

work. Notice to supervisor of negotiations shall be made 72 hours in advance of meeting to allow manpower scheduling.

ARTICLE 18 - TEMPORARY SUBSTITUTIONS

Section 18.1: When an employee in the bargaining unit is either assigned to temporarily fill a position higher in rank than his/her regular position or performs duties equivalent to such higher rank, said employee shall receive the designated pay for that higher rank.

Departmental or rank seniority, availability with the Operations / Support Bureaus and their Divisions, and necessary training qualifications, will be the main factors for the Chief of Police or Bureau Commander to consider when determining who should be entitled to higher position pay. However, a creation of a vacancy will not automatically create a need for a temporary substitution to a higher rank.

The below list of Divisions/Assignments indicate which positions will be automatically and non-automatically create a need for a temporary substitution.

Section 18.2: Automatic higher position increase within Bureau/Division/Assignments:

- a. Uniform Patrol Division (as outlined in Section 18.1)
- b. Criminal Investigations Division (Detective and weekdays only)
- c. Traffic Services (Traffic Officers and weekdays only)
- d. Narcotics & Special Investigation Unit (Narcotics Officers and weekdays only)
- e. Support Services Division (weekdays only)
- f. Community Impact Unit/Street Crimes

Contractual Note: In instances where a patrol sergeant finds himself to be the sole promoted person on patrol, regardless of the day of the week, or in instances where the day shift or night shift watch commander is off on a normally scheduled work day, the senior on-duty sergeant will receive the requisite higher position pay.

Section 18.3: Non-Automatic increase to higher position:

- a. Chief's Office Staff Officer
- b. Operations Bureau Staff Officer
- c. Office of Professional Standards
- d. Crime Analysis Officer
- e. Community Partnership Team (CPT)
- f. Evidence Officer

Section 18.4: In instances where the temporary promotion is not automatic on a daily basis, there will be a temporary assignment to a high rank when a vacancy occurs during the regular work days for more than two (2) days **or the Chief of Police** or Bureau Commander **determines that the higher position pay is warranted.**

Section 18.5: This article does not negate the management right to make assignments per department need. Changes to the Department's organizational structure will not negate the procedure for this article.

ARTICLE 19 - LONGEVITY

Section 19.1: Longevity will be capped at \$225 per year times the number of years employed after three (3) years. Said pay entitlement shall commence for all current employees on the scheduled pay date following their third (3rd) anniversary date of employment with the City.

Years of Service	Years x \$225.00	Years of Service	Years x \$225.00
3	\$675.00	12	\$2700.00
4	\$900.00	13	\$2925.00
5	\$1125.00	14	\$3150.00
6	\$1350.00	15	\$3375.00
7	\$1575.00	16	\$3600.00
8	\$1800.00	17	\$3825.00
9	\$2025.00	18	\$4050.00
10	\$2250.00	19	\$4275.00
11	\$2475.00	20	\$4500.00

Effective January 1, 2021, and perpetually² forward, longevity benefits will be the following:

Years of Service	Base Salary Increase	Years of Service	Base Salary Increase
3	2%	12	11%
4	3%	13	12%

² *Adverb.* Forever or for an indefinitely long time. *Contractual Note:* The longevity base salary increase will remain as delineated, until it is changed in negotiations of a successor agreement.

Temporary Substitutions / Higher Position Pay

1012.1 PURPOSE AND SCOPE

The purpose of this directive is to ensure personnel fair and equitable compensation in the event they are assigned to temporarily fill a position higher in rank than his/her regular position or to perform duties equivalent to such higher rank.

This department may utilize employees temporarily in established positions of higher classifications when the incumbent employees are absent from their positions because of leave, or other reasons, or when it is necessary to fill a vacant position.

Temporary Substitution / Higher Position compensation shall be determined by using the guidelines provided within this policy and as delineated in Article 18, Temporary Substitutions of the Fraternal Order of Police, Lodge No. 3 current contract.

1012.2 ARTICLE 18

TEMPORARY SUBSTITUTIONS

When an employee in the bargaining unit is assigned to temporarily fill a position higher in rank than his/her regular position or to perform duties equivalent to such higher rank, said employee shall receive the designated pay for that higher rank or equivalency for each hour assigned.

1012.3 POLICY

- (a) When an employee, in the absence of the supervisor, is assigned and performing the full duties and assignment of that supervisor, the individual shall be entitled to additional compensation over and above his/her base salary.
- (b) Acting employees will have the responsibility, accompanied by commensurate authority, to make decisions necessary for the timely and effective execution of their assigned duties.
- (c) Compensation for employees authorized to work out of classification shall follow the rules of promotion.
- (d) Individuals should not work out of classification more than one hundred twenty (120) consecutive days unless the vacancy cannot be filled immediately or exigent circumstances exist.

1012.4 PROCEDURE

HIGHER POSITION COMPENSATION FOR SWORN OFFICERS

- (a) In order for Higher Position compensation to be earned, an employee must be assigned by a Captain or higher, to perform the duties and responsibilities of a higher classification, and the member must serve in the Higher Position for an entire workday.

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- (b) An employee MAY be assigned to perform the duties and responsibility of the higher classification if the Supervisor in the higher class is absent for valid reasons including, but not limited to:
 - 1. Illness or incapacitation.
 - 2. Leave of absence.
 - 3. Use of vacation, personal, sick, or compensatory leave.
 - 4. Resignation/retirement.
- (c) * It should NOT be presumed that, because a supervisor is off, an employee of lesser rank must be appointed automatically to the Higher Position status.
- (d) Emergency Appointment- In the event that the on-duty Patrol Division Officer in Charge must leave work due to an unforeseen emergency, is injured or incapacitated to the extent that he/she cannot continue to supervise the following shall occur:
 - 1. If the Officer In Charge must leave work for an emergency reason and no other Supervisor is available (either currently on duty or being called in for duty), the on-duty Patrol Division Officer In Charge shall appoint the senior on-duty patrol officer, as the acting supervisor.
 - 2. If the on-duty, Patrol Division Officer in Charge is injured or incapacitated, the senior member at the scene/call shall immediately assume responsibility until relieved by the senior member of the shift. Appropriate departmental notifications to the Command Staff will be made in accordance with departmental policy.

DIVISION COMMANDER RESPONSIBILITIES

- (a) When a supervisor of comparable rank is not available to assume the duties of the absent supervisor, the Division Commander shall consider the following when determining whether or not a Higher Position assignment is appropriate:
 - 1. The designated member will actually perform the duties of the absent supervisor.
 - 2. That any incident occurring during the work shift will be handled by the Higher Position designee and will not necessitate calling in the absent supervisor.
- (b) Division Commanders must also recognize that the appointment of an acting supervisor to one rank does not always require the same action in each preceding rank. (A sergeant appointed to fill a temporarily vacated lieutenant's position does not automatically require that an officer be appointed to fill the sergeant's position.) In many instances, the member assuming Higher Position status can perform the additional duties required as well as the duties of their regular position.
- (c) Division Commanders shall determine that the appropriate requisites have been met for a member to receive the Higher Position compensation. Careful consideration must be given to determine that the Higher Position designee is actually fulfilling the duties and responsibilities of the higher rank and not simply performing regular duties while the supervisor is absent.