	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: M1212 Page: 1 of 3 Distribution: All
Title: POSITION AND SALARY CLASSIFICATION PLAN		Section: Administration
Issued: 09/28/2011	Effective: 10/05/2011	Revised: 10/16/2013
Rescinds: All Previous	Amends:	
CALEA References: 21.2.1 – 21.2.2		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of this General Order is to describe the department's position and salary classification plan and inform employees on where job descriptions are available for review.

II. Policy

The Position and Salary Classification Plan is designed to set minimum and maximum salary ranges for specific positions. These ranges will be determined with due consideration to ranges of pay for other classes, the relative difficulty and responsibility or work in the several classes, the recruiting experience of the City of Andover, the availability of employees in particular occupational categories, prevailing rates of pay for similar employment in private and other public jurisdictions in the area, cost of living factors, the financial policies and economic consideration of the City. The minimum and maximum rates of pay assigned the several classed positions shall be those which most nearly reflect these factors (21.2.1c).

The Position and Salary Classification Plan shall include:

a. A schedule of standard salary ranges and rates of pay indicating the minimum and maximum pay for each range.
b. A list of positions with the salary range classification and minimum and maximum rates of pays shown for each position.

III. Definitions

(This section intentionally left blank).

IV. Regulations

(This section intentionally left blank).

V. Procedures

A. Annual Review

1. During the annual budget process, a review of the position and salary classification plan shall be made to make comparative studies of all factors effecting wages since the review the prior year (21.2.1d).
2. All salary recommendations shall take into consideration the fairness and adequacy of the overall compensation program and the duties, degree of responsibility, and working conditions involved.
3. When approved by the Governing Body, these amendments shall become part of the Position and Salary Classification Plan and shall become the current official salary schedule applicable to the respective classes of positions and shall be used by the department in connection with all payroll, budget estimates, and official records and reports relating to salaries and wages of the positions.

B. Starting Salaries

1. The minimum rate of pay for a class shall normally be paid upon original appointment to a position.
2. Original appointment above the minimum rate may be made upon the approval of the City Council, subject to the following conditions:
   a. The applicant must exceed the educational and/or experience requirements for the position as set out in the official job description.
   b. The department must provide evidence that there is a shortage of available persons, and/or that there are not other applicants with equal qualifications.

C. Salary Increases

1. Salary increases shall not be routine or automatic and are to be granted strictly on the basis of satisfactory or exceptional work performance and the economic conditions of the City.
2. Salary increases, outside annual increases, may be made to recognize exceptional service rendered by regular employees. Recommendations for exceptional service and annual increases may be made by the Chief of Police to the City Administrator for consideration. The City Administrator's recommendations will be presented to the Governing Body for their decision.

D. Training and Regular Status

1. A newly hired employee and employees promoted to a new classification will be required to complete a training period as determined by the department.

2. Upon completion of the training period for a newly hired individual a step movement increase in pay, from training to regular, may be granted based upon performance.
3. For existing employees that are promoted to a new classification, at training period, as determined by the department, must still be completed before attaining regular status in that position. However, the employee will receive a full step increase in pay appropriate for the change in classification upon the effective date of promotion to the new classification provided the training is completed satisfactorily.

E. Position and Salary Classification

1. The Department maintains copies of the City of Andover Position and Salary Classification Plan, and copies are available to any member at the following locations:
   a. Office of the Chief of Police
   b. Offices of Division Commanders
   c. Office of the Assistant City Administrator
2. The City of Andover Position and Salary Classification Plan includes:
   a. Categorization of every job by class on the basis of similarities in duties, responsibilities, and qualification requirements (21.2.1a),
   b. Class specifications (21.2.1b),
   c. Provisions for relating compensation to classes (21.2.1c), and
   d. Provisions for reclassification (21.2.1d).

F. Job Descriptions

3. The Department maintains current job descriptions covering all employees, sworn and civilian, and are available to any member at the following locations (21.2.2):
   a. Office of the Chief of Police
   b. Offices of Division Commanders
   c. Office of the Assistant City Administrator