

PALM BEACH GARDENS POLICE DEPARTMENT		
COMPENSATION AND BENEFITS		
POLICY AND PROCEDURE 4.1.16		
Effective Date : 07/30/2015	Accreditation Standards: CALEA 22.1.1 – 22.2.4, 22.2.7 – 22.2.9 CFA	Review Date: 07/01/2016

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- 1. Compensation**
- 2. Other Benefit Programs**

PURPOSE: To identify and explain the compensation and benefits available to members of the Palm Beach Gardens Police Department.

SCOPE: This policy and procedure applies to all members; where specifically applicable sworn officer is specified.

REVIEW RESPONSIBILITY: Chief of Police, Assistant Chiefs and Bureau Majors

POLICY: The Palm Beach Gardens Police Department will comply with compensation and benefit requirements as established in City policies and procedures, Department policies and procedures, local and state statutes and ordinances, and collective bargaining agreements.

PROCEDURES

1. COMPENSATION

- a. The Department's salary plans are determined by the City's Human Resources Department or applicable collective bargaining agreement and are approved by the City Council.
 - i. Salary for non-union members is determined by job classification and other factors and is established in the City's Job Classification and Salary Plan which is approved annually by the City Council.
 1. A copy of this plan may be viewed at the Human Resources Department or via the intranet.
 - ii. Salary for union members is determined by the appropriate collective bargaining agreement as ratified by the union and the City Council.
 1. A copy of any collective bargaining agreement may be obtained from an appropriate union representative or downloaded via the intranet.
- b. The salary plans include the following:
 - i. Entry level salaries and salary ranges - the entry level salary is generally the entry-level salary specified for the position, however, the Chief of Police may, with the approval of the City Manager, start an experienced member above the entry-level salary.
 - ii. Salary differential between ranks is established based on the Job Classification and Salary Plan or the appropriate collective bargaining agreement.
- c. All full-time members of the Department, unless designated otherwise in the City's pay plan, shall receive overtime pay for hours worked in excess of forty (40) hours per week pursuant to the City policy manual and the PBA collective bargaining agreement (CBA) contract.

- i. Pursuant to the CBA, PBA bargaining unit members shall receive overtime pay for the following reasons:
 - 1. Required court attendance or deposition by subpoena, not on the officer's regular assigned shift.
 - 2. A call back to work prior to start of the officer's next regularly scheduled shift.
 - 3. Authorized continuation of duty from current tour.
- ii. Overtime may be saved as compensatory time in lieu of pay, to a total maximum accrual of one hundred twenty (120) hours.
 - 1. When requesting compensatory time in lieu of pay the officer shall complete an entry in their Telestaff calendar designating "Comp. Time".
 - 2. Compensatory time may be used the same as personal time off.
 - a. When requesting to use compensatory time accrued, the same procedure used for requesting personal time off shall be used.
- d. Full-time sworn officers shall be compensated for extra duty work (off-duty employment) that is assigned through the Department, at the rate agreed upon in the CBA.
- e. Pursuant to the CBA, full-time officers shall receive certain salary augmentations (which may include compensatory time) for meeting specific criteria or requirements which are as follows:
 - i. The City participates in the state incentive pay program where officers shall receive incentive money for completion of approved courses and programs at a prescribed rate per month in addition to their regular salary.
 - ii. Officers assigned to ride a two (2) or three (3) wheel motorized vehicle.
 - iii. Officers assigned as an acting supervisor.
 - iv. Officers assigned as field training officers.
 - v. Officers assigned to the midnight shift.
 - vi. Officer's on-call.
 - vii. K-9 officers.
- f. Department members will receive longevity benefits pursuant to the City policy manual and CBA.
- g. Entry-level salaries, differential between ranks, and increases within ranks are determined by the City Human Resources Department and/or CBA. The following factors are used to determine these rates:
 - i. Surveys of area police departments and similar size police departments throughout the state of Florida.
 - ii. Input from members in the position.
 - iii. Input from management members.
 - iv. The collective bargaining process.
 - v. The cost of living.
- h. The Department reviews the salary plan annually during the budget preparation process and the City Human Resources Department reviews it during preparation for collective bargaining or when updating the City's pay plan.

2. OTHER BENEFIT PROGRAMS

- a. Administrative Leave
 - i. Department members shall be granted sufficient leave with pay to respond to jury duty or answer a subpoena pursuant to the City policy manual.

- ii. Department members shall be granted bereavement leave pursuant to the City policy manual and the CBA.
 - iii. Department members shall be granted military leave pursuant to the City policy manual and CBA.
 - 1. The member shall present a copy of their orders, signed by the military commanding officer, to their immediate supervisor as soon as the orders are received by the member.
 - iv. Department members, depending upon their status, sworn or non-sworn, classified or unclassified, and bargaining unit member or not may request and be granted a leave of absence without pay at the sole and exclusive discretion of the City Manager via the Chief of Police.
- b. Holiday Pay
- i. Holiday compensation is given to Department members pursuant to the City policy manual and the CBA.
 - ii. All Department members, if scheduled to work on a holiday, may receive compensatory time in lieu of additional pay.
 - 1. A member must complete an entry in their Telestaff calendar noting their request for compensatory time in lieu of pay and submit it to their supervisor for approval.
- c. Acute Illness Leave, and Paid Time Off (PTO) used for Illness
- i. Department members shall be entitled to accumulate and use these types of leave pursuant to the City policy manual and the CBA.
 - ii. When not reporting for work members shall notify their supervisor, if not available, then leave a message, but in no event not less than one half hour prior to the member's scheduled shift.
 - 1. The supervisor will log that member out for the day.
 - 2. Road Patrol officers should notify the on-duty Sergeant when not reporting for duty.
 - iii. Notification shall be made each day the member cannot report for duty because of the injury or illness.
 - iv. If the member is under the care of a physician and the leave will be for a specified period of time, the member shall notify the supervisor of this and will not be required to notify the Department each day, unless the leave extends beyond the dates specified in the original notification.
- d. Paid Time Off
- i. PTO shall be accrued and used pursuant to the City's policy manual and the CBA.
 - ii. A member must submit a request for leave entry in their Telestaff calendar; the request must be approved by their supervisor prior to the start of the leave.
- e. Pension Plan
- i. The City provides pension benefits for sworn and non-sworn full-time members.
 - ii. Pension benefits are provided to full-time sworn police officers through the Police Officers' Retirement Trust Fund , which is established pursuant to City Code, Chapter 50, Article III (sections 50-61 through 50-92) and FSS, Chapter 185, (municipal police officers retirement trust fund).
 - 1. All full-time sworn officers employed by the Palm Beach Gardens Police Department shall be members of the Police Officers' Retirement Trust Fund.

2. The police pension is administered, managed and operated by a board of trustees who are selected and serve pursuant to FSS chapter 185.
- iii. Pension benefits for all full-time Department members other than full-time sworn officers, are established and administered by City policy.
- f. Insurance and Death Benefits
 - i. The City provides health, dental and life insurance to all full-time members.
 - ii. Health and dental insurance is provided at no cost to the member.
 1. Dependent coverage is available and requires a bi-weekly premium contribution by the member.
 - iii. Life insurance coverage is provided at no cost to the member.
 - iv. Department members covered by the CBA, who are killed in the line of duty and who are eligible for a statutory line of duty death benefit, will receive an additional benefit for funeral and burial expenses.
 - v. The City offers additional insurance coverage such as additional life insurance, cancer insurance, and long term disability insurance.
 1. The member may purchase these insurance plans via payroll deduction.
 - vi. The City provides disability insurance for on and off the job injuries and illnesses and provides worker's compensation benefits pursuant to FSS chapter 440.
- g. Legal benefits are provided to members in accordance with the CBA.
- h. All Department members who are required to wear uniforms, and carry or have certain equipment, shall be provided with the uniforms and equipment by the Department.
 - i. All full-time members who are required to wear uniforms shall be provided with a uniform cleaning allowance each year pursuant to the CBA.
 - ii. All full-time sworn police officers who wear plain clothes on-duty shall be provided with a clothing allowance pursuant to the CBA.
- i. Training and Education Benefits
 - i. The Department will provide appropriate training as necessary.
- j. Employee Assistance Program
 - i. The City provides Department members with an Employee Assistance Program.
 - ii. The program is discussed in detail in PBGPD Policy and Procedure 3.3.4.
- k. Physical Examinations
 - i. Annual physical examinations will be made available to all sworn members at no cost to the member.
 - ii. At the Department's discretion, members may be required to submit to a physical examination by a licensed physician of the Department's choice.
 1. The Department will pay all cost of such examination in accordance with the collective bargaining agreement.

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APPROVED:



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