



Peoria Police Department Policy and Procedure Manual	
Policy 3.02	Classification, Compensation, Benefits and Conditions of Work



I. POLICY

It is the policy of the Peoria Police Department to establish a procedure to classify individual job positions within the Department and to provide an overview of compensation and benefits in relationship to work groups, union contracts, and administrative regulations.

II. PROCEDURE

- A. Job Task Analysis. A written job task analysis, herein referred to as a position or job description, will be maintained on file for all positions within the Department in the Office of the Chief of Police. This file will be made available to all employees. This position description will include the following:(21.2.3)
 - 1. Duties, responsibilities, and tasks for each position. (21.1.1.a)
 - 2. Frequency in which each task is performed. (21.1.1.b)
 - 3. Minimum level of proficiency necessary in the skills, knowledge, abilities, and behaviors. (21.1.1.c)
- B. The Peoria Police Department will provide appropriate input into the development, writing, and maintenance of position specifications as requested and maintained by the Human Resources Department (HRD). (21.2.2)
- C. Classification Plan Review. A written review of the Department's classification plan will be conducted on an "as needed" basis. This review of job classification, compensation, and benefits will be as required by the City Administrative Regulations and shall include the following:
 - 1. Grouping of every job into classes, based upon similarities in duties, responsibilities, and qualification requirements. (21.2.1.a)
 - 2. Existence of class specifications for every job within a class. (21.2.1.b)
 - 3. Provisions for relating compensation to classes. (21.2.1.c)
 - 4. Provisions for reclassification. (21.2.1.d)
- D. Salary and Special Pay. The following written documents are available to all Department employees in regards to established salary levels and special pay situations (i.e., working out of class): (22.1.1. a, b, c, d, e, f, & g.)
 - 1. Sworn contract employees should consult their current Peoria Police Officers Association (PPOA) Memorandum of Understanding (MOU) for salary review.
 - 2. Civilian contract employees should consult the current American Federation of State, County and Municipal Employees (AFSCME) contract for salary review.
 - 3. Exempt and non-contracted employees should consult the Administrative Regulations for salary review.
 - 4. Administrative Regulations and contract MOU's will address all issues of salary to include overtime, compensation, administrative leave (if appropriate), and any incentive or special pay.
 - 5. Information outlining the Department's benefit program which includes Compensatory Time, Personal Days, Holiday Leave (where appropriate), Vacation Leave, Sick Leave, Retirement Programs, Health Insurance Program, Disability

“Our Community...Our Commitment”

and Death Benefit Program, Uniform Allowance (where appropriate), and Educational Benefits (where appropriate) will be included in the following: (22.2.1.a.b.c.d. through 22.2.8)

- a. For all sworn contract employees, consult the current association PPOA MOU.
 - b. For all civilian contract employees, consult the current association AFSCME MOU.
 - c. For all exempt or non-contract employees, consult the City Administrative Regulations.
6. All sworn employees are encouraged to have periodic physical examinations for their health and well being.
 7. All mandated physical examinations will be provided at no cost to the employee. (22.3.1)

E. Requests for Absence

1. All requests for absence and after the fact sick leave requests will be annotated within TeleStaff by the employee.
2. Supervisors are responsible for maintaining minimum manning standards and documenting the dates their employee will not be at work performing their normal duties.
 - a. Upon receipt of the request for absence through TeleStaff, the employee's supervisor will approve or disapprove the request.
 - b. Requests submitted for leave under the Family Medical Leave Act (FMLA) will also be documented in TeleStaff. If the FMLA request has not yet been approved by the Human Resources Department, the employee will forward a copy to the timekeeper immediately upon receipt. The timekeeper will submit revisions to Payroll for official documentation of the approved FMLA leave.

F. Vacation/Compensatory Time (22.2.1.d)

1. Adequate Staffing. The primary consideration for authorizing discretionary requests for leave is whether it would cause an unreasonable disruption of the service we provide to our customers or conflict with the needs of the Department. This process has been implemented to ensure the availability of adequate staffing to meet these requirements.
2. December 31st, (New Years Eve) and July 4th (Independence Day), are deemed special event days when additional staffing will be needed. Supervisors will be required to maintain staffing levels capable of handling the extra workload associated with these days.
3. Supervisors shall offer a two (2) week vacation schedule submission period prior to shift change during which employees can submit for vacation leave in advance. The time frames selected are in conjunction with the Department's annual shift rotation. Supervisors are responsible for maintaining minimum manning standards and documenting the dates their employee will not be at work performing their normal duties. Supervisors shall notify their employees of the submission period.
4. Employees must submit, by memo or email, their requests to the designated supervisor for approval in the allotted time frame.
5. Time off requests shall be evaluated and approved based upon availability of staffing to provide service to the community and needs of the department and on seniority.
 - a. Seniority determination is based on the following for represented and unrepresented employees:
 - (1) AFSCME employee's seniority shall be defined as an employee's full time continuous active service with the City of Peoria.
 - (2) PPOA employee's seniority shall be defined as the length of full time continuous employment beginning at the certified completion of the twelve month period of probation as a police officer, exclusive of academy training.

- (3) Non-represented employee's seniority shall be defined as full time continuous service or time in rank, when applicable, with the Department.
 - b. Requests will be annotated within TeleStaff fourteen (14) working days following the two (2) week submission period. Those employees with approved time off cannot be bumped.
 - (1) Approval of all subsequent discretionary vacation and/or compensatory time requests will be on a first come, first serve basis, with seniority being applied only in cases where two employees submit on the same day for the same day off.
 - (2) Same day discretionary vacation/compensatory leave time requests involving a seniority conflict between employees of different rank or supervisory classification will result in granting the time off to the employee holding the higher position.
 - (3) Employees with pre-approved vacation/compensatory leave who are transferred to another shift or unit to meet the needs of the department should be allowed to utilize the approved leave.
- G. Police Sergeant Responder Pay. Police Sergeant Responder Pay includes Police Sergeant positions authorized by the Chief of Police.
 1. Those positions shall include the following:
 - a. Crimes Against Persons Unit (CAP) Sergeant
 - b. Property Crimes Unit (PCU) Sergeant
 - c. Family Crimes Unit (FCU) Sergeant
 - d. Street Crimes Unit (SCU) Sergeant
 - e. Traffic Services Section (TSS) Sergeant
 2. Reasonably Available. Employees who receive Police Sergeant Responder Pay are expected to be reasonably available for calls after their normal duty hours. This includes the following:
 - a. Advising the appropriate Bureau Lieutenant/Manager, or their immediate supervisor, in advance when they are not available for after-hours calls, and
 - b. Arranging for appropriate and approved coverage prior to scheduling approved leave, and
 - c. Returning all pages received after normal duty hours within thirty (30) minutes.
 3. Emergencies. If an emergency arises and the employee cannot respond to after hours calls, and has not arranged for prior coverage, it shall be the responsibility of that employee to immediately notify their supervisor. The supervisor shall then call Communications and advise who will be fielding after hours calls for that Sergeant.
 4. If their supervisor is not available, the sergeant shall contact the highest ranking on-duty supervisor to advise them of this unavailability. That supervisor shall then make arrangements for appropriate after hours coverage for that particular sergeant.
- H. Watch Commander Pay
 1. Lieutenants assigned to the Patrol Services Bureau (PSB) and other managers determined by the Chief of Police, who are required to provide Watch Commander Coverage and supervision on nights, weekends and holidays will receive Watch Commander Pay. The pay will be as specified by the Human Resources Director.
 2. If receiving Watch Commander Pay, Lieutenants will not get holidays off or make up days off. If a holiday falls on their normal day off they get that day off, otherwise the employee will be required to work. If the employee wants to take a holiday off, they must use accrued leave time.

Peoria Police Department
Policy 3.02 Classification, Benefits and Conditions of Work
Original Issue Date: 01/01/03
Last Revision Date: 04/06/07
Next Review Date: 02/28/08
Office of Primary Responsibility: SSB
Editor: D. Marcum
Reviewed By: S. Lekan

APPROVED: 

Larry J. Ratcliff
Acting Chief of Police