

Chapter 13

COMPENSATION, BENEFITS, AND HEALTH AND FITNESS

The standards in this chapter relate to benefits available to employees.

The nature of work performed by police departments requires that special attention be given to compensation and to benefits offered to employees.

13.1 Compensation

13.1.1 A written directive describes the department's salary program, including:

- o salary for the department; and
- o overtime policy.

Comments: Both salary and overtime policy should be fully described as to what is provided and under which conditions. This standard may be met by the collective agreement. (M M M)

13.2 Benefits

13.2.1 A written directive describes the department's benefits program.

Comments: Each of the benefits provided to employees should be described in terms of what is provided, under what conditions, and the extent of the benefit. Examples are various forms of leave, insurance coverage, retirement programs, and educational benefits. The collective agreement may satisfy this standard. (M M M)

13.2.2 A written directive governs the department's administrative leave program.

Comments: The circumstances and conditions under which administrative leave would be afforded an employee should be described. Limitations on the use of such leave and the procedures for application and approval should be included. Administrative leave may cover such matters as periods of bereavement, sabbatical and temporary leaves of absence. (M M M)

13.2.3 A written directive describes the department's health insurance program.

Comments: The health insurance plan should include services that the department determines are most likely to be needed and that would be the most expensive for the employee to bear alone. The insurance plan should be reviewed regularly to ensure that coverage provisions are suitable in meeting the needs of the department and its personnel. (M M M)

13.2.4 A written directive describes the department's liability protection program.

Comments: Liability for torts may be outlined in the collective agreement. (M M M)

13.2.5 A written directive describes employee educational benefits, if any.

Comments: Educational benefits provided by the department for its employees may include attendance at educational institutions, training academies, department training courses, and other training programs. For department-sponsored or -approved programs, training should be given during regular work hours, if possible. Other benefits to encourage employee training may include time off with pay for hours involved in educational or training programs; a subsidization of training costs, to include tuition costs and costs for texts and reference materials; education incentive pay; and educational leave. (M M M)

Health and Fitness

A written directive governs the provision of physical examinations for employees.

Comments: A periodic physical examination is a benefit to both the employee and the department. The age of the employee and/or job assignment may determine the frequency of the examination. (M M M)

13.3.2 A written directive specifies criteria for general health and physical fitness to be maintained by employees.

Comments: A satisfactory level of general health and physical fitness on the part of department employees should be encouraged. (M M M)