

CAMBRIDGE POLICE DEPARTMENT

Title: *COMPENSATION AND BENEFITS* **Procedure: 3.100**

Date Issued:

Revised:

PURPOSE:

To outline certain compensations and benefits for Department employees.

POLICY:

The Police Department will strive to provide and maintain a compensation and benefit program that will attract and retain qualified personnel and to provide the community with professional and efficient police services.

PROCEDURE:

COMPENSATION

1. The Department's salary program is established and controlled by the policies and procedures of the City government . This salary program addresses the following areas:

- entry level salary;
- overtime
- compensatory time
- salary differential between ranks;
- court time ;
- compensatory time;
- overtime;

2. Elements of the salary program for personnel are approved by the City Commissioners. Elements of the salary program for all Department personnel is determined by comparisons of wages with other communities and the fiscal position of the City . City approval on salary for all segments is made by the City Commissioners.

3. The Department's salary program is reviewed each year by the Chief of Police as part of the budget review process.

4. Salary augmentation is any pay that is added to the member's base salary. Such

salary augmentation includes overtime pay on a time and one half basis.

BENEFITS

1. Elements of the fringe benefits program for personnel are described in the City of Cambridge Employee Manual. Fringe benefits are determined and approved by the City Commissioners. Benefits provided include:

- Administrative Leave
- Holiday Pay
- Sick Leave
- Vacation Leave
- Retirement Programs
- Health & Life Insurance
- Death & Disability Insurance
- Liability Protection
- Uniform Allowance
- Education/Tuition Pay
- Employee Assistance Program

2. Before hiring employees will have an extended physical examination and chemical panel test. The examination will be performed at a qualified medical facility selected by the City at no cost to the employee.

3. All police department employees are required to maintain a level of fitness which will permit them to effectively carry out their assigned duties. Sworn personnel, prior to being hired, must pass the Mayland Police Training Commission standards for physical fitness. These standards are the criteria that sworn officers, based upon age and sex, would be expected to pass as a general level of health and fitness.

4. Non sworn personnel, radio communications and clerical, because of their sedentary job tasks will maintain a level

of general health and fitness necessary to perform their assigned duties.