

GENERAL ORDER 22.1.1

Salary/Compensation

GENERAL ORDER CROSS-REFERENCE: None

SUMMARY

Describes the Department's salary and compensation plan.

DISCUSSION

The Department's salary and compensation rates and policies are established by the Springfield Police Association Agreement, Service Employees International Union and Oregon Public Employees Union Labor Contract for represented personnel; established through collective bargaining. The City Council sets salary and compensation for all non-represented personnel.

POLICY

I

This policy is a general description of the Department's salary and compensation plan. Nothing in this policy shall be construed to supersede or replace provisions contained in the labor contract or City policy.

II

SALARY RANGES

The salary amounts within the ranges are set by negotiated contract for represented personnel and by Council action based upon City Manager recommendation for non-represented personnel. The Department shall make recommendations to Human Resources on changes to the non-represented personnel salary ranges as part of the annual budget review. Further information on the salary and compensation may be found in the SPA, SEIU and OPEU labor contracts and the City Personnel Manual.

III

NEW HIRES

Employees are normally appointed to the lowest step of the appropriate range upon hire or rehire. The Chief of Police may, at his discretion, hire employees beyond step 1 with approval from Human Resources.

IV

MERIT INCREASES

Full-time employees are eligible for advancement to the next step of their range 12 months after hire. Advancements to the next step are made annually. All merit increases are contingent upon a satisfactory performance appraisal. Part-time employees are eligible for advancement to the next step of their range on completion of 2,000 hours of satisfactory performance.

V

PROMOTIONS

Promoted employees normally receive a pay increase to the next higher salary amount. If the Chief of Police believes it is appropriate to provide a salary in excess of such next higher amount, he may petition the Human Resources Director for such authorization.

VI

RECLASSIFICATION/DEMOTION

Employees reclassified to a higher classification shall receive a minimum 5 percent increase. Employees reclassified to a lower classification or demoted shall have their salaries decreased to the lower classification. Declassified or demoted employees may have their salaries frozen (red circled) at their current salary until the lower classification range increases to their frozen salary only with the approval of the Human Resources Director.

Position Data Questionnaire (PDQ) shall be reviewed by Command Staff prior to submitting to Human Resources.

VII

OVERTIME

SPA, SEIU and OPEU employees receive overtime in accordance with their labor contracts.

City policy for eligible non-represented employees, SPA, SEIU and OPEU labor agreements for represented personnel, govern overtime compensation. In general, paid compensation shall be at the rate of time-and-one-half for time worked in the employee's regular position in excess of the regularly scheduled work day or work week. The overtime rate shall be based on the regular rate appropriate to the day during which the overtime was worked.

Employees may elect to receive compensatory time off at the rate of time-and-one-half in lieu of cash compensation. Compensatory time off shall accrue according to labor contracts and City policy, as applicable. Department policy requires approval by the employee's supervisor prior to working overtime.

Employees terminating City employment or being transferred to another City department shall be paid in full for their accrued compensatory time.

VIII

ACTING IN CAPACITY

Represented employees acting in capacity shall receive compensation in accordance with the SPA, SEIU and OPEU labor contracts. Non-represented employees acting in capacity shall receive compensation at the rate they would receive if promoted to the position. In no case shall this be less than 5 percent above the employee's regular salary.

To receive acting in capacity pay non-represented employees must be assigned the full range of duties for a period of 10 days or longer and have full authority and responsibility for the position being filled.

IX

Other compensation provisions apply to represented personnel and are fully described in the SPA, SEIU and OPEU labor agreements.

Richard L. Lewis
Chief of Police