

	ANDOVER POLICE DEPARTMENT GENERAL ORDER		Number: M1215
			Page: 1 of 10
			Distribution: All
Title: COMPENSATION AND BENEFITS		Section: PERSONNEL	
Issued: 2/28/2012	Effective: 3/7/2012	Revised: 9/11/2015	
Rescinds: All Previous		Amends:	
CALEA References: 22.1.1, 22.2.1, 22.2.2, 22.2.5.			
Review: Annual	Authority: Chief Michael A. Keller <i>MJK</i>		

I. Purpose

The purpose of this General Order is to generally describe compensation and benefits available for regular members of the department. For more detailed information, members should consult the available Summary Plan Descriptions and Documents applicable to each plan. This General Order is not intended to, nor should it be construed as, creating any contractual rights for employees. The City reserves the right, in its sole discretion, to change, alter, amend, modify, or discontinue benefits as permitted by law.

II. Policy

The Andover Police Department, in cooperation with the Governing Body of the City of Andover, will maintain a competitive compensation and benefits plan that will be fairly and equitably applied to all employees.

III. Definitions

- A. Exempt Employees:** Exempt employees are those not covered by the Fair Labor Standards Act (FLSA) including Division Commanders and the Chief of Police. Exempt employees do not receive overtime pay.
- B. Non-Exempt Employees:** Non-exempt employees are those covered by the Fair Labor Standards Act (FLSA) and receive overtime and compensatory time as outlined in this General Order.
- C. Immediate Family:** A spouse, child (including step-child), parent (including step-parent), sister, brother, grandparents (including step grandparents), mother or father-in-law, sister or brother in-law.

IV. Regulations

(This section intentionally left blank).



ANDOVER POLICE DEPARTMENT
GENERAL ORDER

Title: COMPENSATION AND BENEFITS

Number: M1215

Page: 2 of 10

Section: Personnel

V. Procedures

A. Compensation

1. The City of Andover Position and Salary Classification Plan outlines entry-level salaries (22.1.1a), salary differential within and between ranks, salary levels for those with special skills, if any, and conditions under which salary augmentation, if any, would be provided (22.1.1b, c, d, g). Copies of the Position and Salary Classification Plan 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. For non-sworn – non-exempt employees, the normal work week is forty (40) hours within the period beginning at 12:01 am Sunday and ending at 12 Midnight the immediately following Saturday. These employees will be paid at a rate of 1 ½ time their regular rate of pay for all hours worked in excess of 40 hours in a normal work week (22.1.1f). Non-sworn – non-exempt employees who have not been previously scheduled to work but have been called in between the hours of 10pm and before 6am may be given time off during the same workweek at the rate of 1 ½ hours per one hour worked.
3. For sworn – non-exempt employees, the work period shall be designated as 84 hours for a 14 consecutive day time period. Officers will be paid at the regular rate of pay for up to and including 85 hours worked and 1 ½ times their regular rate of pay for hours worked over 85 hours in a 14 consecutive day time period (22.1.1f).
4. For exempt employees, the normal work period shall be designated as 10 work days within a 14 consecutive day time period. Exempt employees are salaried individuals who are not covered by the Fair Labor Standards Act (FLSA). These positions are executive, administrative, or professional pursuant to applicable FLSA definitions. Exempt employees do not receive overtime pay for hours worked in excess of forty (40) hours in one week, or in excess of eighty-five (85) hours in a pay-period (22.1.1f).
5. Employees may be given compensatory time in lieu of paid overtime at a rate of not less than 1 ½ hours per overtime hour worked. The maximum compensatory time that can be accrued by a non-sworn employee shall be 240 hours (i.e. not more than 160 hours of actual overtime worked). The maximum amount of compensatory time that can be accrued by a sworn member shall be 480 hours (i.e. no more than 320 hours of actual overtime worked) (22.1.1e).
6. Employees who have to work outside of their normal scheduled hours because of court or unanticipated events may choose to take the equivalent time off during the same pay period, save the time as compensatory time at the rate of 1 ½ hours per hour worked, or be paid for the time at the overtime rate if applicable.

Rev. 03262014

Rev. 03262014



ANDOVER POLICE DEPARTMENT
GENERAL ORDER

Title: COMPENSATION AND BENEFITS

Number: M1215

Page: 3 of 10

Section: Personnel

7. Members who are scheduled and appear in court on behalf of the department, or who are called in and appear for work outside of their normal scheduled hours will be compensated a minimum of one hour.
8. Employees who work hours because of scheduled or anticipated events outside of regularly scheduled hours, other than overtime paid for by grants, will, whenever possible, take the equivalent amount of time off during the same pay period to avoid overtime or the accumulation of compensatory time. If the department is unable to schedule the employee off in the same pay period (work week for no-sworn) in order to make up for the extra scheduled work hours, the employee may save the time as compensatory time at the rate of 1 ½ hours per hour worked, or be paid for the time at the overtime rate if applicable.

B. Benefits

1. Holiday Leave
 - a. Full time employees will be compensated for the following (8-hour) legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day following Thanksgiving, Christmas Day and two 8-hour floating holidays at the discretion of the employee.
 - b. Holidays which fall on Saturday or Sunday are observed on either the preceding Friday or following Monday.
 - c. To be eligible to receive pay for a City holiday, an employee must not have taken unauthorized leave on either the work day before or the workday after the holiday.
 - d. All law enforcement and Communications Officers shall have nine (9) holidays per year (the seven recognized city holidays and the two floating holidays). Each holiday is a total of eight (8) hours. Each law enforcement and Communications Officer will receive 24 hours of holiday time per four (4) month period (January 1 to April 30, May 1 to August 31, September 1 to December 31), to be used as time off within the four month period that it was awarded, or it will be forfeited. If extenuating or staffing issues cause a law enforcement or Communications Officer to not be able to use the holiday time within the four month period that it was awarded, the Chief of Police may approve for the individual to be paid, at the straight time rate, for any unused holiday time, or be allowed to carry the unused holiday time over into the following four month period. Unused holiday time will not be allowed to carry over into the following year. Note: The rules governing holidays for Communications Officers will be applied to the Records/Evidence Custodian.
 - e. All other police department employees (non-law enforcement and non-Communication Officers) will be given the seven (7) city recognized eight (8) hour holidays off with pay on the city recognized holiday, in addition to two

Rev. 03262014

Rev. 03262014



ANDOVER POLICE DEPARTMENT
GENERAL ORDER

Title: COMPENSATION AND BENEFITS

Number: M1215

Page: 4 of 10

Section: Personnel

eight (8) hour floating holidays to be taken at the discretion of the employee.

Rev. 03262014

- f. All law enforcement and Communication Officer holidays, as well as, all other Police Department employee floating holidays must be scheduled through the immediate supervisor, and are subject to minimum staffing requirements and the needs of the department.

Rev. 03262014

- g. All non-exempt employees whose shift begins on the holiday (the actual holiday, not the city recognized holiday) up to eight (8) hours of their shift time will be paid at the holiday rate of 1 1/2 times their regular rate of pay.

2. Vacation Leave (22.2.1d)

- a. All regular employees are eligible to take paid vacation after six months of employment.
- b. Vacation is accrued each pay period but will not accrue more than 150% of the employee's paid vacation schedule (Figure A).

Completions of Years of Service	Paid Vacation Schedule	Maximum Vacation Balance
1 year	40 hours	40 hours
2-5 years	80 hours	120 hours
6-10 years	96 hours	144 hours
11-15 years	120 hours	180 hours
16 – 20 years	160 hours	240 hours
21-25 years	176 hours	264 hours
26 plus years	200 hours	300 hours

Figure A – Vacation Schedule

- c. Vacation must be taken in no less than 1-hour increments for non-exempt employees and 8-hour increments for exempt employees.
- d. Vacation time will be granted on a first-come, first-serve basis, dependant on staffing/scheduling requirements and supervisor approval.
- e. Members who request more than 120 consecutive vacation hours must receive express written approval from the Chief of Police and the City Administrator.
- f. Members must work one full year before becoming eligible for any vacation pay upon resignation. If an employee resigns after the first year's anniversary, the employee shall be reimbursed for all vacation time accrued, as long as written notice is rendered two weeks prior to resignation. Otherwise, vacation pay will be forfeited.
- g. Prior to the beginning of the calendar year a vacation schedule will be distributed in order of rank and seniority to allow for employees to sign up for vacation time. Communications, Patrol, Investigations and Special Services will each have a separate schedule. Vacation scheduling for each respective signup sheet is limited to only one staff member being scheduled for vacation at any given time during the year. By signing up for specific



ANDOVER POLICE DEPARTMENT
GENERAL ORDER

Title: COMPENSATION AND BENEFITS

Number: M1215

Page: 5 of 10

Section: Personnel

vacation dates, the employee will be guaranteed the vacation dates so they can make travel plans and Command Staff will make every effort to get them the time off on their scheduled dates.

3. Sick Leave (22.2.1c)
 - a. All regular full time employees and employees in a training period are entitled to eight hours of sick leave with pay each month. The days will be allowed to accumulate in a sick leave reserve fund for a maximum of 12 weeks/480 hours.
 - b. Sick leave is a benefit to employees which permits absences with pay for medical reasons. Employees shall be granted sick leave with pay in the following situations: employee's personal illness, childbirth, or other medical incapacitation, and/or medical appointments.
 - c. Members may also utilize sick leave to care for a sick member of their immediate family, this includes taking an immediate family member to the doctor. Sick leave taken for the purpose of caring for an immediate family member shall be designated as leave under the Family and Medical Leave Act (FMLA) and shall also count against the employee's available FMLA leave when so allowed by the FMLA.
 - d. As an incentive for not abusing sick leave privilege, after a minimum of 480 hours are reached, the employees, based on their monthly or hourly salary, will be paid 5/12 of the unused hours over the maximum as of December 31st. Payment will be made in the month of January.
 - e. No payment will be paid for accumulated sick leave upon termination.
4. Injury Leave (22.2.1a)
 - a. Any employee who becomes disabled while performing on-the-job assignments is entitled to injury leave with pay during the seven day waiting period for worker's compensation claims.
 - b. No employee will be compensated on injury leave until notification has been made to their immediate supervisor and department head. The notification shall include the nature of the injury, the situation where the injury had taken place, the materials or equipment being used, the equipment damage if any, and the working procedure being followed at the time of the accident. This written report will be in addition to the worker's compensation forms required by the City Clerk's office.
 - c. An employee injured on the job, except in the case of substantiated gross negligence on the part of the individual, is eligible to receive up to a total of 40 hours per injury of injury leave (not sick leave) with pay. The injury leave will commence on the first working day following the date of injury and will end when either the employee returns to work or the 40 hour limit expires. If any employee is off work longer than four weeks and receives worker's compensation (salary reimbursement) for the first week off, reimbursement



ANDOVER POLICE DEPARTMENT
GENERAL ORDER

Title: COMPENSATION AND BENEFITS

Number: M1215

Page: 6 of 10

Section: Personnel

- will be made to the City of the amount equal to what was received from worker's compensation for the first week of injury.
- d. Should the employee want to supplement the worker's compensation salary reimbursement check as established by the State of Kansas to make up the difference between the worker's compensation weekly salary check and the employee's normal compensation, the employee can apply sick and vacation leave on pro-rata basis and continue to receive a full salary check until all sick and vacation leave has been exhausted.
 - e. Before an employee can return to work, they must present a Statement of Release from a licensed and actively practicing physician to their immediate supervisor or the Chief of Police. The release must indicate any restrictions applicable to the member's resuming normal work activities.
 - f. Injury leave will not be paid for injuries received during off-work time nor for time resulting from misconduct of the employee. Injury leave will not be paid at termination and will not be added to any other accumulated leave.
5. Funeral Leave (22.2.1a)
- a. Any full time member not in the initial training period is authorized 24 hours of funeral leave for a period of bereavement for a member of the employee's immediate family.
 - b. An employee may use 24 hours sick leave in conjunction with the funeral leave of 24 hours for the death of immediate family members.
 - c. Bereavement leave will not be paid at termination and will not be added to any other accumulated leave.
6. Maternity Leave (22.2.1a)
- a. Maternity leave for a reasonable period can be utilized for pregnancies, childbirth, and recovery therefrom and problems related thereto.
 - b. A pregnant employee shall be granted maternity leave without pay, provided, however, the employee may elect to utilize sick or vacation leave or other accrued paid leave.
 - c. All privileges and benefits shall apply in the case of maternity leave without pay as with any other employee on sick or any other leave without pay status.
 - d. If medical complications related to the pregnancy exist, the employee may, with the approval of the Chief of Police, remain on maternity leave until released by the employee's physician.
7. Family Medical Leave Act (FMLA) (22.2.1e)
- a. The federal Family and Medical Leave act entitles, under certain conditions, employees of the department to take time off without pay for personal and family health reasons, and for the birth or adoption of children. In most cases, employees taking FMLA leave are entitled to return to the position



ANDOVER POLICE DEPARTMENT
GENERAL ORDER

Title: COMPENSATION AND BENEFITS

Number: M1215

Page: 7 of 10

Section: Personnel

- they held prior to leave, or an equivalent position with equivalent benefits, pay and other terms of employment.
- b. A department member is eligible for FMLA leave if they have been employed with the department for at least 12 consecutive months and they have worked at least 1250 hours during the twelve month period immediately preceding the leave.
 - c. Further information, conditions and restrictions for using Family Medical Leave can be found in the City's Personnel Manual.
8. Military Leave (22.2.1a)
- a. A military leave of absence will be granted to employees who are absent from work because of service in the US uniformed services, including the National Guard, in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).
 - b. Advanced notice of military service is required unless military necessity prevents such notice or is otherwise impossible or unreasonable.
 - c. The military leave will be unpaid, however, employees may use any available paid time off (other than sick leave) for the absence.
 - d. Further information, conditions and restrictions can be located in the City Personnel Manual and in General Order M1220 Military Deployment and Reentry.
9. Civil Leave (22.2.1a)
- a. An employee shall be given necessary time off without loss of pay when performing jury duty; appearing in court as a witness in answer to a subpoena; when performing civilian duty in connection with the national defense; and for the purpose of voting when the polls are not open before or after the employees scheduled hours of work.
 - b. Jury duty and witness fees paid to the employee as a result of jury duty or civil leave, exclusive of mileage or meal compensation, shall be presented to the Chief of Police in order to receive balance of pay. While on jury duty, the employee will be paid the difference between their regular earning and the amount received for jury services.
 - c. While serving on court appearances on behalf of the City, employees will be paid full salary and benefits for normal working time.
 - d. Employees involved in personal court cases must use accrued compensatory or vacation time. After all other leave has been exhausted, employees may request leave without pay from the City Administrator. When improper conduct by the employee has caused the employee to appear in court, leave requests may be denied.
10. Health Insurance (22.2.2b)
- a. Full time members are eligible for group medical and hospital insurance beginning the first full month after completing twenty working days.



ANDOVER POLICE DEPARTMENT
GENERAL ORDER

Title: COMPENSATION AND BENEFITS

Number: M1215

Page: 8 of 10

Section: Personnel

- b. Employees of the department may be covered by a group insurance plan with the total cost of single coverage or 85% per month on family coverage incurred by the City. Should an employee elect to obtain family coverage, the employee will pay the additional cost.
 - c. If the employee is on leave, the employee must continue to pay their share of the benefit costs in order to continue coverage.
11. Life Insurance (22.2.2c)
- a. Full time non-sworn members will be provided life insurance through a group plan sponsored by the City. The amount of coverage for the employee is \$75,000, for the employee's spouse is \$10,000, and other dependants are \$7500.
 - b. The cost of this insurance will be paid through the mandatory one percent payroll deduction from the employee's gross, non-overtime, wages. If the employee is on leave, the employee must continue to pay their share of the benefit costs in order to continue coverage.
 - c. Life insurance for sworn members will be provided by the Kansas Police and Firefighters Retirement System (KP&F) in amounts established by the retirement system.
12. Disability Insurance (22.2.2c)
- a. Disability insurance, both short term and long term will be provided through a group plan sponsored by the City for full time non-sworn employees. The costs of this insurance will be paid through the mandatory one percent payroll deduction from the employee's gross, non-overtime wages. If an employee is on leave, the employee must continue to pay their share of the benefit costs in order to continue coverage.
 - b. Short term disability insurance will be provided to sworn full-time members of the department through a group plan sponsored by the City. The costs of this insurance will be paid through a mandatory payroll deduction from the employee's gross, non-overtime wages. The short term disability will cover the member until long term disability insurance takes over.
 - c. Long term disability insurance for sworn full-time members will be provided by the KP&F Retirement System and costs for the program will be paid through employee payroll deductions and employer contributions in the amounts set by KP&F.
13. Retirement Program (22.2.2a)
- a. All fulltime non-sworn employees who have completed their training period are eligible to participate in the City's simplified employee pension plan. Benefits are fully vested upon eligibility to participate in the plan. For plan details refer to the City's Personnel Manual.
 - b. Sworn fulltime members who are eligible for participation under the rules established by the KP&F Retirement System shall participate in the system.

	<p style="text-align: center;">ANDOVER POLICE DEPARTMENT GENERAL ORDER</p> <p>Title: COMPENSATION AND BENEFITS</p>	Number: M1215
		Page: 9 of 10
		Section: Personnel

Employee and employer contribution amounts will be determined by the retirement system.

- c. All fulltime employees may participate in the Public Employee Deferred Compensation (PEDC) plan. The PEDC is an employer sponsored retirement plan whereby eligible employees elect to defer a portion of their compensation until some later date. The amount deferred is placed in a contract on behalf of the participant. Withdrawals before retirement are limited according to IRS regulations.
14. Liability Protection Program (22.2.2d)
- a. Members of the department are entitled to liability protection and will be provided legal representation by the City under the Kansas Tort Claims Act as long as the incident giving rise to the claim occurred while they were acting in good faith and within the scope of their employment.
15. Employee Educational Benefits (22.2.2e)
- a. Employees are encouraged to attend training programs that are applicable to the employee's position with the department. The department will pay for such training and continuing education consisting of workshops required to maintain the qualification or certification of any member who is required to undergo such training by the state or other regulatory agency as a condition of employment.
 - b. The department, when deemed appropriate, will pay for work-related workshops and seminars for employees who are not required to keep up certification, but the educational opportunity would benefit the individual, department and City as a whole.
 - c. Approval of non-law enforcement related training opportunities must be received from the Chief of Police and City administrator prior to paying for the training opportunity. Approval of all law enforcement training opportunities must be received from the Chief of Police prior to paying for the training opportunity.
 - d. Employees are also encouraged to further their education through college courses and/or completing college degrees. The City of Andover has established a tuition reimbursement program that provides eligible employees with the opportunity to obtain, maintain, or improve job-related capabilities through participation in courses of study at accredited colleges, universities, vocational schools, and other organizations specializing in job and career related education and training. Details on the plan are available in the City's Personnel Manual.
16. Uniform/Clothing/Equipment Allowance (22.2.5)
- a. An annual uniform allowance will be allocated to uniformed personnel in January of each year, unless other provisions for the issuing or renting of uniforms are provided. The amount of the allowance will be set by resolution of the Governing Body. Members will be provided with required

	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: M1215
	Title: COMPENSATION AND BENEFITS	Page: 10 of 10
		Section: Personnel

uniforms upon being hired and will not be eligible for a clothing allowance until their first year anniversary date. The clothing allowance will then be pro-rated to account for the time from their anniversary date until the first of the year following their first anniversary (i.e. an employee whose anniversary date is in June would only get half of their clothing allowance).

- b. For those employees who wear clothing which represents to the public that they work for the City of Andover and could be worn outside of work, the City will provide an annual taxable stipend to those employees. The stipend amount will be set by resolution of the Governing Body.
- c. Certain positions within the department are aided and enhanced by the use of certain technologies, including cellular telephones, electronic data accounts, and high speed internet connections. As a result, the department intends to pay a monthly stipend to each employee who is using one or more of these technologies in the performance of their jobs. The amount of the stipend and those employees who are eligible for the stipend will be set annually by resolution of the Governing Body. For further conditions and restrictions, see the City of Andover Personnel Manual.

Rev. 09112015

17. Special Skills Pay (22.1.1d)

- a. Department members assigned as a canine handler and assigned a canine, shall receive an additional ¼ hour (15 minutes) per day in extra pay for the daily care and feeding of their assigned canine, in accordance with General Order O2406.
- b. Department members certified and assigned as a Field Training Officer or Communications Training Officer, when actually engaged in the "field training" of new recruit officers and/or communications officers, shall receive an additional .50 cents per hour in compensation. Supervisors certified and trained as Field Training Officers or Communications Training Officers, when engaged in the "field training" and/or "evaluation" of new recruit officers and/or communications officers will also receive an additional .50 cents per hour in compensation.
- c. Effective January 1, 2016, department members certified and assigned as a School Resource Officer shall receive an additional .50 cents per hour in compensation for the duration of their School Resource Officer assignment, including work time when school is not in session.

C. Disclaimer

The extension of benefits described in this General Order is not intended to, and does not, establish any terms and conditions of employment, such as a contract, or any expectation of continued employment with the City. Such extensions do not alter an employee's status as an "at-will" employee, and the employee or the City can still terminate employment at any time, with or without cause or reason, and with or without advance notice.