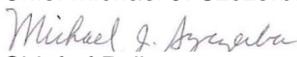


		DIRECTIVE 1.7			
SUBJECT Compensation, Benefits, and Conditions of Work		NO. PAGES 6			
DISTRIBUTION All Personnel	AMENDS Directive §1.7 Dated: 11/06/06	THIS ORDER CANCELS <ul style="list-style-type: none"> • Cross Ref Dir 6.51 • Cross Ref Dir 7.2 • Cross Ref Dir 6.49 • Cross Ref Dir 6.58 			
DATE OF APPROVAL 12/13/2011	DATE OF ISSUE 12/19/2011	Applicable Accreditation Standards			
		22.1.1 22.3.1	22.2.1 22.3.2	22.2.2	22.2.3
ISSUED BY: Chief Michael J. Szczerba  Chief of Police Reviewed: 10/19/2011					

Compensation, Benefits, and Conditions of Work

Directive: 1.7

It is the policy of the Wilmington Department of Police to require that special attention be given to compensation and benefits offered to members of the Department in order to attract and maintain qualified personnel.

A. Compensation

The salary plan for members of the Department of Police, both sworn and civilian members, is based exclusively on the current collective bargaining agreements between the City of Wilmington Government, the Fraternal Order of Police Lodge #1, and the American Federation of State, County, Municipal Employees Local #1102 and #1102 B (AFSCME) and Chapter 40 of the Personnel Code. A copy of the agreement is available to any member by contacting either the Lodge or the Local #1102 representative. The agreements cover such areas as:

- Entry-level salary for members of the Department
- Salary Differential within ranks (Sworn)
- Salary Differential between grades (Civilian)
- Salary Differential between ranks (Sworn)
- Overtime Policy
- Shift Differential

The salary plan for members of the Department is applicable for the life of the contract or as approved by ordinance. The entry-level salary for members of the Department, salary

differential within and between ranks and grade and shift differential, are all established at the time of the collective bargaining agreements or by Ordinance/Personnel Code. The salary program is reviewed and re-negotiated at the start of collective bargaining negotiations, which is usually in March of the year that the collective bargaining agreement expires.

Salary increase is based on either time within a rank, promotion, or advancement through the Career Development Program for sworn members (See Directive 6.49 and 6.58). Salary increase for civilians is also based on time within a grade, promotion, or change of job classification. Overtime & Compensatory time records are explained in detail in Directive 6.51 in the Police Officer's Manual.

Refer to the current Fraternal Order of Police Collective Bargaining Agreements for pay scale, comp time, shift differential, and benefits which include administrative holidays, sick and vacation. For civilian employees refer to either Locals 1102 and 1102B or Chapter 40 of the Personnel Code.

To be eligible for shift differential, an officer must work a minimum of two (2) hours of straight time during the hours outline in the current Collective Bargaining Agreement between the City of Wilmington and the FOP Lodge #1 under Article 19 Hours of Work, Section 19.4 Shift Differential.

B. Benefits

The City of Wilmington provides to sworn members and civilians certain benefits as a result of the collective bargaining agreements and the City Code between the City and the respective bargaining units. These benefits include, but are not limited to, such items as, uniforms and equipment, paid overtime, vacation, educational reimbursement, insurance, health insurance, retirement and pension.

1. Uniforms and Equipment

Uniforms and Equipment are provided to sworn members at no expense. In addition, the cleaning and maintenance of all uniforms is provided by the City at no cost.

2. Paid Overtime

Officers receive compensation at the rate of one and a half times their regular pay for all overtime worked beyond the scheduled shift. Attendance in Court during off-duty hours is compensated based upon the officer's schedule. For further, refer to the current Collective Bargaining Agreement, as well as Directive 6.51.

3. Vacation

Paid vacation is provided annually according to the following schedule:

- 5 days (40 hours) vacation after 6 months of continuous employment.
- 12 days (96 hours) vacation after completion of one year of continuous employment.
- 15 days (120 hours) vacation after completion of 5 years.
- 20 days (160 hours) vacation after completion of 9 years.
- 22 days (176 hours) vacation after completion of 12 years.
- 25 days (200 hours) vacation after completion of 15 years.

4. Educational Reimbursement

The City of Wilmington will provide financial assistance to employees in allocated positions for approved college courses and approved certification training not reimbursable by their Department. In order to be eligible for educational reimbursement, the employee must submit an Educational Reimbursement Form to his supervisor detailing the course title, description and its applicability to his current position. Employees must have completed at least (1) one year of continuous service. Refer to the City of Wilmington Educational Reimbursement Form, Policy 400.1., which can be obtained from Human Resources Division.

5. Life Insurance

A maximum of \$50,000.00 life insurance policy is provided by the City of Wilmington for each officer. In addition, the City will provide Accidental Death and Dismemberment coverage of \$50,000.00. Additional coverage can be purchased by an officer through payroll deductions.

6. Health Insurance

The City offers a complete line of health care packages which each individual can select to meet his or her needs. Members can receive complete information by contacting the City of Wilmington Human Resources Department.

7. Retirement & Pension

Officers become vested in the pension plan after completion of five years service. After twenty years of service, an officer may retire with a yearly pension of one half of his annual salary at the time of retirement, payable for the remainder of their life. There is also a survivor's benefit to protect the officer's spouse and children. Any police officer hired after March 6, 1995, should refer to the State Pension Plan, Chapter 88, Delaware County and Municipal Police/Firefighter Pension Plan.

Benefits for civilian personnel are separate from sworn members. For details refer to civilian contract.

C. Holiday Leave

Sworn members of the Department shall have the option of receiving cash payment or comp

time at straight time compensation for such other days as the Mayor shall designate, other than the holidays listed in the CBA if the employee works on such days. The Holidays recognized by each bargaining unit is outlined in their respective collective bargaining agreements.

The compensation provided shall be paid on the basis of a five (5) day, forty (40) hour week for the holidays listed and all other holidays declared by the Mayor.

Commanders of those divisions or units which are authorized by the Chief of Police to be off on official holidays are reminded that officers must work at least five (5) holidays. Additionally, the Commanders of those divisions or units authorized to be off on holidays shall ensure that at least one (1) officer is working on each holiday. The exceptions to this are: the New Year's Day Holiday, the Thanksgiving Holiday, and the Christmas Holiday, on which all personnel from those authorized divisions or units may be off.

D. Vacation Schedule

Vacation shall not be accumulated from year to year. It must be taken in the calendar year applicable except that a maximum of 10 days (80 hours) vacation for police officers and 10 days (80 hours) for civilian employees can be carried over to the following year. Those officers entering his 19th year of service may take accrued vacation for which an employee is eligible for and carry it over to the 20th year to be used prior to retirement. For further information, refer to the CBA.

Vacation selections will be determined at the division level on the basis of rank, with length of service in rank determining right of selection between members of equal rank. Patrol officers within a division shall pick on the basis of departmental seniority.

Vacation may be taken in less than one-week periods when approved in advance by the officer's commander. Civilian employees need to have written approval from their supervisor at least seven working days prior to the requested day(s) off.

If the observance day for a holiday falls within a scheduled vacation period, an additional day of vacation shall be granted. The observance day for holidays falling on weekends is as follows:

According to City Code, Section 40-13 (D):

"If any of the legal holidays fall on a Sunday, the Monday following shall be the legal holiday. If any of the legal holidays fall on Saturday, the Friday preceding shall be the legal holiday."

This section shall be the determining factor in granting additional vacation days to compensate for holidays occurring during vacation periods. Officers changing their two-day selection at a later time or officers requesting to take vacation in increments of less than (5) days will not be entitled to the extra day for the holiday.

The amount of vacation to which an officer is entitled will be selected in the following manner and order:

- (1) Two-week period
- (2) Third-week period
- (3) Fourth-week period
- (4) Fifth-week period
- (5) Two-day selection
- (6) Holdover vacation from previous year

The overall vacation period will run from January 1 through December 31 of each year. Therefore all one and two-week selections will begin on January 1 of each year.

Once the vacation schedule is complete, no changes will be made unless a REQUEST FOR LEAVE OF ABSENCE FORM, RCS 17-1-79, is submitted requesting a change in vacation. The request must be submitted to and approved by the Chief of Police.

Any officer who is transferred to another division will inform his new commander of his previously-selected vacation dates. The commander will decide whether the officer can take his original vacation or if he must choose another vacation period. If an officer must select another vacation period, the procedures herein will apply.

Vacation Selection within Division

Divisions within the Department of Police are authorized the following number of officers on vacation during the same period of time:

Criminal Investigations Division	████████████████████
Drug, Organized Crime And Vice Division	████████████████████
Evidence Detection & Identification Units	██
Human Resources Division	████████████████████
K- 9 Unit	████████████████████
Mobile Enforcement Team	██
Neighborhood Police Officers Unit	████████████████████

Office of Professional Standards Division [REDACTED]

Support Services & Communications Technology [REDACTED]

Special Operations Division [REDACTED]

Uniform Services Division [REDACTED]
[REDACTED]

Youth Aid [REDACTED]

No [REDACTED] sergeants nor a lieutenant and a sergeant from the same platoon in Uniform Services Division will be permitted off at the same time. A lieutenant and sergeant from the same platoon in the Criminal Investigations Division will not be permitted off at the same time. No [REDACTED] lieutenants in any one division will be permitted off at the same time. Also, no [REDACTED] sergeants nor a lieutenant & sergeant in the Neighborhood Police Officers Unit will be permitted vacation at the same time. Civilian employees are authorized to choose vacation periods that do not create manpower shortages, as determined by their supervisors.

E. Physical Examinations

Mandatory periodic physical examinations are provided by the City of Wilmington at no cost to members of the Department. The examinations are scheduled by the medical dispensary in conjunction with the Human Resources Division on a yearly basis. Members of the Department are notified by the Human Resources Division when to report for the physical exam, which involves an exam conducted by a Physician employed by the City of Wilmington. Members are also required to submit to such tests as vision, hearing, EKG and urinalysis that are also provided at no cost by the City.

As part of this yearly process and per Directive 7.2 (M), members are required to maintain a level of physical fitness required by the Medical Dispensary Physician.

F. Personnel Support

Any member who requires information or help on Employee Services can contact the Human Resources Division for assistance. Such services provided by Human Resources Division include, but are not limited to, information on employee benefits, counseling, and help for members in cases of injury or death.