

# TEXARKANA POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>Compensation and Benefits</b>		
<b>NUMBER</b>	<b>1101.02</b>	<b>EFFECTIVE DATE</b>	<b>August 01, 2008</b>
<b>SCHEDULED REVIEW DATE</b>	<b>June 30, 2018</b>	<b>ISSUE DATE</b>	<b>August 01, 2008</b>
<b>DATE REVIEWED</b>	<b>May 09, 2017</b>	<b>REVISION DATE</b>	<b>May 09, 2017</b>
<b>APPROVED BY</b>		<b>ALEAP Standards</b>	4.10

### I. Purpose and Scope

- A. The purpose of this policy is to describe the compensation and benefit plans available to sworn and non-sworn members of the Texarkana Police Department.

### II. Policy

- A. The City of Texarkana, Arkansas and the Texarkana Police Department seeks to provide and maintain a compensation and benefits program that will not only attract, but retain qualified personnel. It is the policy of the Texarkana Police Department to work closely with the City of Texarkana's Human Resources Department to see that a diversified benefits package is available to all Police Department members.

### III. Compensation-Sworn Personnel

- A. Salaries for sworn personnel employed by the Texarkana Police Department will be determined by the City of Texarkana, Arkansas Board of Directors and further enacted by formal ordinance, usually in conjunction with the Board's deliberation of the City's annual budget process.

#### 1. Entry Level Patrol Officer

- a. The pay plan ordinance approved by the Board of Directors provides for the entry level salary for a Patrol Officer. The entry level figure represents the annual base salary and the annual holiday pay. The aggregate of these two figures determines the total annual salary for an entry level Patrol Officer.

#### 2. Canine Handler

- a. Canine handlers are granted five hours comp time each week during the 40 hour pay period (the City of Texarkana considers a pay period for sworn personnel to be from 12:00 AM Sunday through 11:59 PM the following Saturday) for care, grooming and feeding of the dog. Although the City of Texarkana, Arkansas no longer authorizes comp time, this is granted by authorizing the handler to end his/her daily shift early and ensures the comp time granted does not accrue.

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**B. Salary Differential and Related Step Increases—Sworn Personnel**

1. Texarkana Police Department’s salary chart—which is derived from the City of Texarkana’s pay plan ordinance—specifies incremental "step" increases for the rank of Patrol Officer and Detective which are structured and awarded on the officer’s first (1<sup>st</sup>), second (2<sup>nd</sup>), third (3<sup>rd</sup>), fifth (5<sup>th</sup>), tenth (10<sup>th</sup>) and fifteenth (15<sup>th</sup>) year anniversary dates. The amount of the “step” increases will be directly proportional to and in accordance with the guidelines set forth within the ordinance.
2. Police Officers who are promoted to the rank of Sergeant are compensated according to the Texarkana Police Department’s salary chart which is derived from the City of Texarkana’s pay plan ordinance. The structure of the ordinance allows for three (3) separate salary levels for Sergeants. The rank of Sergeant is assigned an entry level salary, and then on the Sergeant’s third (3<sup>rd</sup>) and sixth (6<sup>th</sup>) promotional anniversaries, the Sergeant’s salary increases in an amount directly proportional to and in accordance with the guidelines set forth within the ordinance.
3. Sergeants who are promoted to the rank of Lieutenant are compensated according to the Texarkana Police Department’s salary chart which is derived from the City of Texarkana’s pay plan ordinance. The structure of the ordinance allows for three (3) separate salary levels for Lieutenants. The rank of Lieutenant is assigned an entry level salary, and then on the Lieutenant’s third (3<sup>rd</sup>) and sixth (6<sup>th</sup>) promotional anniversaries, the Lieutenant’s salary increases in an amount directly proportional to and in accordance with the guidelines set forth within the ordinance.
4. Lieutenants who are promoted to the rank of Captain are compensated according to the Texarkana Police Department’s salary chart which is derived from the City of Texarkana’s pay plan ordinance. The structure of the ordinance allows for three (3) separate salary levels for Captains. The rank of Captain is assigned an entry level salary, and then on the Captain’s first third (3<sup>rd</sup>) and sixth (6<sup>th</sup>) promotional anniversaries, the Captain’s salary increases in an amount directly proportional to and in accordance with the guidelines set forth within the ordinance.
5. The Chief of Police is compensated consistent with procedures established by the City’s Human Resources Department, the City’s Administration and the City’s Board of Directors. The Chief of Police works under a contract which is negotiated with the City of Texarkana, Arkansas. The contract requires periodic renewal, and upon its renewal, the Chief’s benefits package may change.
6. Job descriptions and task analyses for all sworn personnel positions utilized within the Texarkana Police Department have been provided to the City’s Human Resources Department. These analyses include the duties and responsibilities of the individualized positions and describe the critical skills, knowledge and abilities inherent of the individual duty position. The job descriptions will be reviewed at least annually or more frequently if determined appropriate by the Chief of Police. Updates or modifications to the content of the job descriptions will be forwarded to the Human Resources Department. Copies will also be maintained in the Personnel and Training office, available for review by all personnel. All job descriptions must be ADA compliant.

**IV. Compensation—Non Sworn Personnel**

**A. Salaries**

1. The City Manager or his designee shall be responsible for the preparation, maintenance and revisions of all Position Classification Plans which further define all individual positions within each classified service.
2. The Position Classification Plan (PCP) shall be based upon the similarity of all duties performed and all responsibilities so assumed within each position. This serves to ensure the same qualifications may reasonably be required of each respective position while maintaining the same schedule of pay which is equitably applied to all positions within the same grade.

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3. The PCP is separated into eleven (11) grades, and each grade is further separated into incremental steps. The number of steps within each grade ranges from zero (0) to seventeen (17) which are numbered from lowest to highest, and the number of steps within each grade is dependent upon the criteria established by the respective grade. The body of the individual grades and their relative "steps" otherwise constitutes the City's PCP. Department Heads and Supervisors within the City have a duty to report to the City Manager substantial changes in duties and responsibilities of positions under their control to ensure that classification adjustments may be made and the plan kept current.
4. The City Manager or his designee shall be responsible for the preparation, maintenance and revision of a pay plan which shall be adopted by the Board of Directors and shall apply to all employees within the classified service. The pay plan shall set forth salary ranges to include minimum and maximum rates of pay and intermediate steps for all classes of positions included in the classification plan.
5. Salary ranges shall be further determined by the following:
  - a. The relative difficulty of the position;
  - b. The responsibilities and qualifications inherent of the position;
  - c. The experience of the respective employee;
  - d. The prevailing rates of pay for similar employment positions within the private sector; and
  - e. Considerations such as cost of living, the financial condition of the City, the City's policy governing salary and any other economic considerations.
6. The Personnel Office shall periodically conduct comparative studies of all factors affecting the level of salary ranges, and the City Manager shall recommend to the Board of Directors changes in salary ranges as deemed appropriate.
7. Salaries for non-sworn personnel employed by the Texarkana Police Department will be determined by the Board of Directors of the City of Texarkana, Arkansas and enacted by ordinance, usually in conjunction with the Board's deliberation of the City's annual budget process.
  - a. The ordinance establishes a compensation schedule for all non-sworn personnel that defines the entry level salary rates, the mid level rates, and the maximum rates for the position held by the employee. The City of Texarkana, Arkansas' compensation schedule provides no increased salary level for those with special skills.
8. Job descriptions and task analyses for all non-sworn personnel positions utilized within the Texarkana Police Department have been provided to the City's Human Resources Department. These analyses include the duties and responsibilities of the individualized positions and describe the critical skills, knowledge and abilities inherent of the individual duty position. The job descriptions will be reviewed at least annually or more frequently if determined appropriate by the Chief of Police. Updates or modifications to the content of the job descriptions will be forwarded to the Human Resources Department. Copies will also be maintained in the Personnel and Training office, available for review by all personnel.

**V. Salary Enhancement-Sworn Personnel**

A. Longevity Pay

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1. All employees of the Texarkana Police Department shall be eligible for longevity pay starting with their second year of service. Civil Service employees receive longevity pay biweekly, while non-Civil Service employees receive an annual lump sum payment. Terminated employees will receive a prorated payment. The rate of longevity pay is determined by the City of Texarkana's pay plan ordinance as approved by the Board of Directors.
2. Prior employment shall not be considered for those employees who are re-employed. Longevity pay shall not be included in calculating overtime pay, and shall not be considered to be a part of base pay.
3. Longevity System Pay tabulated by years of service:

Years of Service	Bi-Weekly Pay	Yearly Pay
1	0	\$ 0
2	\$ 5.54	\$ 144
3	\$ 5.54	\$ 144
4	\$ 8.31	\$ 216
5	\$ 10.38	\$ 270
6	\$ 12.46	\$ 324
7	\$ 14.54	\$ 378
8	\$ 16.62	\$ 432
9	\$ 21.81	\$ 567
10	\$ 24.32	\$ 630
11	\$ 26.65	\$ 693
12	\$29.08	\$ 756
13	\$34.50	\$ 897
14	\$37.15	\$ 996
15	\$39.81	\$ 1035
16	\$42.46	\$ 1104
17	\$47.08	\$ 1224
18	\$49.85	\$ 1296
19	\$52.62	\$ 1368
20	\$55.38	\$ 1440
21	\$60.58	\$ 1575
22	\$63.46	\$ 1650
23	\$66.35	\$ 1725
24	\$69.23	\$ 1800
25+	\$72.12	\$ 1875

**B. Certificate Pay**

1. After the completion of their probationary period, all sworn officers shall be eligible for a monthly Incentive Pay Plan for the attainment of the State of Arkansas Law Enforcement Standards and Training Certificates. Officer shall be paid for the highest certificate held:
  - a. Basic Certificate: \$20 added to monthly compensation.
  - b. General Certificate: \$40 added to monthly compensation.
  - c. Intermediate Certificate: \$60 added to monthly compensation.
  - d. Advanced Certificate: \$80 added to monthly compensation.
  - e. Senior Certificate: \$100 added to monthly compensation.

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f. Instructor Certificate: In addition to the other certificates, this certificate allows for \$20 per month added to monthly compensation.

2. Sworn officers with prior law enforcement experience within the State of Arkansas shall, upon the completion of an initial probationary year, receive certificate pay equal to their current level of certification as awarded by the Commission on Law Enforcement Standards and Training (CLEST).

C. Education Incentive Pay

1. After completion of their probationary period, officers may apply for and receive educational incentive pay provided they have met all additional requirements. An officer's educational pay will increase as the number of approved college hours are completed and added to your education and training record. It is the officer's responsibility to apply for and ensure the Personnel & Training remains advised of your college courses.

2. To obtain college incentive pay, officers must meet the following requirements:

a. Complete a minimum of thirty (30) semester hours in an approved college program leading to a degree in law enforcement or a related field;

b. Officers must maintain a minimum of a 2.0 or "C" average for each course completed;

c. Officers are paid one (1) dollar per hour each month for every approved college hour on their college transcript they have on file with the Personnel & Training Section;

d. College incentive pay is paid bi-weekly; and

e. The maximum amount of college incentive pay an officer can receive—which corresponds to 128 college credit hours—is one hundred twenty-eight dollars \$128.

3. In addition to the above certificates, all personnel will be compensated \$20 once per month for the completion of an Associate degree, \$20 once per month for the completion of a Bachelor's degree and \$20 once per month for the completion of a Master's degree in a work related field and all degrees in Public Administration.

D. Overtime Compensation

1. All hourly compensated officers:

a. Federal FSLA Guidelines and A.C.A. 14-52-205 governs issues related to overtime compensation. Overtime compensation is paid at a rate of one and one half (1 ½) regular pay for any hours worked in excess of forty (40) hours within a seven-day period. All overtime will be turned in within twenty-four (24) hours. In an effort to better manage overtime compensation, Agency supervisors may elect to assign officers another day off or allow the officer to leave early during a shift in exchange for additional hours worked during a regular work week.

b. The City of Texarkana, Arkansas considers a pay period for sworn personnel to be from 12:00AM Sunday through 11:59PM the following Saturday.

c. Officers accruing overtime shall—at the conclusion of the work assignment—complete a Work Record Form documenting the overtime. The officer will forward this form to a supervisor who shall review the form—and upon the supervisor's approval—the supervisor will endorse the form and forward it to the payroll clerk.

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- (1) An officer shall be eligible for fifteen (15) minutes of overtime compensation if he or she works at least five (5) minutes but less than twenty (20) minutes past the end of the shift.
  - (2) An officer shall be eligible for thirty (30) minutes of overtime compensation if he or she works at least twenty (20) minutes but less than thirty five (35) minutes past the end of the shift.
  - (3) An officer shall be eligible for forty five (45) minutes of overtime compensation if he or she works at least thirty five (35) minutes but less than fifty (50) minutes past the end of the shift.
  - (4) An officer shall be eligible for one hour of overtime compensation if he or she works at least fifty (50) minutes but less than sixty five (65) minutes past the end of the shift.
- d. Officers shall be eligible for a minimum of two (2) hours of overtime for each required court appearance provided that the officer is not on duty during any portion of that court appearance.
- (1) If the officer's attendance at court occurs subsequent to his/her regularly scheduled shift, the officer will only receive overtime compensation for that period in which he/she was not working their normal duty hours.
  - (2) If the amount of time in court exceeds two (2) hours, overtime pay shall be calculated in accordance with the additional sections within this policy that addresses overtime compensation.
  - (3) Travel time to and from court is not considered overtime.
  - (4) In an effort to manage overtime pay, a supervisor is authorized to order an officer to take off the number of hours worked over because of court during a subsequent work shift, provided that the time taken off occurs within the same pay period in which the court appearance was required.
- e. Officers shall be eligible for a minimum of two (2) hours of overtime compensation for each required court appearance or approved training session that occurs on the officer's **regularly scheduled day off**.
- f. Officers shall be entitled to overtime compensation for training if such training occurs during an officer's time off. **The training must be approved by the Texarkana Police Department prior to attendance.**
- (1) In an effort to manage overtime pay, a supervisor is authorized to order an officer to take off the number of hours worked over because of training during a subsequent work shift, provided that the time taken off occurs within the same pay period in which the training was required.
- g. Sworn personnel will work a twenty-eight (28) day work schedule pursuant to USC & 207(k).

E. Compensatory Time

- 1. The City of Texarkana, Arkansas no longer allows for the accrual of compensatory time for any employee. In accordance, members of the Texarkana Police Department cannot accrue compensatory time.

F. Holiday Pay

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3. Vacation date selection will be made available on a seniority basis with senior officers selecting their vacation period first. All other officers will follow in order of seniority. The vacation schedule should be reviewed by supervisors and adjustments to manpower made to reduce the use of overtime. Once a vacation request has been approved, it will not be changed unless approved by a supervisor. Employees can not hold over more than 240 hours of accumulated annual leave as of December 31 in any year without approval in writing by the Chief of Police and City Manager.
4. During those periods that find employees requesting intermittent vacation throughout the year, it shall be the responsibility of the immediate supervisor to schedule and approve vacation leave for subordinates. Scheduling should be accomplished giving due consideration to the wishes of the employee, the needs of the division, and allow for minimal interference with the operations of the Department.
5. Employees can find more detailed information in Section 4.01 of the City Personnel Policy Manual.
6. Vacation time may be used in an emergency to supplement other leave benefits that may have been depleted with approval of the officer's supervisor.
7. No vacation time may be taken before accumulation.
8. Vacation time slots will be requested beginning in January on a seniority basis.
9. **Exchange of duty time to Facilitate Leave and Regular Days Off:**

- (a) **Exchange of duty time or an exchange of shift assignments with another officer is discouraged.** Requests for the exchange of duty time or shift assignments will be made to the requesting officer's immediate supervisor and shall contain the specific need that precipitated the request. Excessive requests for duty time exchanges—or officers who engage in activities other than those identified within the request—are prohibited. All authorized exchanges of duty time shall be of equal rank unless otherwise approved.

**B. Sick Leave**

1. The Texarkana Police Department recognizes that the inability to work because of illness or injury may cause economic hardships on our employees. For this reason, the City provides paid sick leave to full-time employees. Temporary or part-time employees do not earn sick leave.
2. An employee may utilize sick leave for the following reasons:
  - (a) Personal illness or physical incapacity;
  - (b) Quarantine of an employee by a physician or health officer;
  - (c) Illness in the immediate family, which would require the employee to take care of a family member (s). Immediate family is defined as spouse, children, and parents; or
  - (d) Medical, dental, or optical medical appointments.
3. All commissioned personnel accrue sick leave with full pay computed at the rate of 6.2 hours per pay period under (A.C.A. 14-52-107) or 20.15 days per year.
4. **Employees needing to utilize sick leave should call or notify their immediate supervisor at least one (1) hour prior to the beginning of their shift.** If their supervisor is unavailable, then the report will be made to the on-duty supervisor for the record. **A phone call to a secretary, clerk**

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**or a dispatcher does not fulfill this requirement.** The affected employee should continue attempts to contact their immediate supervisor.

5. **All employees utilizing sick leave will confine themselves to their residence for 24 hours.** Should it become necessary to leave for any reason, the on-duty supervisor will be notified of the employee's justification for leaving the residence. **An employee going to a medical facility for treatment or medical attention does not have to report to an on-duty supervisor before leaving his/her residence.** Emergencies and picking up medications are justifications for leaving your residence without notification of the on-duty supervisor. Personnel shall not engage in off-duty employment within the same 24-hour period that sick leave is granted.
6. All employees may utilize sick leave on a limited basis to provide primary care for a sick or injured member of their immediate family as defined by City Personnel Policy. **Employees may utilize up to 24 hours of sick leave for this purpose during any 12-month period. The Chief of Police or his designee may approve an exception to this subsection based upon the circumstances of the illness.** Any employee desiring such an exception should make a request through the chain of command. Each case will be evaluated on its merits and seriousness of the illness. With permission from their immediate supervisor through the chain-of-command, employees may take additional time off by using vacation hours or leave without pay in lieu of sick leave.
7. No employee, who is not actually ill, will be allowed to "burn up" accumulated sick leave in conjunction with retirement or the termination of their employment. Officers participating in the Police Pension and Relief Fund of Texarkana, Arkansas have certain rights under **Uniform Sick Leave Statute (A.C.A. 14-52-107)**. Sick Leave is discussed in more detail in Section 4.02 of the City Personnel Policy Manual.
8. Abuse of sick leave is considered a serious violation of rules and regulations and can result in disciplinary action up to and including termination of employment.
9. Supervisors may require a medical exam(s) of an employee, who habitually requests sick leave. A supervisor believing an employee is not capable of performing his/her required duties may recommend through the chain of command the employee submit to a medical examination. Any officer absent from duty reporting illness shall, at the discretion of the Chief of Police, submit to an examination by the City physician at the City's expense.
10. Any employee missing three (3) consecutive working shifts due to injury or illness may be required to submit a physician's statement as to his/her health prior to returning to work. In those cases where a supervisor has reason to suspect the illness is questionable, the Chief of Police shall have the authority to require second and third opinions on an employee's illness. Examinations will be by physicians of the City's choice and at the City's expense.

C. Meal Breaks

1. Officers assigned to an eight hour shift are authorized one sixty (60) minute meal break per duty shift.
2. Missed meal breaks are not compensable.

**VIII. Vacation, Sick Leave, Holiday Leave and Breaks—Non Sworn Personnel**

A. Vacation

1. Vacation policies for non sworn employees of the Texarkana Police Department are described in the City of Texarkana's Personnel Policy.

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B. Sick Leave

1. Sick leave policies for non sworn employees of the Texarkana Police Department are described in the City of Texarkana's Personnel Policy.
2. Non sworn personnel shall accrue sick leave with full pay computed upon a basis of 4.0 hours per pay period, or 13 days per year.
3. **Employees needing to utilize sick leave should call or notify their immediate supervisor at least one (1) hour prior to the beginning of their shift.** If their supervisor is unavailable, then the report will be made to the on-duty supervisor for the record. **A phone call to a secretary, clerk or a dispatcher does not fulfill this requirement.** The affected employee should continue attempts to contact their immediate supervisor.
4. Abuse of sick leave is considered a serious violation of rules and regulations and can result in disciplinary action up to and including termination of employment.

C. Holiday Leave, Breaks and other Absences

1. Policies defining the various types of absences and leave for non sworn members of the Texarkana Police Department are described in the City of Texarkana's Personnel Policy.

**IX. FMLA, Administrative Leave and Duty Absences—All employees**

A. The Family Medical Leave Act (FMLA)

1. The Family and Medical Leave Act of 1993 was passed by Congress in 1993 and requires employers to provide up to 12 weeks of unpaid job protected leave to “eligible” employees due to a serious health condition or to care for a sick family member or to care for a new son or daughter (including by birth, adoption or foster care). Employees are eligible if they have worked for a covered employer for at least one year, and worked 1,250 hours over the previous 12 months. FMLA is explained in detail in section 4.17 of the City Personnel Policy Manual.
2. Advance Notice and Medical Certification is required. The employee must provide 30 days advance notice when the leave is “foreseeable”. The City will require medical certification to support a request for leave because of a serious health condition. The City may require a second or third opinion at the City’s expense as well as a fitness for duty report to return to work. Taking this leave may be denied if requirements of FMLA are not met.
3. While employees are off on FMLA leave, the City must maintain the employee’s health insurance under any “group health coverage plan”. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. You have certain rights as explained in Section F of Chapter 3 for taking paid sick leave with the Chief of Police’s written approval.  
  
➤ **Note: The failure of an employee to return to work at the conclusion of the leave may subject the employee to termination.**
4. Employees who are qualified under the **Family Medical Leave Act of 1993, 29 U.S.C. 2601**, known by its abbreviated name as FMLA, may also use FMLA leave for their own serious illness or injury. Utilization of FMLA leave for the purpose of providing primary care to a qualified family member, who has a serious illness or injury, is also permitted. Employees may utilize 24 hours of sick leave for this purpose during any 12-month period. After that point, the employee may take vacation, compensatory time, or leave without pay in lieu of sick leave. The Chief of Police or designee may approve an exception to this subsection based upon the circumstances of the illness.

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Any employee desiring such an exception should make a request through the chain of command. All required FMLA paperwork, including the signed physician’s certification, should be completed and forwarded to the Services Division Commander as soon as practical.

5. The passage of the National Defense Authorization Act of 2008 creates two (2) additional FMLA entitlements. Under FMLA, the Act establishes Qualifying Exigency Leave under which eligible employees may take up to twelve (12) weeks of FMLA leave for reasons related to the call to active duty of covered service member spouses, children or parents. Families of service members who are on active duty in the regular armed services are also eligible for this type of leave if the service member is deployed on active duty in a foreign country. The U.S. Department of Labor has declared Qualifying Exigency Leave must fit into the following categories:
  - a. When the service member has received one week’s or less notification of an impending deployment;
  - b. For military events and related activities;
  - c. For urgent—as opposed to recurring and routine—child care and school activities;
  - d. For financial and legal tasks to deal with a family member’s active duty status;
  - e. For counseling for the employee or child who isn’t already covered by FMLA;
  - f. To spend time with the covered service member on rest and recuperation breaks during deployment;
  - g. For post-deployment activities; and
  - h. For other purposes arising out of the call to duty, as agreed upon by the employee and employer.
  
6. Under FMLA, the Act also establishes Military Caregiver Leave which authorizes an eligible employee to take up to twenty-six (26) weeks of leave during a single twelve (12) month period to care for a covered service member. The eligible employee may be a spouse, parent, child or next-of-kin of a service member who is in the regular armed forces, Reserves, Guard or anyone in those categories who has been placed on a temporary disability retired list.
  - a. Employees may also take military caregiver leave to care for family members who sustained a qualifying injury for up to five (5) years after they have been discharged from military service.
  - b. The term “parent” does not include in-laws. The term “next-of-kin” is defined as categories of blood relatives, in order of priority; however, the service member may make a written notification that designates a specific blood relative who will serve as the service member’s next-of-kin.
  - c. For purposes connected directly to Military Caregiver Leave, the qualifying year begins with the first date of caregiver leave and ends twelve (12) months later. The twenty-six (26) weeks of leave may be taken concurrently or intermittently.
  
7. In accordance with standard FMLA leave, all employees affected by the new portions of the Act shall continue to apply for such leave in a manner consistent with existing policy. The Texarkana Police Department reserves the right to request all information to which it is entitled that serves to document the conditions that justify leave beneath these conditions.

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C. Leave Without Pay

1. A leave of absence without pay for a reasonable length of time may be approved on request if an employee can be spared from work and if such leave would not require the employment of a replacement. All requests for leaves of absence without pay must be approved by the Chief of Police and the City Manager. Such leaves of absence, if approved, will not increase or add any additional benefits or allow accrual of additional benefits. See City Personnel Policy Section 4.05.

D. Funeral Leave (City Policy 4.07)

1. Employees may be granted up to (5) consecutive days bereavement leave with pay per each loss upon the notification of a death in the employee's family. The employee's family recognized for this benefit shall include only the following: employee's spouse, child (or stepchild), parent (or stepparent), brother (or stepbrother), sister (or stepsister), legal guardian, grandparent, grandchild, grandparent-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law and brother-in-law.
2. An employee called for service as a pallbearer may be allowed time off from work with pay for the time necessary to serve as a pallbearer.

E. Court Leave and Subpoenas (City Policy 4.04)

1. Employees will be granted leave with pay when subpoenaed for court as a witness in criminal or civil cases in which the City of Texarkana or other political subdivision or government agency is a party in which such matters are related to their employment with the City of Texarkana.
2. Employees subpoenaed in civil or criminal cases not related to actual departmental duties will be excused from work, but lost time will be deducted from their pay unless the employee requests vacation.

F. Jury Duty (City Policy 4.04)

1. Employees will be granted administrative leave with pay for time used in the performance of jury duty.
2. Employees will be responsible for presenting proper jury service documentation to their supervisor.
3. Employees will notify their supervisor as soon as practical after receiving notification for jury duty if requested.

G. Educational Leave (City Policy 4.06)

1. Educational Leave may be requested in accordance with City Personnel Policy 4.06.

H. Emergency Leave

1. The Department understands employees of the Agency will sometimes encounter unanticipated or unexpected events that prevent the employee from reporting for duty as scheduled. Should an employee encounter such circumstances, the employee must notify his/her immediate supervisor at least one (1) hour before the employee's work shift is scheduled to begin, or if the circumstances dictate, as soon as practical. At the supervisor's discretion, the employee unable to report for duty may receive annual leave for the period in question, or he/she may be carried absent.

I. **Absent From Duty (AWOL)**

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1. Employees of the Agency who fail to report for duty at the scheduled date, time and place without obtaining approval from his/her immediate supervisor will be considered Absent Without Leave (AWOL). No employee of the Agency shall leave a duty assignment without obtaining proper authorization from a supervisor.
2. Whenever an employee is classified as AWOL, the Shift Commander—or appropriate supervisor within the affected Division—shall file a written report to the appropriate Division Commander that documents the absence as soon as practical. The Division Commander shall immediately forward the report to the Chief of Police.
3. **Any absence without leave exceeding three (3) days, or seventy-two (72) hours, may be treated as a voluntary resignation. Each such incident will be judged on its own merits.**

**X. Educational Tuition Incentive**

- A. All members of the Texarkana Police Department are eligible to receive educational tuition benefits at accredited learning institutions, up to a maximum amount per semester that is established by the Human Resources Department for this benefit.
- B. The City of Texarkana will pay for 100% of the tuition costs on behalf of the member, up to the maximum amount described in section A, provided that the member completes that course with a grade of "C" or higher.
- C. If the member does not complete the course, or completes the course with a grade of less than a "C", then the member shall be required to reimburse the City of the total cost incurred by the City for the member's tuition benefits for that semester.
- D. Applications for this benefit are to be made through the Personnel Office.

**XI. Insurance Benefits**

- A. The City of Texarkana provides all full time members of the Texarkana Police Department with insurance benefits. Family coverage is deducted from pay bi-monthly.
- B. The City of Texarkana provides all full-time members of the Texarkana Police Department with the following insurance benefits:
  1. Medical Insurance;
  2. Dental Insurance;
  3. Vision Insurance;
  4. Basic Life Insurance/Accidental Death and Dismemberment Insurance; and
  5. Long Term Disability Insurance.
- C. The City of Texarkana also offers each full time member of the Texarkana Police Department the opportunity to enroll in coverage for themselves and their eligible dependents for the following benefits:
  1. Medical Insurance;
  2. Dental Insurance; and
  3. Vision.

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**XI. Retirement Benefits**

- A. All sworn members of the Texarkana Police Department will be entitled to retirement benefits as prescribed by the Arkansas Local Police and Fire Retirement System (LOPFI), pursuant to Arkansas statutes 24-10-101 through 24-10-106 or if hired before 1983, the Local Police Pension and Relief Fund.
- B. All non-sworn members of the Texarkana Police Department will be entitled to retirement benefits as prescribed by the Texarkana Public Employee's Retirement System established by City of Texarkana Ordinance 3409.

**XII. Workers Compensation / Occupational Injuries**

- A. All employees of the Department are covered for job related injuries by the City of Texarkana, Arkansas' Worker's Compensation Insurance (A.C.A 11-9-101). All employees shall be entitled to an injury leave of absence for periods of time commensurate with the nature of the injuries received while acting in the line of duty and in the course of employment for a period not to exceed six (6) months.
- B. In no case will the compensation received during periods of injury leave—to include Workmen's Compensation benefits—exceed the full base-pay of the employee at the time the injury occurred.
- C. The initial eight (8) day period an employee is placed on leave with a work-related injury shall be carried as standard sick leave. Upon the 9<sup>th</sup> day of the employee's leave, Worker's Compensation pays 66.67% of the employee's pay while the remaining 33.33% of the employee's pay is covered by standard sick leave.
  - 1. The following defines the percentage of Worker' Compensation benefits:
    - a. 8 hours ----- 5.34 hours of Worker's Compensation benefits and 2.66 hours of standard sick leave.
    - b. 40 hours ----- 26.67 hours of Worker's Compensation benefits and 13.33 hours of standard sick leave.
    - c. 80 hours ----- 53.34 hours of worker's Compensation benefits and 26.66 hours of standard sick leave.
- D. Employees who become injured in job-related activities should immediately notify a supervisor. The supervisor—upon learning of the injury—will complete the respective Worker's Compensation forms no later that twenty-four (24) hours after the report was received. Once completed, the forms shall be returned to the Services Division Commander through the appropriate chain-of-command. The Services Division Commander will forward the completed paperwork to the City's Personnel Office. The eligibility requirements and rules are discussed in greater detail within Section 4.12 of the City's Personnel Manual.
- E. Worker's Compensation claims are managed by the Personnel office and forwarded to the insurance carrier. Employees who find themselves on injury leave shall follow the same guidelines as set forth within Department's policy pertaining to standard sick leave.
- F. An annual review of on duty injuries will be conducted by the Services Commander or his designee which should include recommendations for changes in policy, training, or equipment to reduce injuries Annual safety training will be provided to all employees.
- G. Light Duty Status

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- a. Employees desiring to return to duty under “light duty conditions” shall submit a letter through the appropriate chain-of-command requesting to be utilized under these conditions. The letter should be accompanied by supporting documentation from the employee’s treating physician that identifies what category of duty the employee is authorized to perform.
- b. The respective Division Commander will evaluate the request and determine if such an assignment is available within the Division. If no assignment is available, the Division Commander will confer with the other Commanders within the Agency to determine the availability of positions. If the determination is made a position exists, the employee will be instructed to report to the appropriate Division Commander.
- c. The respective Division Commander will remain responsible for monitoring, evaluating and maintaining medical information affecting the employee so assigned to the light duty position. When deemed appropriate, and in accordance with established City policy, the Division Commander shall have the authority to compel the employee to submit to a second medical examination at the Department’s expense.
- d. All medical documents will be forwarded to the Personnel and Training Section for inclusion within the employee’s medical file. Employees assigned to the light duty position shall provide bi-weekly status reports to the appropriate Division Commander utilizing the established chain-of-command.

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