

COMPENSATION AND BENEFITS

COMPENSATION, BENEFITS, & SERVICES (SWORN MEMBERS)

Purpose: This policy has been developed to provide a comprehensive centralized index of compensation, benefits and services available to *sworn* members of this department through the City of North Little Rock and other agencies. Compensation and benefits are subject to change in accordance with current labor contracts, executive order, City Council actions or State and Federal Law, and are included in this policy for member convenience and ease of reference. This policy is subordinate to higher authority and should not be interpreted as establishing a contract to retain present levels of benefits. This policy is non-regulatory and for informational purposes only.

Policy Statement: It is the policy of this department to provide members with information regarding compensation, benefits and services that are provided or available to them. Members should have an understanding in these areas and know who to contact for inquiries and/or problem resolution. Member compensation and benefits are not promulgated by this agency, but by other government authority.

Summary of Changes: Section 1.5.3.1 and 1.5.3.2 – Clarified that required course hours must be college English.
Section 1.4.1- Added supervisor longevity pay amount.

Procedure

1 Compensation

The City of North Little Rock provides a position classification plan, which includes titles, grades, salary ranges and steps for all regular full time positions. The Personnel Department maintains and keeps on file, a current classification plan with respective salaries.

- 1.1 Entry Level - A new member is usually placed at the entry-level officer position. With approval from the Directors of Finance and Personnel, the Chief of Police may elect to place a new member at a higher step, as may be deemed appropriate by prior experience, training or education. [CALEA 22.1.1a]
- 1.2 Steps - Each rank within the department contains progressive steps as outlined in the classification plan, and are based on years of service. Each step reflects a respective increase in salary as determined by current contract levels. [CALEA 22.1.1b]
- 1.3 Rank - Promotion to entry level of a higher rank will reflect a commensurate increase in pay that will be greater than the top pay level of the former rank. [CALEA 22.1.1c]
- 1.4 Members of the department will receive salary augmentation as reflected by current contract levels for the following: [CALEA 22.1.1g]
 - 1.4.1 Longevity - A longevity bonus, based on months of continuous employment, will be made every six (6) months in June and December, at the rate of \$5.85 per month to members after initial employment probation is successfully completed. Supervisors will receive a rate of \$10.00 per month.
 - 1.4.2 Supervisor - Supervisory members of this department will receive an additional 2.2% of their regular bi-weekly salary per pay period.
 - 1.4.3 Overtime and Compensatory Time - Members are eligible to receive overtime and compensatory time as prescribed in Policy Directive 21-1, Overtime Compensation. [CALEA 22.1.1f]
 - 1.4.4 Holidays - Members shall be paid for eleven (11) holidays, regardless of whether they are on duty or not on such holiday, at the rate of one (1) day's pay for each of the eleven (11) holidays. Payment for holidays shall be received in one payment prior to December 15th of each year. The eleven (11) paid holidays currently in affect are as follows: [CALEA 22.2.1b]
 - 1.4.4.1 New Year's Day - January 1;
 - 1.4.4.2 Dr. Martin Luther King, Jr. Robert E. Lee's Birthday - 3rd Monday in January;
 - 1.4.4.3 George Washington's Birthday 3rd Monday in February;
 - 1.4.4.4 Memorial Day - Last Monday in May;
 - 1.4.4.5 Independence Day - July 4th;
 - 1.4.4.6 Labor Day - First Monday in September;
 - 1.4.4.7 Veterans Day - November 11th;
 - 1.4.4.8 Thanksgiving Day - Fourth Thursday in November;
 - 1.4.4.9 Day following Thanksgiving;
 - 1.4.4.10 Christmas Eve - December 24th;
 - 1.4.4.11 Christmas Day - December 25th;

- 1.4.4.12 Sworn members regularly scheduled to work on any of the eleven (11) paid holidays will be required to work said holiday unless approved leave time is utilized.
- 1.4.5 Members needing assistance with compensation benefits should contact the Department Payroll Clerk at 771-7122.
- 1.5 Education Incentive Pay – Sworn members having completed one year of service are encouraged to achieve a college education and are, therefore, eligible to receive compensation for the following:
 - 1.5.1 Members having an Associate degree in a law enforcement related field from an accredited college will be eligible to receive educational incentive pay in the amount of \$72.00 per month.
 - 1.5.2 Members having a Baccalaureate degree in a law enforcement related field from an accredited college will be eligible to receive educational incentive pay in the amount of \$144.00 per month.
 - 1.5.3 Members may elect to receive minimum standards certificates pay in lieu of education incentive pay according to the following:
 - 1.5.3.1 Members with a General Certificate and 3 accredited college English hours shall be entitled to \$36.00 per month.
 - 1.5.3.2 Members with an intermediate certificate and 6 accredited college English hours shall be entitled to \$72.00 per month.
 - 1.5.3.3 Members with an advanced certificate shall be entitled to \$108.00 per month.
 - 1.5.3.4 Members with a senior certificate shall be entitled to \$144.00 per month.
 - 1.5.4 Members seeking education incentive pay must follow guidelines set forth in their current and binding labor contract.
 - 1.5.5 Education incentive pay and certificate pay will be made every six (6) months in June and December.
- 1.6 Members who are enrolled and are attending courses at an accredited college or university and are pursuing a degree in criminal justice or a law enforcement related field shall also be entitled to Educational Incentive Pay. [CALEA 22.2.2e]
 - 1.6.1 Educational Incentive Pay shall be paid at the rate of \$1.44 per month for each credit hour up to a maximum of \$172.00 per month.
 - 1.6.2 The Chief of Police will determine which college degrees constitutes a "law enforcement related field," and will notify any members whose degree is not considered "law enforcement related."
 - 1.6.3 Members who believe their hours or degree is law enforcement related and are notified otherwise may submit documentation to the Chief supporting their belief. The Chief will review the documentation and make a final decision.
 - 1.6.4 Supervisors shall make reasonable efforts to accommodate members in their pursuit of higher education by providing leave opportunities and making scheduling adjustments, when possible.
- 1.7 Clothing Allowance - Members not receiving a uniform allowance are eligible to receive a clothing allowance. The amount of allowance shall be determined by current and binding labor contract and paid twice yearly. Clothing allowance is subject to all applicable taxes. Refer to Policy Directive 15-3, Uniform/Issue Allowance for additional information. [CALEA 22.2.5]
- 1.8 Specialized Skills - Currently, this department does not offer salary augmentation for those members with special skills. [CALEA 22.1.1d]

2 Leave Benefits

- 2.1 Vacation Leave - Non-probationary members receive 15 days of vacation (annual Leave) beginning January 1st of each calendar year. [CALEA 22.2.1b]
 - 2.1.1 Upon successful completion of their probationary period, members will immediately receive 15 days of vacation leave.
 - 2.1.2 Members with who have completed 15 years of service will receive 20 days of vacation each year.
 - 2.1.3 Members shall be allowed to carry over a maximum of 40 days from year to year.
 - 2.1.4 Members are allowed to use vacation leave in quarter hour increments. Use of all vacation leave should be in accordance with Policy Directive 21-3, Time Off.
 - 2.1.5 Members may use up to 20 days of accumulated leave immediately prior to their effective separation date. Members will be compensated for any additional accumulated leave in accordance with established policy.
- 2.2 Administrative Leave- Members may be placed on paid administrative leave by the Chief of Police or his/her designee for reasons including, but not limited to, the following: [CALEA 22.2.1a]
 - 2.2.1 Following a traumatic incident involving or witnessed by any member of this department that may reasonably affect the performance of duties;
 - 2.2.2 During the course of any investigation pursuant to any allegation of a member's misfeasance, malfeasance or nonfeasance;
 - 2.2.3 For any reason deemed appropriate to the best interest of the department as determined by the Chief of Police.

- 2.3 Discretionary Leave - Members are entitled to discretionary time commensurate with time of service at the department and is awarded January 1st of each calendar year as follows:
- 2.3.1 Members with 2 to 5 years continuous service on January 1st shall be granted 16 discretionary hours off per year.
 - 2.3.2 Members with 5 to 10 years continuous service on January 1st shall be granted 32 discretionary hours off per year.
 - 2.3.3 Members with 10 to 15 years continuous service on January 1st shall be granted 40 discretionary hours off per year.
 - 2.3.4 Members with 15 years or more of continuous service on January 1st shall be granted 48 discretionary hours off per year.
 - 2.3.5 Discretionary time may be taken off in two-hour increments and in accordance with Policy Directive 21-7, Time Off.
- 2.4 Sick Leave - Non-probationary sworn members shall accumulate sick leave at the rate of 20 days per year. For comprehensive information on the use, accrual and responsibilities of sick leave benefits, refer to Policy Directive 21-12, Medical Leave. [CALEA 22.2.1c]
- 2.4.1 Probationary members are allowed 3 sick days during their first year of employment.
- 2.5 Family and Medical Leave (FMLA) - Members of this department are eligible for up to 12 weeks of unpaid leave due to a serious health condition to care for a family member with a serious health condition or to care for a newborn child. Members will be provided family medical leave in accordance with the Family and Medical Leave Act of 1993 and Policy Directive 21-8, Family and Medical Leave. [CALEA 22.2.1e]
- 2.6 Military Leave - Members serving in the armed forces will be granted leave for military duty in accordance with Policy Directive 20-13, Military Deployment and Reintegration.
- 2.7 Emergency Leave - Emergency leave may be granted for a death in the member's immediate family for a period of not more than 5 days off with pay at the time of the emergency.
- 2.7.1 Immediate family shall include spouse, children, mother, father, brother, sister, grandparents, mother-in-law, father-in-law, and if living under the same roof with the member, any relative or relative by marriage.
- 2.8 Sickness in Family Leave - Members are entitled to use up to 5 days of sick leave to care for immediate family members. Immediate family is described in paragraph 2.7.1.

3 Retirement Benefits [CALEA 22.2.2a]

- 3.1 Full time sworn officers hired before 1983 shall receive retirement benefits from the Arkansas Local Police and Fire Pension Fund. This plan is administered by LOPFI in accordance with Arkansas state law. Under this plan, members may retire after 20 years of service with the following benefits:
- 3.1.1 One-half (½) the actual salary received based upon the highest salary year during his or her time of service.
 - 3.1.2 \$20.00 per month for each full year worked over twenty years with a maximum of \$100.00 per month.
 - 3.1.3 1.25% of final salary multiplied by each year of service beyond the 25th year, with a maximum of 75% of final salary.
- 3.2 For comprehensive information on this plan and additional benefits, members should refer to Arkansas Annotated Code, Title 24, Chapter 11, or contact a LOPFI representative at (501) 682-1745 or info@lopfi-prb.com.
- 3.3 Full-time sworn officers hired after January 1st of 1983 shall receive retirement benefits from the Arkansas Local Police And Fire Retirement System (LOPFI). Members will receive full benefits under the following conditions:
- 3.3.1 Member is at least age 55 and has at least 20 years of credited service.
 - 3.3.2 Member is at least age 60 and has at least 5 years of credited service.
 - 3.3.3 Member has 28 years of credited service regardless of age.
- 3.4 Retirement pay under LOPFI is determined by multiplying 2.94% X Years of Paid Service X FAP.
- 3.4.1 Final Average Pay (FAP) is the monthly average of the member's pay during the highest 36 consecutive months of paid service during the member's final 120 months of service.
- 3.5 Upon retirement, qualifying members shall be paid for unused sick leave and vacation leave at their regular rate of pay the time of retirement.
- 3.5.1 Members can receive payment for up to a maximum of 90 days accumulated sick leave.
- 3.6 For comprehensive information on this plan and additional benefits, members should refer to the current LOPFI Member Handbook or contact a LOPFI representative at (501) 682-1745 or info@lopfi-prb.com.

4 Health Benefits [CALEA 22.2.2b]

- 4.1 Insurance Premiums - The City of North Little Rock currently pays the full cost of providing medical insurance premiums for each member. [CALEA 22.2.2b]
- 4.1.1 The city also pays 75% of the cost of providing dependent medical insurance premiums.
 - 4.1.2 Approved supplemental medical insurance policies can be obtained through payroll deductions

- 4.1.3 Members will be provided with a booklet containing a complete description of the group health insurance provisions.
- 4.1.4 Psychological stress counseling and dental health care is included in the medical insurance provided.
- 4.2 Physical Examinations - Members having 5 years of continuous service at the department will be entitled to a yearly physical examination by a qualified physician at no cost to the member. [CALEA 22.3.1]
- 4.2.1 Information obtained from medical examinations will be of a confidential nature between physician and a member and will not be released without a waiver.

5 Disability [CALEA 22.2.2c]

- 5.1 Injured On Duty - A member absent from work due to job related injury or illness shall receive their regular rate of pay, provided that said injury or illness qualifies for workers compensation coverage.
 - 5.1.1 Injured on duty leave shall not exceed 104 full weeks in duration and will not be charged against accumulated sick leave.
 - 5.1.2 In the event of a total and permanent duty disability, the disability awarded will be based on 65% of members' qualifying salary.
- 5.2 Members may receive a benefit of \$10,000 from the Arkansas State Claim Commission for permanent or total disability that prevents the member from holding the position held when the injury occurred, providing said disability occurred in the line of duty. (Arkansas State Claim Commission, 101 East Capitol Ave., Little Rock, Ar., 72201)
- 5.3 Members may be eligible for a medical retirement due to disability pursuant to that member's retirement plan. For detailed information contact a LOPFI representative at (501) 682-1745 or www.lopfi-prb.com.

6 Death Benefits [CALEA 22.2.2c]

- 6.1 The City of North Little Rock will pay the full cost of maintaining a \$25,000 life insurance policy for each officer.
- 6.2 If an officer is killed in the line of duty, the City of North Little Rock shall:
 - 6.2.1 Maintain 100% of the cost of health insurance until death or remarriage for the surviving spouse, as well as for the officer's dependent children until they are no longer dependent:
 - 6.2.2 Pay surviving spouse one lump sum equivalent the officer's annual salary. If such officer has no spouse, said sum shall be paid to officer's children, if any.
- 6.3 The Federal Public Safety Officers Death Benefit Act provides a \$100,000 death benefit to the family of an officer who is killed in the line of duty. This benefit is administered by the Public Safety Officers Benefits Program, Bureau of Justice Assistance, Washington D.C.
- 6.4 The U.S Government provides a benefit (amount varies) for peace officers who died in the line of duty while enforcing a federal law (Title 5, U.S.C, Sec.8101). (Branch of Special Claims, Employee Standards Administration, U.S. Department of Labor, Washington, D.C. 20211)
- 6.5 The National Rifle Association provides a benefit for peace officers who have died in the line of duty. Children are eligible for a scholarship program. NRA Law Enforcement Relations, 1600 Rhode Island Ave. NW, Washington D.C. 20036.
- 6.6 The U.S. Government provides a benefit for deceased peace officers who are qualified veterans of the U.S Armed Forces (amount varies), per Veteran's Administration Act. Correspond with nearest office of the Veterans Administration.
- 6.7 The Arkansas State Claim Commission provides benefits up to \$125,000 for peace officers who have died in the line of duty. (Arkansas State Claim Commission, 101 East Capitol Ave., Little Rock, Ar., 72201)

7 Liability Protection [CALEA 22.2.2d]

The City provides liability coverage to sworn members acting under color of law, through the Municipal Legal Defense Program (MDLP). This program provides the member with legal defense and the payment of actual damages (excluding punitive damages) if a judgment is rendered against them.

8 Personnel Support Services [CALEA 22.2.3]

Personnel are the most valuable resource at this Department. As such, every effort will be made to support members whenever possible through the informed application of benefits and services provided.

- 8.1 Professional Counseling - The City of North Little Rock provides free professional counseling services for all members through a contracted provider. The services provided include, but are not limited to, assistance with marital, parent-child, financial or substance abuse problems. For comprehensive details on this program refer to Policy Directive 20-8, Personnel Management - Psychological Assistance, or contact the Southwest Employee Assistance Program at (501) 663-1797

- 8.2 Police Chaplains - Members of this Department may seek support from the Departments Police Chaplaincy Program for counseling and other personal assistance. Reference can be made to Policy Directive 20-2, Police Chaplaincy Program for additional information concerning this service.
- 8.3 Critical Incident Support - The Commander of a member who is killed or seriously wounded in the line of duty will ensure that the family of the affected member is notified in a timely, personal manner, and that this Department properly supports the family at the hospital and/or funeral and subsequent services. This includes, but is not limited to the following: [CALEA 22.2.4]
- 8.3.1 This Department will offer to assign a Department member of the family's preference to assist the family as needed.
- 8.3.2 Commanders will ensure that the family is afforded support from this Department during any related criminal proceedings and that long-term contact is maintained with the family.
- 8.3.3 Assist with the filing of appropriate claims for medical and life insurance benefits provided by the Department, City, State, or Federal Government.
- 8.3.4 Providing information concerning financial matters such as salary due the member at the time of death, including tabulation accumulated leave.
- 8.3.5 Assisting injured members with the filing of workers compensation claims.
- 8.3.6 Providing other services as determined by the Chief of Police.
- 8.4 For information regarding any benefit or service, members should contact the respective benefit or service provider or representative listed in this policy or related policies. Additional information concerning benefits and services can be obtained from the Professional Development Commander or his/her designee.

9 Non-sworn Members

Non-sworn members are entitled to many of the same benefits and services as sworn members. However, non-sworn members should refer to the City of North Little Rock Handbook for Non-Uniformed Employees for a comprehensive reference of benefits and services.

Mike Davis
Chief of Police