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<b>Effective Date</b>	<b>November 30, 2009</b>		



## **Wilkesboro Police Department**

### **Electronic Written Directives Document**

#### **I. PURPOSE**

To describe the Wilkesboro Police Department's, compensation, benefits and conditions of work programs.

#### **II. POLICY**

It is the policy of the Wilkesboro Police Department to make available to all department members the description of their compensation, benefits, and conditions of work.

#### **III. SALARIES**

##### **A. Entry Level Salary**

All persons employed in positions approved in the position classification plan shall be employed at the minimum salary for the classification in which they are employed; however, exceptionally qualified applicants may be employed above the minimum of the established salary range. The Chief of Police maintains a salary list with the most current entry level salary ranges which may be reviewed on request.

##### **B. Salary Differential within Ranks**

To accommodate for salary differentials within ranks the Wilkesboro Police Department utilizes a salary scale which allows employees to advance within their rank.

##### **C. Salary Differential between Ranks**

To differentiate salaries between ranks, the Wilkesboro Police Department utilizes 7 different pay grades which are assigned to job classification titles. The classification titles are separated by rank.

##### **D. Salary Levels for Those with Special Skills**

At the present time, the Wilkesboro Police Department does not recognize employees with special skills by offering salary incentives.

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#### E. Compensatory and Overtime Policy

In regards to compensation, the Town abides by the provisions of the Fair Labor Standards Act (FLSA). The FLSA divides employees into two classes- exempt and non-exempt. Compensation for exempt and non-exempt will be guided by the following:

1. The applicable seven-day workweek for computing hours worked shall be from 12:01 A.M. on Sunday to midnight on Saturday.
2. Exempt employees are not eligible to receive compensation for overtime hours worked.
3. Nonexempt personnel shall receive overtime pay at the rate of one-and-one-half times their normal pay rate for the hours worked in excess of forty in a work week. All overtime work shall receive prior to approval from the Town Administrator, except in emergency situations that may result in damage to persons or property. In such an event, approval shall be obtained as soon as practical following completion of the work.
4. It is the policy of the Town that the holidays noted in Article VI may be counted as hours worked for FLSA purposes. However, vacation and sick leave shall not be considered as hours worked.
5. Law enforcement personnel shall be awarded overtime pay when they exceed 171 hours worked in a 28-day work period.

#### IV. LEAVE

##### A. Administrative Leave (Non-disciplinary suspension)

##### B. Holiday Leave

\*See Town of Wilkesboro Personnel Policy Article VI Section 1 page 56.

##### C. Sick Leave

\*See Town of Wilkesboro Personnel Policy Article VI Section 5 page 58-59.

##### D. Vacation (Annual) Leave

\*See Town of Wilkesboro Personnel Policy Article VI Section 4 page 56-57.

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V. RETIREMENT

Each full-time, regular employee is required by the Town of Wilkesboro Personnel Policy to join the North Carolina Local Government Employee's Retirement System as a condition of employment. Benefits of this system that pertain to law enforcement officers are described in the North Carolina Local Employees' Retirement System (Your Retirement Benefits For Local Law Enforcement Officers) handbook, which is available through the Town of Wilkesboro Personnel Department.

Full-time sworn employees are provided additional retirement benefits through the North Carolina State 401-K Plan and supplemental retirement. Sworn employees must join this plan as a condition of employment.

VI. HEALTH INSURANCE PROGRAM

The Town of Wilkesboro provides all employees with medical and dental insurance after completing one full month of employment. Dependant coverage is available at the employee's request.

The Health care benefits are fully described in Town of Wilkesboro Personnel Policy Article VII Section 1 page 62.

VII. RETIREE HEALTH INSURANCE

\* See Town of Wilkesboro Personnel Policy Article VII Section 1(B) page 62.

VIII. DISABILITY AND DEATH BENEFITS

\* See Town of Wilkesboro Group Life and Accidental Death and Dismemberment Insurance Program located in the Town Administrative Office.

IX. WORKER'S COMPENSATION

\*See Town of Wilkesboro Personnel Policy Article VII Section 5 page 63-64.

X. LIABILITY PROTECTION

The Town of Wilkesboro maintains liability coverage, IRFFNC Police Professional Liability Coverage Form, for actions or omissions of Wilkesboro Police Department employees as directly related to their law enforcement function. The coverage provides protection from liability arising from acts or omissions leading to personal injury, death, or property damage that could result

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in legal civil action against the department or employee. Copy of the coverage is maintained in the office of the Finance Director.

**XI. TUITION ASSISTANCE**

With a signed contract between the Town of Wilkesboro and the employee, cost for tuition and books for approved College courses that are job related will be reimbursed at 25 percent of the cost up to \$500.00 per year.

**XII. EDUCATIONAL LEAVE**

1. Police Department employees enrolled in approved courses of higher education related to their work and who have signed an agreement with the Town of Wilkesboro may attend the classes while on duty only if, based on an evaluation of staffing needs and work load, their supervisor approves and relieves the officer of their duties for the period of time, not to exceed 90 minutes per day, required to attend the class.
2. Supervisors shall obtain approval from the Division Captain prior to registering for classes that will require their attendance during on duty time. At no time shall a supervisor in charge leave a shift that is or will be under staffed according to department requirements to attend classes.
3. Only classes within Wilkes County shall be so approved. The Chief of Police shall approve any attendance at colleges or universities located out of Wilkes County that are to be attended during work hours.

**XIII. PHYSICAL EXAMINATIONS**

1. The Wilkesboro Police Department shall provide each full time sworn and non-sworn employee with an annual physical examination to confirm the employees' fitness for their duty assignment and to inform them of their general physical condition. Follow-up assessments recommended by the physician during the course of the examination are the responsibility of the employee. The department recommends that all employees do follow up on any such recommendations made during the physical examination.
2. As a condition of employment all employees hired for sworn positions shall be examined and certified by a physician as required by the North Carolina Administrative Code.

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XIV. HEALTH AND FITNESS FOR SWORN EMPLOYEES

- A. All sworn officers of the Wilkesboro Police Department are required to maintain themselves in physical condition consistent with their assigned duties and responsibilities, including avoiding excess weight.
- B. To ensure safe and efficient job performance, to bolster public confidence through the appearance of a fit police force, and to improve long-term overall health, employees are encouraged to follow a healthy diet, refrain from smoking, and to exercise routinely.

XV. CLOTHING AND EQUIPMENT

- A. Officers assigned to the Patrol Division and uniformed administrative personnel will be provided uniforms, and equipment as needed to perform their specified assignment. Uniforms and equipment are replaced on an "as needed" basis.
- B. Personnel assigned to plain-clothes functions will receive a clothing allowance in addition to or in place of being provided uniforms. The amount received will be determined during the budget process.

XVI. SUPPORT SERVICES

- A. The Town of Wilkesboro Personnel Department provides Support Operations, to include:
  - 1. Provide employee information relative to fringe benefits and salary;
  - 2. Provide employee with information pertaining to Workers' Compensation claims, hospitalization insurance claims, and
  - 3. Coordinate with employees and families on matters affecting salary and benefits.
  - 4. Employee Assistance Program that is available to employees and dependant family members to help identify specific needs of employees and to assist them and their families in seeking sources of support.
- B. The Personnel Department periodically provides each employee with written information on salary and benefits provided by the Town of Wilkesboro as well as the benefits in which the employee elected to participate.

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XVII. REFERENCES

Town Of Wilkesboro Personnel Policy  
CALEA 22.2.1, 22.2.2, 22.2.3, 22.2.5, 22.3.1, 22.3.2,