009 will contribute 18.05% of their salary to the plan and the City contributes the equivalent of 17% of the officer's salary to the plan. Under the plan, officers are eligible to retire after 20 years of credited service. At the end of 20 years credited service, the officer will draw a pension equivalent to 50% of their "average monthly compensation". (The average monthly compensation is your total compensation during the 36 consecutive months, out of the 60 consecutive months immediately preceding your retirement, during which your compensation was highest, divided by 36). Officers, who have more than 20 years of credited service with the Joplin Police Department, will receive an additional 1% of their average monthly compensation for each additional year of credited service, up to 35 years, resulting in a maximum benefit of 65%. In addition, upon retirement, officers will receive back all of the money that they have contributed to the retirement plan.

2. Police officers hired on or after February 1, 2009 will contribute 10.08% of their salary to the plan and the City contributes the equivalent of the actuarial assumptions. Under the plan, officers are eligible to retire after 20 years of credited service. At the end of 20 years credited service, the officer will draw a pension equivalent to 45% of their "average monthly compensation". If the officer remains for 25 years of credited service, the officer will draw a pension equivalent to 55% of their "average monthly compensation". (The average monthly compensation is your total compensation during the 36 consecutive months, out of the 60 consecutive months immediately preceding your retirement, during which your compensation was highest, divided by 36). Officers who have more than 25 years of credited service with the Joplin Police Department, will receive an additional 1% of their average monthly compensation for each additional year of credited service, up to 30 years, resulting in a maximum benefit of 60%. Officers under this plan will **not** receive any contribution pay back.

3. Police officers hired on or after February 3, 2020 shall participate in the Missouri Local Government Employees Retirement Systems (LAGERS) L-11 Plan. This program is fully funded by the City of Joplin. Employees who have accrued at least five (5) years of accredited service are vested in the system and are entitled to a retirement benefit. The plan includes retirement pension at the age of 55, early retirement at age of 50, a deferred vested pension before the age of 50, and survivor benefits for employees who die. (Employee Handbook, Section 3.)

4. Non-sworn personnel will participate in the Missouri Local Government Employees Retirement Systems (LAGERS). This program is fully funded by the City of Joplin. Employees who have accrued at least five (5) years of accredited service are vested in the system and are entitled to a retirement benefit. The plan includes retirement pension at the age of 60, early retirement at age of 55, a deferred vested pension before the age of 55, and survivor benefits for employees who die. (Employee Handbook, Section 3).

N. Medicare (22.2.2 A)

The City of Joplin contributes the federally required amount of payments to Medicare for all sworn police personnel.

O. International City Management Association Retirement Corporation (ICMA-RC) (22.2.2 A)
International Association of Fire Fighters Financial Corporation (IAFF-FC) (22.2.2 A)

The ICMA-RC, and IAFF-FC are supplemental retirement plans and tax shelters for public sector employees. Employees may contribute to the supplemental plan through payroll deduction. For salaried employees, the City will also make contributions to the plan. For details, contact the Human Resources Department. (Employee Handbook, Section 3).

P. Salary (22.1.1 A, B, C)

1. Payday occurs every other Friday, for the pay period ending the preceding Friday at midnight.

2. Pay ranges for all Department positions are contained in the Classification and Pay Plan maintained by the Human Resources Department. Each job classification has a minimum entry level and a maximum wage/salary level. Wage/salary differential between and within ranks varies and may be found in the Pay Plan. (22.1.1 A, B, C)

3. The entire Pay Plan may be adjusted to reflect market changes or other organizational needs.

4. Department members have an annual performance evaluation and are considered periodically for promotion and/or a wage/salary increase. Such promotions and wage/ salary increase include consideration of performance.

Q. Overtime / Compensatory Time (22.1.1 E, F)

1. Hold Over

Employees who work hours in excess of the established departmental work period shall receive overtime or compensatory time off at 1 ½ times the regular rate. The City reserves the right to determine whether the employee may receive either overtime or compensatory time off.

2. Call-Back

When a situation arises and it becomes necessary to "Call-Back" an employee after the regular tour of duty is complete, or whenever the employee is assigned to work an additional unscheduled shift or their regular day off to properly staff the department, the employee shall receive a minimum of three (3) hours of compensation in the form of overtime or compensatory time at 1 ½ times the regular rate. An exception to this will be employees who are required to attend court on their off-duty days or unscheduled work shift. They will receive a minimum two (2) hours of compensation in the form of overtime or compensatory time at 1 ½ times the regular rate.

3. On Call

Some employees may be assigned for a period to be "on call" for emergency responses. This on call time shall be compensated at the rate of one (1) hour at time and one-half per day for the days on call and shall be payable only for the days an employee is not called out to work. The employee who is called out to work will be compensated according to the provisions under the "call-back" policy.

R. Stipends (22.1.1 D, G, 22.2.5)

Stipends may be used to compensate for required duties substantially beyond those normally required of an employee in a classification. When duty based, stipends will be removed immediately upon termination of the assignment of the supplemental duty. Current assignments within the Police Department that receive stipend pay are:

1. S.W.A.T. - Special Weapons and Tactics

2. Investigators/Command Staff (clothing allowance, cell phone allowance)

   a. Clothing allowance will be in the amount of $540.00 annually and received in the amount of $22.50 per check.

   b. Clothing allowance amounts and eligibility is determined annually thru the budget process.

3. K-9 Team

S. Uniforms (22.2.5)

All uniforms, leather and equipment required by the police department will be provided by the City to sworn officers of the police department at no cost to the employee (see SOG 2-06 for issued equipment).

T. Educational Leave (22.2.2 E, 33.8.4 B)

Police Department employees may be granted educational leave to advance themselves professionally and technically at conferences or in a school or course of instruction upon approval by the City Manager. Educational leave may be granted by the City Manager as leave with pay (up to 2 weeks). Educational leaves for longer periods or on a part pay basis shall require the approval of the City Council. (Employee Handbook, Section 3).

U. Tuition Reimbursement Program (22.2.2 E; 33.8.4 C)

Tuition reimbursement is available for full or part-time employees who take courses offered through an accredited school, college, university, trade school, or a correspondence course through an accredited school. To be eligible, the course(s) must have a direct bearing on the employee's immediate job or enhance the employee's ability to compete for promotional opportunities within the

employee's occupational field and have a direct benefit to immediately improve the quality of the City's service. The amount of tuition to be reimbursed is based upon the grade the employee receives at the completion of the course. (Employee Handbook, Section 3).

V. Longevity Pay (22.1.1 G)

Longevity pay shall be for full-time employees based exclusively on years of unbroken continuous service. The amount of compensation for the number of years of service is based upon a chart within the City of Joplin Employee Handbook (Section 2).

W. Fitness Programs (22.3.3 A) (22.2.3)

The City participates as corporate members of the Joplin Family YMCA and Olympic Fitness Centers. Because of the corporate sponsorship, employees are able to receive reduced rates at either of these facilities. (Employee Handbook, Section 3).

X. Employee Assistance Program (22.2.6 A, B, C, D E, F) (22.2.3)

The Employee Assistance Program (EAP) is a service provided through the current health care provider to assist in the identification and resolution of concerns or problems (personal or job related), which may adversely affect employee's personal well-being or job performance. Examples of these concerns may include health, marital status, family, financial, substance abuse, emotional/stress, and other personal matters. (22.2.6 A)

1. The current health care provider, Humana, offers an EAP program. These services can be accessed by any employee, 24 hours, 7 days a week, by calling 1-866-440-6556. Employees will be put in direct contact with a counselor over the phone. That counselor may refer the employee to a local care provider for further treatment. The first three visits to the local care provider are paid for by the plan. If further treatment is required, normal health care benefits apply. (22.2.6 B, D)

2. Designated supervisors receive annual instruction on the program's services, their role and responsibility, and the recognition of employee behaviors which might indicate the existence of employee concerns, problems and/or issues that could have an impact on employee job performance. (22.2.6 F)

3. Any supervisor that recognizes employee behavior that would indicate a problem and/or issue shall refer that employee to the Humana EAP phone number 1-866-440-6556 and/or the Human Resources Department. (22.2.6 E)

4. Appointments for treatment made by the employee will be confidential and on their own time. (22.2.6 C)

Y. Human Resources Department (22.2.3)

The Human Resources Department administers all employee benefit programs. Police Department members may contact the Director of Human Resources for: (22.3.3 B)

1. Information regarding employee benefits;

2. Information regarding employee insurance programs and claims related assistance;

3. Information concerning retirement matters;

4. Family assistance in filing benefit claims in the event of an employee's death. (22.2.4)

Z. Liability Insurance (22.2.2 D)

The City of Joplin is self-insured and contracts for representation regarding claims alleging personal injury or property damage.

1. Automobile liability insurance coverage is provided on all vehicles by the City of Joplin.

2. All claims made against the City of Joplin are routed through the Human Resources Department.

V. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

VI. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.