

GENERAL ORDER 22.2.1

Benefits

GENERAL ORDER CROSS-REFERENCE: 22.3.2, 26.3.1

SUMMARY

Describes employee benefits.

DISCUSSION

The Department recognizes the need for all employees to be well-informed concerning their fringe benefits. This General Order is necessarily brief and does not provide a complete description of each benefit. For a thorough description of benefit coverages and limitations consult your employee booklet, the insuring agreements on file in the Human Resources Department or applicable labor agreement..

POLICY

I

The Department shall distribute complete benefit information to its members. The distribution will occur at the start of employment and any time a benefit is changed.

Further information may be obtained from the Human Resources Department.

II

The City provides a retirement program for all employees. The specific plans and City contributions are governed by labor agreements for represented personnel, and City policy for non-represented personnel.

The City's retirement system is monitored by an employee group to which the Department provides one member. The committee meets periodically to monitor the program. The committee provides periodic information, annual reports, and fund projections to Department members.

III

The City provides medical and dental coverage for all employees. Pro-rated medical coverage is provided to part-time employees. The specific plans and City contributions are governed by labor agreements for represented personnel, and by City policy for all other employees.

IV

Long Term Disability and Life Insurance policies are provided for all full-time employees. All costs are paid by the City. Short Term Disability is available to employees at their expense.

Specific coverage is described in the labor agreements for represented personnel and in the Springfield Personnel Manual for all others. These policies are administered by the Human Resources Department.

V

Counseling and personal support services are provided to all members at no cost through the employee assistance program described in GO 22.3.2.

VI

Department members (including volunteers) are covered by the City's liability insurance policy. Liability protection coverage protects employees acting within the scope of their employment. This would include acts or omissions leading to personal injury, death, or property destruction that could lead to civil action against the employee. This policy is administered by the City's Risk Manager who can be contacted for further information.

VII

Vacation, holiday, sick, administrative, and other leave accruals are governed by the labor agreements and/or City Personnel Manual. Part-time employees receive prorated leave amounts. Vacation, holiday, and sick time account information is provided to members on their monthly check stubs.

VIII

All Department-required training is provided to members at no cost. The Department provides represented employees with a tuition reimbursement for attending approved college or university classes in accordance with labor agreements. Non-represented Department members receive tuition reimbursement in accordance with City policy.

For members of the Springfield Police Association, the Police Office Supervisor and Police Sergeants, the Department provides, as an educational incentive, an additional 5% wage adjustment to the base salary if the member has a bachelor's degree.

IX

The Department provides uniformed members all necessary outer clothing and related leather gear (except shoes). Police officers are provided a handgun and necessary related equipment. See G.O. 26.3.1 - Uniform & Equipment for further details.

X

All full-time and part-time employees working 20 or more hours per week may participate in the City deferred compensation program.

This program is administered by the Human Resources department.

Richard L. Lewis
Chief of Police