



ROCKFORD POLICE DEPARTMENT GENERAL ORDER

NUMBER: 30.09

TITLE: Compensation and Benefits

SERIES NUMBER: 30

SERIES TITLE / SUBJECT: Personnel Process

TOPICS/ REFERENCE: Benefits, Compensation, Death Benefits, Disability Benefits, Holidays, Insurance, Liability Protection, Overtime, Retirement, Sick Leave, Vacation Leave, Civil Action Notification

APPENDICIES: None

ORIGINAL / EFFECTIVE ISSUE DATE: January 29, 2007

DATE OF LAST REVISION: May 01, 2013

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED

CALEA STANDARDS: 22.1.1 - 22.2.1

Policy:

It is the policy of the Rockford Police Department and the City of Rockford to maintain competitive compensation and comprehensive benefit plans in order to attract and retain high quality personnel.

Purpose:

The purpose of this General Order is to establish policy, procedures and guidelines for and to describe and acquaint Department personnel with, the compensation and benefits available to employees through the City of Rockford.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections:

- I. COMPENSATION BENEFITS
- II. EMPLOYMENT BENEFITS
- III. HEALTH INSURANCE, DISABILITY AND DEATH BENEFITS
- IV. LIABILITY PROTECTION
- V. RETIREMENT BENEFITS
- VI. EFFECTIVE DATE
- VII. REVIEWS, REVISIONS AND CANCELLATIONS

- I. Compensation Benefits:
 - A. Compensation related to the items listed below, will be in accordance with relevant collective bargaining labor agreements for employees that are bargaining members:
 - 1. Entry level salary
 - 2. Salary level upon completion of salary steps
 - 3. Salary differential within job classifications
 - 4. Salary differential between ranks
 - 5. Salary levels for those with special skills
 - 6. Compensatory time policy
 - 7. Overtime policy
 - 8. Salary augmentation
 - B. Compensation related to salary, compensatory and overtime for exempt employees will be in accordance with city ordinance and personnel code.

- II. Employment Benefits:
 - A. Employment benefits related to the items listed below, will be in accordance with relevant collective bargaining labor agreements for employees that are bargaining members:
 - 1. Holiday leave
 - 2. Sick leave
 - 3. Vacation leave
 - 4. Personal leave
 - 5. Administrative leave
 - 6. Family medical leave
 - A. Employment benefits related to holiday, sick, vacation, personal, family, and other administrative leave for exempt employees will be in accordance with city ordinance and personnel code.
 - B. Educational benefits and tuition reimbursement will be established by relevant labor agreements or city ordinance applicable to a member's employment status.

- III. Health Insurance, Disability And Death Benefits:
 - A. The City of Rockford provides medical and dental insurance programs covering all full-time employees and eligible dependents.
 - B. Information pertaining to health and dental insurance can be found in the applicable collective bargaining agreements, exempt employees ordinances and the "Employees Benefit Manual" issued by the Personnel Department.
 - C. Federal and state laws, city ordinances, any pension fund to which the employee belongs, and any applicable collective bargaining agreements govern disability and death benefits for full-time employees.

- IV. Liability Protection:
 - A. Sworn and non-sworn employees of the Department are indemnified from liability while acting under the color of law in accordance with provisions of the Illinois Compiled Statutes. Liability protection for employees that are bargaining members will be in accordance with relevant collective bargaining labor agreements in addition to the Illinois Compiled Statutes.

1. 65 ILCS 5/1-4-6, Indemnification from injuries caused by police officer – Notice – Liabilities for injuries incurred while assisting police officer.
 2. 65 ILCS 5/1-4-8, Riots or civil disturbances – Assistance from other municipalities – Liability of requesting municipality – Powers of officer – Liability Insurance.
 3. 745 ILCS 10/2-101 et seq., Immunity of Public Employees.
 4. 745 ILCS 10/2-302, Indemnification of Public Employees.
 5. 745 ILCS 10/4-102 et seq., Police Protection.
 6. 745 ILCS 10/9-102 et seq., Payment of judgements or settlements.
- B. Employees receiving notification of a civil suit against them arising from actions taken as a Department employee will notify the Chief of Police in writing within 5 days of receipt of such notification. Include with the notification copies of any documents the employee received with the notice. Employees on vacation will notify the Chief of Police on the first day of their returning to work. Employees on sick leave and away from the Public Safety Building will make arrangements with their supervisor to have the written notification and documents picked up at their location by a Department employee.
- V. Retirement Benefits:
- A. Retirement benefits are available to full-time police officers through the Rockford Police Pension fund. Pension fund contributions, rates, service requirements and benefits are described in 40 ILCS 5/3-101 et seq., Police Pension Fund.
 - B. Information regarding retirement benefits for all other full-time employees can be found in 40 ILCS 5/7-101 et seq., Illinois Municipal Retirement Fund.
- VI. Effective Date:
- A. The Department's policy on Compensation and Benefits became effective on January 29, 2007.
- VII. Reviews, Revisions and Cancellations:
- A. This General Order will be reviewed annually by the Commander of the Administrative Services Bureau and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order 10.01 – *Written Directives*.
 - B. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the Commander of the Administrative Services Bureau.

BY ORDER OF

Chet Epperson
Chief of Police