Rockville City Police Department
GENERAL ORDER

Subject COMPENSATION AND BENEFITS		Procedure G.O. # 5 - 10
Authorizing Signature	**Effective** **02-26-10**	**Total Pages** **7**

I. POLICY

This Department recognizes the need for adequate compensation and benefits for its personnel. All compensation, benefits, and physical exams for sworn and non-sworn employees of the Department shall be governed by the City of Rockville Department of Human Resources, the State of Maryland, and the Federal Government. The Department of Public Safety and Correctional Services Police Training Commission will further govern sworn employees.

II. PURPOSE

The purpose of this General Order is to provide a description of the Department's compensation, benefits, and physical exams for sworn and non-sworn employees.

III. DEFINITIONS

A. On-Call:

1. A routine rotating assignment within specific units to cover the periods of time when on-duty unit personnel are not available. This status is used for the flexibility of scheduling unit personnel in lieu of 24-hour, 7-day per week coverage by that unit.

2. Employees are not limited in their activities while on-call, no compensation is provided.

B. Call – Back:

1. A request by a supervisor for an employee to return to duty from an on-call or off duty status to perform unanticipated and unscheduled work assignments (usually of an emergency nature.)

2. When an employee is subject to a call-back, the employee shall be entitled to receive call-back pay in a guaranteed minimum amount of four hours of overtime pay for each call-back. All hours worked in excess of the four-hour minimum will be compensated at the overtime rate.

C. Stand-By:

1. A condition whereby an employee is directed by a supervisor to remain at the employee’s principal place of residence and be in a state of readiness to perform work

if the need arises. Such work will be of an emergency or highly unusual or specialty nature.

2. Employees on stand-by will be compensated at the rate of:

a. FOP members - $4.25 per hour

b. Non-FOP Sworn Police members – 15% of their regular rate of compensation

D. Principal Place of Residence:

Employee's primary place of inhabitance, or other residential location with access to a telephone that does not increase the employee's response time to work.

IV. GENERAL

A. The Mayor and Council for the City of Rockville have the final responsibility for approving the budget for the City of Rockville, which includes compensation and benefits for all City employees.

B. The City Manager is responsible for the proper administration of the City's budget after the Mayor and Council has adopted it.

C. The Chief of Police is responsible for submitting a budget for the Police Department to the City Manager for his/her review and inclusion into the City's budget.

1. This budget submission will include compensation figures for all Department employees.

2. The submission will also include estimates of night differential, officer-in-charge pay, hazardous duty pay, and overtime needed for the upcoming fiscal year.

V. SALARY PROGRAM

A. The Department's salary program is established and controlled by the policies and procedures of the City of Rockville government.

B. The City of Rockville, in discussions with representatives of sworn police officers below the rank of Lieutenant, will examine and compare the salary programs of other jurisdictions in the area with the compensation currently offered and/or proposed. Compensation comparisons will also include salary augmentations such as overtime, merit, hazardous duty, and officer-in-charge (OIC) rate.

C. Representatives of sworn police officers at the rank of Lieutenant and above, as well as all civilian employees, will attempt to reach a fair and equitable standard of compensation with

the City of Rockville. These standards will strive to be competitive in relation to other jurisdictions of similar population, geographic size, staffing, and responsibility and will also be dependent upon the financial condition of the City. The standards will include salary augmentations such as overtime, merit, hazardous duty, and officer-in-charge (OIC) rate.

D. The City of Rockville salary program addresses the following areas:

1. Entry-level salaries.

2. Salary differential within rank.

3. Salary differential between ranks.

4. Salary levels for those with special skills or assignments.

5. Compensatory time policy.

6. Overtime policy.

E. As part of the budget process the Chief of Police provides input as to changes recommended in the salary program on an annual basis.

F. Salary programs are described in the City of Rockville's Personnel Policies and Procedures Manual.

G. The Mayor and Council of the City of Rockville make the final decision on salary and wage levels by adoption of the annual budget.

VI. ON-CALL PROCEDURES

A. Supervisors of units that have 24-hour responsibilities but do not provide 24-hour, 7 day per week coverage will provide an on-call list to respective bureau commanders and to the Public Safety Communications Center. This list will include:

1. Name, home phone number, and alternate phone number for each employee.

2. A rotating schedule of the primary on-call employee for the unit. This provision can be met on a daily basis by directly notifying the Public Safety Communications Center or via a periodic memorandum or e-mail.

B. Public Safety Communications Center Responsibility
When a supervisor requests the response of a unit that has no on-duty personnel working, the supervisor will contact the Public Safety Communications Center to determine the on-call

employee. The supervisor will attempt to contact the on-call employee for that unit. If the on-call employee is not available, the supervisor will attempt to contact other personnel in the unit.

VII. STAND-BY PROCEDURES

A. When there is a high probability that a specific incident will require an immediate response by one or more employees, those employees will be placed on stand-by by their supervisor.

B. Supervisors placing an employee on stand-by will advise the employee of the reason for the stand-by, the location to which the employee will respond, and the approximate duration of the stand-by. Further, when the stand-by is lifted, the supervisor will advise the employee.

C. Employees in a stand-by status will remain at their principal place of residence for the period of the stand-by.

VII. BENEFITS

A. The City of Rockville offers a full range of fringe benefits to employees. The Director of Human Resources for the City of Rockville maintains details and has information available to employees concerning all the various benefits available to every employee.

B. Benefits for non-sworn personnel and sworn personnel at the rank of Lieutenant and above are detailed in the Personnel Policies and Procedures Manual, the employee handbook for the City of Rockville and the City of Rockville Pension Plan.

C. Benefits for sworn personnel below the rank of Lieutenant are detailed in the Personnel Policies and Procedures Manual, the employee's handbook for the City of Rockville, the City of Rockville Pension Plan and in agreements between the City of Rockville and the officers.

D. Benefits include:

1. Various forms of leave.

2. Medical, dental, and life insurance.

3. Retirement programs.

4. Educational benefits.

5. Disability coverage.

6. Workers' compensation.

7. Deferred compensation - supplemental retirement program.

8. Employee assistance program.

9. Death benefits.

10. Liability protection.

11. Sick leave bank.

12. Wellness program.

13. Flexible spending accounts.

14. Credit union.

15. Savings bonds.

E. The benefits listed above are explained to the employee, upon being hired, by a member of the Human Resources Department. Updates, additions, deletions, and other corrections will be supplied to employees or employee representatives as changes and/or modifications are made.

F. Members of the Human Resources Department for the City are available to provide support to employees such as information on employee benefits and help for the employee in cases of injury or death or for any other reason as may occur.

VIII. PHYSICAL EXAMINATIONS

A. The City of Rockville requires that certain classes of employees, before employment and after an offer has been made, undergo a complete physical examination at no cost to the applicant. Sworn police officers and public safety communications officers fall into this category.

B. The Police Training Commission further require that all police officer applicants be examined by a licensed physician who shall certify that the applicant is physically fit for the duties of a police officer. The examination shall also aid the physician in determining that the candidate is emotionally and mentally fit for these duties.

C. The Police Training Commission also requires police officer applicants to receive a drug screening to test for controlled dangerous substances.

D. Pursuant to Meet and Confer agreement, physical examinations will be provided at no cost to all sworn personnel and kept confidential along with other medical documentation.

E. Physical fitness should be a personal and professional goal of every member of the Department. Research shows that physical fitness and proper diet improve both mental health and job performance. Thus, the Department shall maintain a voluntary physical fitness program to help members in achieving fitness levels consistent with job requirements, physical traits, and personal

interests. Civilian and sworn employees are encouraged to have periodic physical examinations at their own expense, to use the services of the City's physical fitness coordinator, to use the services of the City's Wellness Coordinator. Employees are also encouraged to use the physical fitness training centers located within the City recreation centers and Swim Center.

IX. EMPLOYEE ASSISTANCE PROGRAM

A. The City of Rockville Employee Assistance Program offers individual counseling as well as referral and follow-up services for employees who need assistance dealing with problems that affect their job performance and personal life. Problems are personal until they begin to affect employees' work. Employee problems can also affect the morale of other employees and the overall effectiveness of the organization. This program helps prevent problems from escalating.

B. The City's Employee Assistance Program services include:

1. Confidential assessment, counseling, referral, and follow-up for all employees and dependents.

2. Around-the-clock access to counselors.

3. Training seminars and workshops for supervisors and employees.

4. Consultation with supervisors to assist with employees "at risk".

5. Critical Incident Stress Debriefings that respond to traumatic events in the workplace such as robberies, sudden deaths, violence in the workplace, or natural disasters.

6. Orientations that introduce EAP services to all employees.

7. Confidentiality and security of all information.

C. Self Referrals

1. Employees and their dependents may confidentially refer themselves to the EAP for assessment and in some instances referral to treatment.

2. Supervisors may suggest self-referral if an employee approaches them with a personal problem and no work performance problem is involved. In this instance, whether the employee utilizes the EAP will remain completely confidential unless the employee chooses to disclose this information.

3. Employees who refer themselves to the EAP will not have their job security jeopardized as the result of utilizing the EAP, nor will EAP records be made part of the City's Human Resources records.

4. Self-referral to the EAP does not excuse an employee from disciplinary measures associated with poor performance such as violations of policies, procedures, or rules and regulations.

5. If employees refer themselves and have an appointment with the EAP during working hours, they must take leave. If employees utilize Sick Leave for this purpose they may be asked to provide documentation.

D. Supervisor Referrals

1. Supervisors are responsible for detecting and attempting to correct unsatisfactory job performance. A supervisory referral to the EAP may be used as an effective tool when chronic employee problems show no consistent improvement, particularly when other supervisory attempts have failed.

2. When supervisors are going to refer an employee formally to the EAP, they must contact the Director of Human Resources and then contact the EAP staff in advance to inform them of the specific performance problem. With this formal referral supervisors will receive information regarding the date, time, and duration of the appointment only.

3. The EAP is an additional resource for supervisors to assist employees and improve job performance and not designed to replace any normal supervisory or disciplinary procedure.

4. Employees who have been referred by their supervisor to the EAP will be placed on Official Leave for their initial visit. After the initial visit, leave must be taken for any appointments made by the employee with the EAP during working hours.