

DEKALB POLICE DEPARTMENT

Subject: **Personnel Services**

Policy #: **202.0**

Effective Since: New Policy, effective 1-1-19

Revision Effective: NA

FTO Training Task: #8

Reference Material: Collective Bargaining Agreements; City of DeKalb Personnel Manual

ILEAP Standards Covered: PER.03.01-03.03

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PURPOSE: The purpose of this policy is to outline various personnel services and benefits available to department staff.

POLICY: It is the policy of the department to provide its personnel with the requisite information needed to understand personnel services including compensation, benefits and conditions of work.

DEFINITION: **CBA: Collective Bargaining Agreement**, the current union agreement between a labor group and department or city management.

PROCEDURE:

- A. **Salary Program** : Information regarding the salary structure of the department is outlined in the applicable employee group's CBA. Exempt employee information is listed in Chapter 3 of the Municipal Code and further outlined in the City's Personnel Manual. Information includes, but is not necessarily limited to:
1. Entry level salary for the department.
 2. Salary range within ranks.
 3. Salary differential between ranks.
 4. Salary levels for special skills or special labor groups.
 5. Compensatory time policy.
 6. Overtime policy.
- [ILEAP PER.03.01]
- B. **Leave Program**: Information regarding the leave time policies of the department is outlined in the applicable employee group's CBA. Exempt employee information is listed in Chapter 3 of the Municipal Code and further outlined in the City's Personnel Manual. Information includes, but is not necessarily limited to:
1. Administrative Leave: An employee placed on administrative leave will be done so in accordance with department policy and the Personnel Manual. Employees placed on administrative leave will be advised if it is with or without pay.
 2. Holiday leave.
 3. Sick leave.
 4. Annual vacation leave.
 5. Military leave.
- [ILEAP PER.03.02]
- C. **Benefits Program**: Information regarding the benefit programs of the department and City is outlined in the applicable employee group's CBA. Exempt employee information is listed in Chapter 3 of the Municipal Code and further outlined in the City's Personnel Manual. Information includes, but is not necessarily limited to:
1. Retirement program.
 2. Health insurance program.
 3. Disability and death benefits program.
 4. Liability protection program.
 5. Employee assistance program.
 6. Educational assistance program.
- [ILEAP PER.03.03]

This policy becomes effective on 1-1-19 by authority of the Chief of Police .

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher

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standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.