




# City of Manassas Police Department General Duty Manual



Effective Date: 01-15-2008	<b>GENERAL ORDER</b>	Number: 03-05
Subject: Compensation and Benefits		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 05-30-2018		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 22.1.1	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

## PURPOSE:

To outline compensation, benefits, and conditions of work for the Department.

## POLICY:

The nature of work performed by the Department requires that special attention be given to compensation for this work and to benefits offered to members if the Department is to compete successfully in the labor market and retain competent members. Every effort should be made to provide service at a reasonable cost, to compete for qualified applicants, to retain competent members, to offer advancement and promotion incentives, and to reward superior performance.

## DISCUSSION:

Nothing in this directive is to be construed as a contract or a guarantee of permanent employment. The City government has no collective bargaining agreements with sworn or non-sworn members of the Department.

## PROCEDURE:

### I. Salary Program

- A. Job task analysis and the City's Pay and Classification Plan are the means used to determine the elements of the salary program. The classification plan is further described in the City Employee Handbook.
- B. The Department's salary program is reviewed annually by the Chief of Police in conjunction with budget preparation.
- C. Every effort is made to recommend competitive salaries. Both the means for determining the entry-level salary and the criteria used for determining separation of salary between ranks and increases within ranks is reviewed in terms of fairness.
- D. The City's Pay and Classification Plan and other position, salary and classification information is available in the Office of the Chief of Police or from the Department of Human Resources. The plan includes:
  1. Entry-level salary.
  2. Salary range within ranks.
  3. Salary differential between ranks.
- E. The City Employee Handbook contains information regarding the following:
  1. Compensatory policy
  2. Overtime policy
  3. Types of salary augmentation
- E. Members are encouraged to present any existing evidence of needed salary increases or adjustments either individually or collectively. This information should be presented to the Chief of Police concurrently with budget preparation.

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**II. Benefits Program**

- A. Newly hired members are required to attend an orientation program presented by the Department of Human Resources. A portion of the orientation program is designed to explain to the newly hired member, the benefits available to City employees.
- B. The City Employee Handbook is discussed at the orientation for new employees. The Handbook provides an overview of available benefits, including:
  - 1. Paid holidays.
  - 2. Types and amount of leave, including sick, administrative and annual or vacation leave.
  - 3. Family and Medical Leave Act (FMLA)
  - 4. Flexible benefits program.
  - 5. Health insurance programs
  - 6. Disability/ death benefits programs
  - 7. Educational benefits
  - 8. Support services available in the Employee Assistance Program (EAP).
  - 9. Retirement plan.
  - 10. Liability protection program.
  - 11. Immunizations and vaccinations as applicable based on the employee's position
- C. The City Employee Handbook and new employee orientation session provides the expectations and requirements of employees in regard to the following policies:
  - 1. Physical examination policy – When a physical examination is required by the City, it is provided at no cost to the member.
  - 2. The general health and physical fitness policy, where applicable. This includes an explanation of the smoking policy for newly employed sworn police officers.
  - 3. Uniform / clothing policy
  - 4. Off-duty employment policy
- D. Answers to specific questions concerning benefits may be obtained from the Department of Human Resources during normal business hours.

Attachments: N/A

Index as: Compensation and Benefits.  
Salary.  
Benefits.

References: N/A