

NEW CANAAN POLICE DEPARTMENT

SUBJECT: COMPENSATION, BENEFITS AND
CONDITIONS OF WORK

GENERAL ORDER NUMBER: 91-1-89

FILE: PERS 2
PERSONNEL STRUCTURE

I **PURPOSE/POLICY**

The purpose of this general order is to describe employee compensation, benefits and conditions of work as stipulated in existing collective bargaining agreements and town code.

It is the policy of the New Canaan Police Department to offer competitive compensation and benefits to its employees so that it may compete successfully in the labor market and retain competent personnel.

II **RESPONSIBILITY**

It is the responsibility of the Administrative Officer for the Town of New Canaan to ensure that each employee is properly and correctly compensated in accordance with the Town Code or Collective Bargaining Agreement, as applicable.

III **PROCEDURES (COMPENSATION)**

A The police department's salary program will be determined by the current Collective Bargaining Agreement and Town Code, which will be amended periodically.

1. Topics addressed in the salary program include:
 - a. Entry level salary for the agency
 - b. Salary differential within ranks
 - c. Salary differential between ranks
 - d. Compensatory time policy
 - e. Overtime policy
2. Circumstances may arise when it may be appropriate to supplement the salary level of an employee who has a special skill. These payments will be determined on a case by case basis by the Chief of Police and Police Commission with the approval of the union and/or Board of Selectman as necessary.

- B** Elements of the police department's salary program will be determined in the following ways:
1. By consultation between the Chief of Police/Police Commissioners and Board of Selectman.
 2. Through a periodic comparative wage and benefit study conducted by the Board of Selectman.
 3. Through the Collective Bargaining Process.
- C** The salary program will be reviewed as follows:
1. Employees in the bargaining unit will have their salaries reviewed during the Collective Bargaining Process.
 2. Non-Union employees will have their salaries reviewed annually by the Police Commission and/or Board of Selectman as applicable.
- D** The salary program, principally as a result of the collective bargaining agreement, includes different kinds of salary augmentation. For purposes of this general order, salary augmentation will be defined as pay that is added to an employee's base salary.
1. Salary augmentation applicable to employees in the bargaining unit includes:
 - a. Overtime Pay
 - b. Acting Sergeant/Lieutenants Pay
 - c. Stand-by Pay
 - d. Longevity Pay
 - e. Holiday Pay
 - f. Education Pay
 - g. Shift Differential Pay
 2. Provisions of salary augmentation will be subject to applicable Collective Bargaining Agreements and/or the approval of the Chief of Police, Police Commission and Board of Selectman.

IV PROCEDURES (BENEFITS)

- A** The Town of New Canaan offers a full range of fringe benefits to employees of the police department. Many of these benefits have been mutually agreed upon through the Collective Bargaining process. Fringe benefits provided by un-represented employees of the police department are outlined in the Town Code:

1. Fringe Benefits may include, but shall not be limited to the following:

- a. Sick Leave
- b. Insurance benefits;
 - 1) Medical
 - 2) Life
 - 3) False Arrest
- c. Pension Benefits
- d. Uniform and Equipment allowance
- e. Tuition Reimbursement
- f. Vacation Leave
- g. Holiday Leave
- h. Bereavement Leave
- i. Injury Leave
- j. Union Business Leave

B Administrative leave is defined as a leave of absence, with or without pay. Depending upon the type of leave, officers may be entitled to such leave in accordance with the Collective Bargaining Agreement, New Canaan Town Code or as outlined in this General Order. All leave (excluding a. and b. below), must be approved by the Chief of Police, Police Commission and/or Selectman's Office.

1. Established Administrative Leave Policies include:

- a. Bereavement Leave
- b. Union Business Leave
- c. Military Leave- Is specific to officers/employees who are members of the armed forces reserve component (i.e. military reservists or members of the National Guard). Such leave is defined as either short-term (90 days or less) or long- term (in excess of 90 days) military leave. The Department will adhere to all statutory requirements including the Uniformed Services Employment and Reemployment Rights Act of 1994.

- 1) Short-term military leave shall be afforded to all reservists who have military obligations when approved by the Chief of Police or designee. The scheduling of the leave shall supersede the officer's/employee's regular work schedule and shall have no effect of the accrual of the officer's/employee's other benefits (i.e. sick time, vacation, seniority etc.)
- 2) As with short-term military leave, long term military leave shall also be afforded to all reservists when approved by the Chief of Police or designee. In order to ensure a seamless transition pre and post long term leave, the following plan will be followed;
 - a) The Captain of the Operations shall be responsible for both the out and in processing of the officer/employee, to include exit and intake interviews.
 - b) The Captain of the Operations shall be the officer's/employee's and his/her family's point of contact. Communication during the military leave shall be in accordance with military protocol and determined prior to initiating the leave.
 - c) Initial and/or refresher training will be determined on a case by case basis by the Captain of Operations. Said Captain may also, at his/her discretion require the officer/employee to successfully participate in a Field Training Program. The officer/employee shall also be responsible for making up any weapons qualifications, less-than-lethal weapon certifications or any other mandatory training that occurred during their absence.
 - d) Officers are required to store their agency issued firearms and less-than-lethal equipment in their department issued locker or the department's armory during their military leave.
- 3) Officers/Employees on military leave shall be paid in accordance with Section 44-36 Military Leave, of the New Canaan Town Code.

- d. Jury Duty
- e. Temporary Leave of Absence
- f. Family Leave

2. Unless an Administrative Leave Policy has been established, situations which qualify for, and the duration of an Administrative leave, shall be determined by the Chief of Police, Police Commission and/or Selectman's Office.

C The Collective Bargaining Agreement and Town Code stipulate that all full time employees of the police department will be entitled to observe specific holidays throughout the year.

1. These holidays include:
 - a. New Year's Day
 - b. Martin Luther King's Birthday observance

- c. Presidents' Day
- d. Good Friday
- e. Easter Sunday
- f. Memorial Day
- g. Independence Day
- h. Labor Day
- i. Columbus Day
- j. Veteran's Day
- k. Thanksgiving Day
- l. Christmas Day

2. Employees will observe these holidays in accordance with the terms and conditions as established in the Collective Bargaining Agreement and/or Town Code.

D All full-time employees of the police department shall accumulate a pre-determined amount of sick leave with pay for each month during which the employee is in the employ of the police department. The purpose and intent of sick leave is to provide a continuance of pay in the event an employee falls ill or suffers a non-job connected injury and is unable to work. Specific guidelines regarding the rate of accrual, limitations on accrual and methods of control on sick leave will be established in the Collective Bargaining Agreement and/or Town Code.

E All full-time employees shall accumulate a predetermined amount of vacation leave with pay for each month during which the employee is in the employ of the police department. Specific guidelines concerning the rate of accrual, limitations on accrual and procedures for scheduling and control of vacation leave will be as established in the Collective Bargaining Agreement and/or Town Code.

F The Collective Bargaining Agreement and/or Town Code address several different benefits in which employees of the police department are entitled. These benefits include:

- 1. Person/Retirement Plan
- 2. Health Insurance
- 3. Disability and Death
- 4. Liability Protection
- 5. Uniforms/Clothing and Equipment

G Educational Benefits are provided by the police department to its employees in order to encourage them to participate in the many educational programs that are available, in

accordance with policy statement #670, Training. These benefits shall be as stipulated in the Collective Bargaining Agreement and will consist of:

1. Educational Assistance through tuition reimbursement
2. Annual stipend for educational qualifications.
3. Academy Training to all probationary recruits in accordance with C.G.S. 7-294D
4. In-service Training which at a minimum, will consist of the states mandated hourly review training requirements in accordance with C.G.S. 7-294D. Whenever practicable and as resources permit, the department will offer employees the opportunity to receive advanced and specialized training.
5. Paid Educational Leave as provided for in General Order 90-10-80, Career Development and Higher Education.

V PROCEDURES (CONDITIONS OF WORK)

A All police department employees are required to maintain a level of fitness which will permit them to carry out their duties efficiently and effectively.

1. To this end, the police department strongly encourages its employees to maintain a satisfactory health level by providing a variety of resources to assist them in achieving their desired goals. These resources include:
 - a. Providing a certified physical fitness instructor who is available for personal consultation.
 - b. The implementation of a voluntary physical fitness program coordinated jointly by the physical fitness instructor and training officer.
 - c. Making available an exercise facility for use by department personnel which contains various types of aerobic and exercise equipment.
 - d. Providing voluntary in-service educational programs regarding health to include such topics as nutrition, spinal health and stress management.
 - e. Providing voluntary hepatitis B Vaccinations to all employees free of charge.
 - f. Providing a confidential Employee Assistance Program to all employees at no cost to the employee. The program should be utilized to promote good mental health and stress management for all agency employees. Employee assistance will be available 24 hours a day to address the following problems; which could have adverse effects on an employee's health and his/her performance in the field:
 - 1) substance abuse
 - 2) stress and emotional disorders
 - 3) family and marital problems
 - 4) financial and legal issues

2. As part of their supervisory responsibilities, supervisors will monitor their employees work and attendance records, and other signs that might indicate certain employees have a health problem. When such a condition exists, said supervisor will take the appropriate action.
 - a. In the event that an employee is absent for an extended period (more than 3 days), or there is suspected abuse of sick leave, proof of illness may be required in accordance with the Collective Bargaining Agreement and/or Town Code.

VI DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

VII EFFECTIVE DATE

This general order approved by the Police Commission on March 20, 1991 and is effective April 22, 1991.
Revised July 2000
Revised October 2014

Per Order,

Leon Krolikowski
Chief of Police