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**4000 GENERAL EMPLOYMENT
POLICIES**
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4010 GENERAL

The general compensation, benefit and employment policies of the Tucson Police Department are based on City of Tucson policies, the current contracts with employee bargaining groups and state and federal laws. Additional information on these policies may be obtained from the Police Human Resources Division (HRD) or by viewing the *Administrative Directives* on the City's Intranet site.

4011 Compensation Administration [CALEA 21.2.2]

4011.1 Annual Compensation and Classification Plans

Each year the City of Tucson prepares a compensation plan covering all employees. The plan consists of minimum and maximum salary ranges and is prepared by the City's Human Resources Department. This is submitted annually to the Mayor and Council for adoption. Details on all salary ranges for Police Department employees may be obtained from the HRD.

The City of Tucson periodically reviews job classifications and descriptions as part of developing the compensation plan. The Police Department shall assist as needed in this effort by providing information and assistance as appropriate. Employees who wish to have their job classification reviewed should follow the procedures established in City *Administrative Directives*. Descriptions of all job positions in place at the Police Department are available for review on the City intranet.

4011.2 Pay Anniversary Dates

An employee's pay anniversary date is originally set as the date they are hired by the City of Tucson. This date is the basis for the annual performance review given to all employees. The date may be changed in the following ways:

- When the City adopts a new compensation plan that calls for a date change.
- When an employee receives a performance based compensation increase, a promotion, demotion, reduction in pay or a pay adjustment due to a reclassification.
- An employee on leave without pay status for more than ten working days will have their pay anniversary date moved forward the number of days they were on leave without pay. This adjustment does not apply if Family Medical Leave or Military Leave is used for the period in question.

4011.3 Use of the Personnel Action Request Form (PARF)

A Personnel Action Request Form (PARF) shall be prepared by the HRD anytime an employee is hired, promoted, demoted, or has a change in specific status, such as merit pay adjustments, assignment pay adjustments, leave without pay or transfers. PARFs for the Police Department shall be printed on blue paper.



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4011.4 **Pay Periods**

The City calculates compensation and pays employees on a biweekly basis. Generally, transfers, hiring, promotions and other employee actions take place at the start of a pay period. Pay periods start at 0001 hours every other Sunday. A calendar list of all pay periods is published annually by the City and is available on the Department Share Drive.

4011.5 **Non-Patrol Sworn Personnel Compensation** [CALEA 22.1.1 g]

Sworn personnel covered under the Tucson Police Officers Association (TPOA) contract in certain positions are eligible for additional assignment based compensation. When such a member transfers into or out of such a position, a PARF must be completed to make the necessary pay adjustments. Division Commanders are responsible for ensuring that the HRD is notified of any such transfers or changes as soon as possible in order to complete the PARF.

4012 **Normal Work Periods**

For *Fair Labor Standards Act* (FLSA) purposes the City has established the normal workweek as running from 0001 hours Sunday through 2400 hours Saturday night. It shall be a period of seven consecutive days, usually worked on an eight-hour/five-day, ten-hour/four-day, or 9/80 basis continuing in seven-day increments thereafter. See *GENERAL ORDER 4020* for information on Alternate Work Schedules.

4012.1 **Adjustment of Work Hours**

In order to reduce overtime expenditures, the Chief of Police may adjust the work hours of overtime eligible employees to meet the demands of the Department, consistent with the provisions of City *Administrative Directives* and current labor agreements.

4013 **Calculation of Time Worked**

Time Worked Records (rosters) must accurately reflect actual hours worked by an employee. All employees are responsible for ensuring that they completely and accurately report their work hours, including the use of any type of leave or deviation from their normal hours or work assignments.

4013.1 **Voluntary Work for the City**

Members shall not perform voluntary work without supervisory approval. In most cases such work shall be accomplished through adjustment of work hours or overtime compensation. Questions regarding voluntary work may be directed to the HRD Commander.



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4014 Overtime Policy [CALEA 22.1.1 f]

Department and City policies for overtime conform to applicable state and federal laws. Any portion of an authorized labor agreement signed by the City Manager, and approved by Mayor and Council, that is in conflict with a City *Administrative Directive* shall take precedence over the City directive.

Overtime on any job shall be allocated as evenly as possible among all employees qualified to do the work. For eligible employees, overtime is time worked beyond the normal forty (40) hour workweek.

Shift workers who must work outside their normally scheduled shift are given overtime for those hours worked beyond their normal shift regardless of the forty (40) hour minimum. Exempt employees are not eligible for overtime and receive the same amount of compensation regardless of the number of hours worked in a workweek.

4014.1 Approval of Overtime

A Supervisor or Commander must first authorize all overtime work. *Approval of Overtime* forms must be approved and signed by a submitting employee's chain of command within five calendar days in order to receive compensation.

Police Payroll shall immediately enter all overtime in the computer system within the period it has been earned. Police Payroll shall not accept *Approval of Overtime* forms signed by use of a signature stamp.

4014.2 Overtime Compensation [CALEA 22.1.1 e]

Overtime for eligible employees shall be compensated by cash payment at one and one-half times the regular rate of pay, or at the discretion of the Chief of Police, compensated with future time off (compensatory time (CT) at a rate of one and one-half hours for each hour of overtime worked. Refer to the current labor agreements for additional information on the accumulation and use of CT.

Part-time employees, who work more than their normal hours, but less than 40 hours in a seven-day period, shall receive pay at the straight time rate. Work in excess of 40 hours shall be compensated in the form of a cash payment or CT.

When providing services to another City department at that department's request, such personnel shall be paid at regular overtime rates provided they have completed the required number of hours needed to be eligible for overtime. Police employees will be paid by TPD for performing these services for other departments. Police employees shall submit overtime slips through their chain of command to Police Payroll showing the hours worked, the name of the user department, and the correct account number to be billed.

When providing services at promoter-sponsored events at the Tucson Convention Center, personnel shall be paid by the promoters at rates established by the Department for Special Duty services.



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Eligible sworn personnel required to attend judicial proceedings during hours other than their regular work hours shall be compensated in accordance with the provisions of the current TPOA Contract.

4014.3 Special Circumstance Overtime Compensation for Non-Sworn Shift Personnel

Overtime eligible non-sworn shift workers subpoenaed to attend judicial proceedings during hours other than their regular working hours to provide court testimony related to assigned work duties shall be compensated with a minimum of two hours of overtime pay, regardless of the forty (40) hour minimum, except when the court appearance occurs within 60 minutes of the employee's shift. In this case, the employee shall receive overtime compensation for the actual time spent in court, including the period of time between the court appearance and the employee's regular shift. The employee shall not receive a second two-hour minimum overtime if required to attend a second judicial proceeding within 60 minutes of the first judicial proceeding or within 60 minutes of the first two-hour minimum period.

4014.4 Call Outs

Work that is assigned on an emergency basis to an employee after the employee has already left the work site and is called back to work is considered a call out. Call out work does not include any planned overtime work.

Overtime eligible employees called back to work during an off duty period, shall be compensated with a minimum of two hours Call Out Pay if non-sworn, three hours if sworn. Time worked in excess of the minimum will be compensated as actual time worked. Depending on the situation, Call Out Pay will either be compensated at the straight time rate or at the overtime rate of pay.

Additional work assigned beyond the workday while an employee is still at the work site is not considered a call out, but is considered an extension of the workday eligible for overtime. Minimum Call Out Pay is not applicable.

If the employee is no longer at the work site or on the premises, and is called back to work, it will be considered a call out and the employee will be given the minimum two hours Call Out Pay if non-sworn, three hours if sworn.

Non-exempt personnel called out within sixty minutes of their regular shift or previous call out, shall be compensated for the actual time worked, including the period of time between the call out and their regular shift or previous call out. Minimum Call Out Pay does not apply to these situations.

4014.5 Holiday Call Outs

Overtime eligible employees called back to work on a holiday during the employee's regularly scheduled shift shall be compensated for the minimum two (or three if sworn)



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hours call out, or for the actual hours worked if greater than the two (or three) hour minimum, at the straight time rate of pay.

Overtime eligible employees called back to work on a holiday outside of the regularly scheduled shift shall be compensated at the overtime rate of pay for the minimum two hours call out (or three if sworn), or for the actual hours worked if greater than the minimum. However, all employees except shift workers must complete 40 hours in any workweek before they are eligible for the overtime rate.

Call outs for sworn personnel eligible for overtime are defined as: an emergency call back to work, investigative personnel called back to conduct immediate specialized or follow-up investigations, industrial follow ups, instructor assignments, speaking engagements, and required off duty meetings, including interviews by Internal Affairs.

4014.6 Overtime for Shift Changes

At the time of a shift change (such as the annual Field Services Bureau shift rotation or for officers in FTO), eligible sworn personnel shall be compensated at the overtime rate of pay for any hours worked when less than eight hours elapse between the end of one shift and the start of the next. Overtime shall be paid only for those hours worked that fall within the last eight hours of the former shift.

4014.7 Exempt Employees and Overtime

Exempt employees are not eligible for overtime because they fall into one of the categories exempted by the *Fair Labor Standards Act*. Exempt employees at the Police Department include all sworn Commanders and their comparable non-sworn Division and Section heads, as well as certain other administrative and professional non-sworn positions. (Refer also to City *Administrative Directive 2.01-2, Overtime Policies* for detailed listings of overtime exempt positions.)

Exempt employees who are required to work on a holiday, may, at the option of the Chief of Police, receive compensation for the holiday. The employee must submit a memo to Payroll from their Assistant Chief authorizing the holiday pay.

The Chief of Police may request that the City Manager approve overtime compensation for exempt employees for exceptional work assignments of limited duration of time when the work assignment of the employee, or group of employees, requires the employee(s) to work an excessive number of hours. When an overtime exception is obtained from the City Manager, the Department of Human Resources, Budget and Research, and the Accounting Division of the Finance Department must be furnished with a copy of the request and approval of the City Manager. All requests shall include effective beginning and ending dates.

4014.8 Stand-by Pay and Policies

In accordance with City policy, overtime-eligible non-sworn employees may receive stand-by pay for specified periods of time. Stand-by pay shall only apply in those



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instances when employees are specifically designated to respond to duty during the period of time when other shift employees are not performing services. Stand-by pay is not granted an employee simply because they are assigned a Department pager or because of occasional call outs.

Stand-by pay status must be authorized in advance of any such assignments by the Chief of Police. A copy of such approval must be forwarded to HRD as authorization for the payments, listing all employees in an assignment eligible for stand-by pay and the periods to be covered for each if the classification rotates among employees. Employees assigned to stand-by status who fail to respond to a service call shall not receive stand-by pay and shall be subject to discipline.

This policy is unrelated to the court stand-by provisions in *General Orders*.

Refer to *City Administrative Directive 2.01-1C, Stand-by/On-Call Pay*, for additional information.

4015 Compensatory Time, Vacation Leave and Sick Leave

4015.1 Accrual and Usage of Compensatory Time [CALEA 22.1.1 e]

Sworn police personnel eligible for overtime may accrue no more than two hundred (200) hours of accumulated compensatory time. Should an employee have an accumulated balance of 200 hours, all additional overtime compensation shall be in cash unless prior written approval from the City Manager has been received to exceed compensatory time limits. The Chief of Police may revoke the right of any employee to receive compensatory time compensation for overtime. Non-sworn employees in a labor and trades classification may accumulate 200 hours of compensatory time. Non-sworn employees covered under the TACE labor agreement may accumulate 200 hours of compensatory time.

Sworn employees may submit a written notice to Police Payroll requesting conversion of accumulated compensatory time to vacation. Sworn personnel may convert all or any portion of accumulated compensatory time to vacation leave at any time during the year, unless the conversion will cause the employee's vacation leave balance to exceed 288 hours.

The City may at any time "cash-out" any portion of an employee's accumulated compensatory time at the employee's hourly rate at the time of payment. An employee will be provided written notice and given an opportunity to convert compensatory time to vacation leave, if within allowable limits, prior to any cash-out.

All unused compensatory time must be paid at the time of separation from the City at the average regular rate of pay received by the employee or the final regular rate received by the employee. City policy and labor agreements may require that employees who are retiring or resigning from the City use all accumulated compensatory time prior to separation from the City, whenever possible.



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4015.2 Accrual and Usage of Vacation Leave [CALEA 22.2.1 d]

Vacation leave is accumulated by permanent full-time and part-time (working 40 or more hours per pay period) employees and probationary employees in either of these categories. Accumulation varies and increases with an employee's tenure with the City.

A maximum of 36 vacation days (288 hours) may be accumulated. Employees may begin to use accrued vacation leave at the end of six months of continuous service. Vacation leave earned within a pay period may not be used in that pay period. Vacation leave shall be used in half-hour increments and may, with the approval of the Chief of Police, be used instead of leave without pay or sick leave (excepting FML).

4015.3 Accrual and Usage of Sick Leave [CALEA 22.2.1 c]

Sick leave is accumulated by permanent full-time and part-time (working 20 or more hours per week) employees and probationary employees in either of these categories. Permanent and probationary full-time non-sworn employees accrue four hours of sick leave each pay period or 13 days (104 hours) per year. Part-time employees working 40 or more hours per pay period accrue sick leave in pro-rated amounts. Sick leave is cumulative with no maximum accrual.

Permanent full-time sworn employees shall accrue sick leave as follows:

Years of Service	Per Pay Period	Per Year
0 –10 years	4 hours	104 hours/ 13 days
10 – 15 years	4 hours, 38 minutes	120 hours, 28 minutes/ 15 days, 28 minutes
Over 15 years	6 hours, 10 minutes	160 hours, 20 minutes/ 20 days, 20 minutes

Supervisors should be notified as soon as possible when employees need to use Sick Leave. If the employee requests time off or is absent for more than five (5) consecutive workdays or 40 consecutive hours, whichever is less, the supervisor will notify the Human Resource Division so that the Human Resource Division can make a determination whether the absence qualifies for Family Medical Leave (FML). If the absence qualifies for FML coverage, the Human Resource Division will coordinate with City Human Resources. The City Human Resources Department is responsible for managing all non-work related Family Medical Leave absences.

Probationary employees may begin to use sick leave after they have completed two full pay periods with the City. Sick leave may not be used in less than half-hour increments.

All employees are required to use accrued paid leave benefits, including accrued Sick Leave, and/or Vacation Leave (if eligible to use Vacation Leave) whenever the employee is absent from work due to personal or family member illness. A leave of absence without pay requires the department director's (or designee) approval, and will not be approved if the employee has an accrued paid leave available for use.



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Exempt employees who have no available sick leave or vacation leave, and who are off work for less than one full day, cannot be placed on leave without pay. Such employees must be carried on payroll at full pay. An exempt employee who has exhausted all accrued paid leave and is absent for one or more days (in whole day increments) is to be placed on leave without pay.

Upon return to work from sick leave an employee shall complete a leave card. If the leave extends beyond ten days, the employee may be required to provide a health care provider certification that they are physically and/or emotionally able to perform normal job duties.

The HRD Commander may require an employee to provide a statement from their health care provider when Sick Leave is requested for more than one workweek. The statement should not include specific medical information but should merely state that the employee was under the care of the health care professional and was unable to work during the specified date and time. Any such documentation received shall be submitted to HRD for placement in the employee's confidential medical file.

Employees who exhaust all accrued leave (sick leave, vacation leave, etc) will be placed on AWOL (unauthorized leave) status. If an employee is able to provide certification of a medical need to be absent from work as described above, the absence may be reclassified as authorized medical leave without pay. Failure to provide such documentation will subject the employee to disciplinary action unless the leave is otherwise protected under Family Medical Leave provisions or the leave is authorized by the Chief of Police.

Employees on probation who are absent on sick leave for more than three consecutive weeks, including with or without pay or on FML status, shall have their probationary period extended by a period of time equal to their absence.

Refer also to *GENERAL ORDER 4016.9* for information on Family Medical Leave.

4016 Other Employee Leave and Benefits

The City of Tucson provides a variety of leave and related benefits to employees. These benefits vary depending on the employee's position and various governing labor agreements. Questions on the use of the various types of leave may be directed to the Police HRD.

4016.1 Emergency Leave

Per the TPOA contract, a covered sworn employee's Supervisor may grant Emergency Leave with pay upon the employee's request. A Supervisor granting Emergency Leave shall notify the Chain of Command as soon as practicable. Leave granted under this provision shall not exceed four hours. Emergency leave is not available to non-sworn employees.



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4016.2 Military Leave

Employees using Military Leave with pay will be credited with a full workday, whether it is an 8-hour day or a 10-hour day. Employees are authorized the use of up to 30 days military leave in any two consecutive federal fiscal year, for which orders from the government must be presented. During the time an employee is on military leave, they remain covered by City benefits such as medical and dental insurance for the 30-day period. Military leave in excess of 30-days is allowed as outlined in *Administrative Directive, 2.01-7, Employee Leaves*. Military leave with pay may not be used for the purpose of a military physical examination. Being on military leave does not affect a member's seniority, leave accrual, pay anniversary date or eligibility for merit increases.

Members who become aware of an impending military leave where they will be away for more than three pay periods (six weeks) shall report to the HRD for out-processing before departure and in-processing prior to returning to their home assignment. This shall include contacts with payroll and benefits and the Behavioral Sciences Unit (BSU).

Members away on military leave for greater than 90 days shall not only report to HRD, payroll, benefits, and BSU they shall then report to SALETC for proficiency skills training and thorough updates on any AZ POST requirements. The SALETC Commander will determine the type and length of training based on individual needs. Upon completion of proficiency skills and update training at SALETC returning members will meet with BSU. BSU personnel will work with the member and their chain of command to ensure that an appropriate transition to full duty takes place.

4016.3 Jury Duty

Employees using Jury Duty Leave will be credited with a full workday, whether it is an 8-hour day or a 10-hour day.

Employees on Jury Duty or Witness Duty Leave are expected to return to work immediately from jury/witness service each day, if still during working hours. If an employee is excused from Jury Duty or Witness Leave prior to the end of their normal shift they shall contact their immediate supervisor to determine how the day should be finished.

Any compensation paid to employees for Jury or Witness duty while they are carried on duty as Jury Duty or Witness Leave, excluding the mileage allowance, shall be turned over to the City through the Police Budget Section.

4016.4 Sick Leave Donations

Permanent employees, with the approval of the Chief of Police, may receive donated vacation or sick leave to be used as sick leave. An employee may not use transferred leave until all accrued vacation and sick leave has been exhausted. Donated leave may then be used as sick leave and can only be accepted for immediate use and not accrued for future use.



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Requesting employees must submit a memorandum through their chain of command to the Chief of Police requesting leave donations. The Chief must approve all requests for leave donations. Donations shall be made in writing to the HRD by memorandum from the donating member and shall contain the following information:

- Name of employee authorizing the donation
- Donating employee payroll number and Department/Division
- Number of leave days authorized for donation (8-hour increments only)
- Name of employee receiving transfer and Department/Division of that employee with their Payroll number
- A complete signature of the employee donating (not just initials)

Permanent employees may donate sick leave or vacation leave to another permanent employee. Except between spouses for parental leave purposes, donating employees must retain a minimum of 50 days (400 hours) of sick leave accumulated before the employee will be permitted to transfer sick leave to another employee. Refer to City *Administrative Directive 2.01-7, Employee Leaves* for additional information and exceptions.

4016.5 **Administrative Leave** [CALEA 22.2.1a]

Under circumstances in which exempt employees are required to work an exceptional amount of time in performance of their duties, the Chief of Police may grant exempt employees administrative leave of up to 40 hours. More than 40 hours administrative leave may be granted only with prior City Manager approval.

4016.6 **Personal Leave**

Sworn employees who have not lost time due to Sick Leave over a four-month period (not counting FML time) will earn one day of Personal Leave (PL). No more than three days of PL may be accumulated at any time. Personal Leave is awarded three times per year, for the periods of July through October, November through February, and March through June.

4016.7 **Bereavement Leave**

Non-sworn employees may use a reasonable amount of their accrued sick leave for the death of a family member (for the death of a non-family member, the employee must use vacation leave or be placed on leave without pay). Non-sworn members will be eligible to use paid Bereavement Leave, not to exceed three (3) working days, for the death of a family member per year. In the case of a funeral or memorial service conducted outside of the State of Arizona, this period shall not exceed five (5) working days.

Sworn members are allowed up to 40 hours of Bereavement Leave in accordance with the provisions of City policy on leaves, for the death of a family member as delineated in the directive. Bereavement leave time will not be deducted from a covered sworn member's sick leave or vacation leave.



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Civilians - A family member is defined as an employee's spouse or domestic partner, child, adopted child, step-child, child of a domestic partner, parent, grandparent, grandchild, in-laws, brother, sister, parent surrogate or other household member.

Sworn - A family member is defined as spouse, mother, father, grandparent, grandchild, mother-in-law, father-in-law, stepparent, child, step-child, brother, sister, domestic partner, adopted children, children of a domestic partner, parent surrogate.

- Three days Bereavement Leave for grandparents-in-law or other household member.

Members using Bereavement Leave may be required to furnish verification of the death of the family member for whom they are taking time off.

4016.8 **Sick Leave Buy Back**

Sworn employees who meet certain eligibility requirements, including tenure and available sick leave, may be eligible to sell back sick leave to the City on an annual basis. The HRD should be contacted to determine participant eligibility and the benefit amount available.

4016.9 **Family Medical Leave** [CALEA 22.2.1e]

In accordance with federal law, the City grants job protected, unpaid family and medical leave to eligible employees for up to 12 weeks per 12-month period for:

- The birth of a child and to care for such child or for a child place with the employee for adoption or foster care.
- In order to care for an immediate family member of the employee if such family member has a serious medical condition.
- A serious health condition rendering the employee unable to perform their job.

To be eligible for Family Medical Leave, an employee must have worked for the City for at least 12 months and at least 1250 hours during the preceding 12-months. For part-time eligible employees and those who work variable hours, the Family Medical Leave is pro-rated.

Probationary employees who are absent from work for more than three weeks shall have their probationary period extended by a period equal to the time of their absence. Contact the HRD for additional information and details on eligibility and use of this leave benefit.

4016.10 **Holidays** [CALEA 22.2.1 b]

City employees are granted holiday leave in accordance with their status and eligibility. Permanent full-time employees receive eight or ten hours holiday pay for each of the City's observed holidays. Permanent part-time employees who are scheduled to work 40 hours per pay period or more receive four hours of holiday pay. Consistent with City policy, holiday leave may be taken on the actual observed day of the holiday or within the



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workweek the holiday falls in, with the exception of the birthday holiday. No leave time may be used on a holiday. Members must be actually employed by the City on the observed date of a holiday in order to be eligible for this benefit.

The birthday holiday leave is considered a floating holiday for non-sworn employees which may be used at any time during a calendar year. If a non-sworn employee fails to use the birthday holiday by the time of the last pay period of the calendar year the benefit of a day off work shall be lost. Sworn employees have the month to take their birthday holiday. If it is not used during the pay period during which it falls, or if it is not scheduled for use, the holiday will be paid.

Members are required to comply with their respective Bureau or Division policies regarding working on holidays.

4016.11 AWOL (Unauthorized Leave Without Pay)

An employee who is absent without authorization, including instances in which an employee extends a leave period without permission from their chain of command, shall be designated as being absent without leave (AWOL), and the roster marked to indicate AWOL for the period of such absence. An employee deemed AWOL shall be subject to disciplinary action up to and including termination.

For payroll purposes in certain circumstances (such as an employee who is absent without having an adequate or available balance of leave) an employee will be classified as being on leave without pay.

While on leave without pay employees remain subject to all rules and policies of *General Orders* and *City Administrative Directives*.

4016.12 Authorized Leave Without Pay

In certain circumstances an employee may be granted authorized leave without pay (LWOP). Such leaves do not constitute a break in service and do not affect seniority in class. LWOP for more than 10 days may affect insurance coverage and will affect an employee's anniversary date. Extended leaves without pay are generally limited to one year and will only be approved when the employee demonstrates a continuing probability of returning to work. Educational leaves are also allowable under the provisions of certain labor agreements.

Leaves without pay require, at a minimum, approval of the Chief of Police. Requests shall be made in writing on a Personnel Report and submitted through the chain of command. Additional information on eligibility for and processing of LWOP requests may be obtained through the HRD and by referring to *City Administrative Directive 2.01-7, Employee Leaves*.

Note that this section does not generally apply to instances in which an employee is placed on medical leave without pay due to the exhaustion of sick leave benefits. Refer to *General Order 4015.3* or the HRD for additional information.



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While on leave without pay employees remain subject to all rules and policies of *General Orders* and *City Administrative Directives*.

4016.13 Parental Leave

Pregnant employees may work as long as desired before delivery and return to work as soon after delivery as desired, provided such work will not be injurious to the employee's health. Parents may take time off for pregnancies or the adoption of children. Couples with newborns or newly adopted children can transfer sick leave or vacation leave to one another if both are City employees. Additional information may be obtained from the HRD and City policy on leaves.

4017 Clothing Allowance [CALEA 22.2.5]

Sworn personnel will receive plainclothes or uniform allowance according to the position in which they work. All officers assigned full time to duty requiring the wearing of a uniform will receive an annual uniform maintenance allowance payable in installments in December and June. All officers assigned full time to duty requiring the wearing of civilian clothes will receive the annual plainclothes maintenance allowance payable in installments, usually in December and June. A sworn member who is assigned a portion of the time span in a plainclothes assignment and the balance in a uniform assignment will receive a prorated amount for each assignment.

Department policy regarding uniform allowance or plain-clothes allowance for limited duty sworn assignments is determined as follows:

- For a permanent limited duty assignment in an administrative staff function, plainclothes allowance will be paid.
- For an extended limited duty assignment in an administrative function, plainclothes allowance will be paid after the first six months have passed. For an extended limited duty assignment in a patrol or Headquarters Security function, uniform allowance will be paid. An extended limited duty assignment is one that lasts six months or longer.
- The Safety Coordinator will make short-term or extended limited duty determinations based on information provided by the attending physician and the City Physician.

4018 Accident Compensation Policy

Accident compensation (AC) was used for Department employees who had been injured on duty prior to July 1, 2009. AC was limited to 360 days. Beginning on July 1, 2009, Worker's Compensation (WC) is used for Department employees who have received injuries while on duty that affect their ability to work. WC is limited to 180 days. Additional information regarding accident compensation is found in City Code 2-13, *City Administrative Directive 2.02-21*, *Light Duty Policy*, as well as state and federal laws.

A sworn employee receiving Worker's Compensation is paid 100% of their pay as though they were working day time hours. Therefore, if the employee is required to attend court, they must



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attend (unless the injury physically prohibits their attendance) without overtime compensation. Additionally, a member who is receiving supportive or continuing medical treatment for a duty-related injury must make all attempts to schedule and attend that treatment during work hours if possible.

Employees on WC do not receive additional holiday pay as they are paid for not working that date.

If an employee who normally works four 10-hour days a week is injured, the current pay period is finished according to their regular schedule. If the employee remains off work, as of the second pay period, their schedule is changed to five 8-hour days (daytime hours) with Saturday and Sunday as days off.

4019 Suspensions from Duty

4019.1 Processing

Upon receipt of a request from the Office of Internal Affairs (OIA) for suspension paperwork, a PARF will be completed by the HRD. The completed PARF will be returned to OIA for handling. In all instances, the staff member serving the suspension PARF to an employee must complete the date and time, and sign that the action was served. When the suspension paperwork has been served it shall be returned to the HRD for processing. Refer to *GENERAL ORDER 4434* for additional details.

On the day(s) that the suspension is served, the designation of "SU" shall appear on the roster. Payroll shall be sent a copy of the suspension roster for filing.

4019.2 Suspension Service

All suspensions shall be served in 10-hour increments and in accordance with the discipline levels associated with the Discipline Matrix, regardless of the member's regular workday schedule. Supervisors and Commanders making suspension recommendations shall specify the suspension in time frames according to the discipline levels found in the Discipline Matrix.

Suspensions shall be served on consecutive working days and shall not be served in conjunction with weekends or holidays. Suspensions shall commence as soon as possible and in any event within 60 calendar days of the notice of suspension.

4019.3 Appeal of Suspensions

An employee has the right to appeal suspensions in excess of 10 working days to the Civil Service Commission. For purpose of this section, 10 working days shall be considered as 80 hours. Appeals must be filed within 10 calendar days of the date the PARF was served on the employee, not from when the employee is actually off work.



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4019.4 Benefits During a Suspension

In cases of suspensions of over 10 days in length, an employee's medical and dental benefits may be impacted. These employees should contact the City's Employee Benefits Office for additional information.

4019.5 Documentation of Suspensions

HRD shall place a copy of the suspension PARF and the *Attachment A* outlining the causes for the action in the affected member's personnel file.

4020 ALTERNATE WORK SCHEDULES

4021 General

Alternate Work Schedules are fixed schedules whereby the employee's basic work duties are scheduled for less than 10 working days in each pay period. For example:

- **4/10 Work Schedule**
A schedule in which a full time employee works 10 hours a day, four days a week.
- **9/80 Work Schedule**
A schedule in which a full time employee works 9 hours a day for 8 days, and 8 hours for one day.

4022 Development of Alternate Work Schedules

Some employees of the Department are assigned to Alternate Work Schedules as a result of labor agreements or previously approved review by the Chief of Police. Requests for any other changes of hours to an Alternate Work Schedule may be made in accordance with City *Administrative Directive 2.01-9 – Alternate Work Schedules*. The HRD may be consulted for assistance in the development or administration of these schedules.

4030 OTHER EMPLOYEE BENEFITS AND PROGRAMS

4031 New Employee Orientation [CALEA 33.7.1 a-c]

The HRD shall ensure that all new employees are scheduled for the City's New Employee Orientation events at the appropriate time. In addition, the Division hiring or receiving new employees shall ensure that all new employees are also briefed on elements specific to the Tucson Police Department, including information on the organization, its values and policies, and the employee's rights and responsibilities needed to successfully begin their employment with the agency. This section does not apply to employees who are rehired within the Civil Service eligibility period.



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4032 Education Reimbursement Programs [CALEA 22.2.2e; 33.8.3]

The City of Tucson, as outlined in *City Administrative Directive 2.01-11- Tuition Reimbursement Program*, provides for tuition reimbursement to eligible City employees. The tuition reimbursement program is available to permanent employees who have successfully completed their initial probationary period for their position with the City of Tucson. Employees are limited to thirty credits/units per fiscal year. The reimbursement may be fixed to a specific amount per college unit.

4033 Second Language Communication Skills Compensation [CALEA 22.1.1 d, g]

Compensation may be paid to full-time employees, who in the performance of their duties use a language other than English, with proficiency at a conversational level. Compensation is available to:

- Full time employees who use a second language a minimum of 5% of their work week while interacting with the public in the performance of their duties as substantiated by a biannual survey by the City's Human Resources Department; or,
- Full time employees who use a language other than English and who occupy a position specifically designated for second language skills by the Chief of Police.

Employees who wish to receive Second Language compensation may obtain an application on the Department's share drive. Completed applications are routed through the employee's chain of command to the HRD. Employees will be notified by HRD when their request has been processed and/or approved. Additional details may be found in *City Administrative Directive 2.01-1 - Compensation Administration*.

4034 Certified Bilingual Commissioned Officer Program [CALEA 22.1.1 d, g]

The Certified Bilingual Commissioned Officer Program, will certify Bi-lingual officers who can demonstrate fluency in speaking, comprehension and reading of Spanish or fluency of signing, and comprehension of American Sign Language at a speed and technical level necessary to accomplish all critical aspects of a commissioned law enforcement officer's duties in that second language. Guidelines and Procedures can be found in the Operations Pamphlet Certified Bilingual Commissioned Officer Program.

4035 Career Enhancement Program (CEP) [CALEA 22.1.1 d, 22.2.2 e; 22.3.2; 22.3.3 a-e; 33.8.3]

Sworn members may be eligible to participate in the Career Enhancement Program (CEP). This voluntary program is designed to promote professional growth by offering additional compensation to eligible members based on the attainment of established standards for education, assignment experience and physical fitness. Members may contact any Department AZPOST certified Physical Training (PT) instructor for an assessment of their personal physical fitness and assistance in attaining their goals. Supplemental payments to qualified, eligible members shall be made in March and September of each year in the amount established under the program.



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The HRD shall be responsible for the administration of the CEP. HRD shall be responsible for program coordination, to include maintaining and publishing the current program eligibility requirements and payment calculation standards. This information shall be made available to employees on the Department Share Drive.

4040 EMPLOYMENT RECORDS

4041 Personnel Files

In addition to the file maintained by the City's Human Resources Department, each employee of the Police Department has a personnel file in the HRD. This file contains copies or originals of an employee's performance evaluations, PARFs, recognition and disciplinary actions. Employees may inspect their personnel file at any time by coming to Police HRD during normal business hours. Employees may also allow access to their file to a labor representative for grievance purposes. Supervisors and Commanders may review the personnel file of employees in their chain of command or for other approved purposes, such as a selection process for assignment. Questions regarding access to these files should be directed to the HRD.

Employees shall not make any addition or deletion to their own files. All such actions will only be undertaken by Police HRD staff. Viewing and security of personnel files is the responsibility of the HRD.

4042 Employee Medical Records [CALEA 32.2.9]

The City and Police Department maintain limited medical records on employees containing information on pre-employment medical/psychological evaluations, industrial claims reports of injury and related information. An employee may review specific incident information in their medical file in Police HRD during normal business hours. However, all pre-employment information is unavailable for employee's review. No other person may review such files without the permission of the HRD Commander or Chief of Police.

4043 Background Files

A Background file is maintained on each employee of the Police Department containing their job application and all materials developed and obtained during the initial background investigation process at the time of hire. This includes files on applicants who were not hired. The files are housed in the HRD until archived.

These files are confidential and shall not be released or viewed without permission of the HRD Commander or Chief of Police.

4044 Release and Copying of Department Employment Files

4044.1 Release to Current or Former Employees

Current employees may obtain a copy of their personnel file held in Police HRD by making a written request and submitting it to the HRD Division Commander. Current



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employees will not be charged for a copy of their own file. Former employees may also obtain copies of their personnel file by submitting a written request to the HRD Commander. HRD may require a notarized request in order to verify the identity of the requestor. Former employees are subject to copying charges.

4044.2 Public Release of Employment Files

Requests for copies or review of personnel files by outside parties, such as attorneys or the media, shall be made in writing to the HRD Commander or Police Legal Advisor. Release of such files shall be in accordance with Arizona Public Records Law and *General Orders* under Records/Public Records Requests and copies shall only be made upon advance payment of copying fees as provided by law unless otherwise directed by the HRD Commander. Files shall be redacted prior to release by HRD staff and a copying charge shall be levied. A record shall be maintained by HRD of the files that are released under these circumstances. Whenever possible, notice will be made to employees when a public request is received for their employment files. Questions regarding redaction and suitability for release should be referred to the HRD or the Police Legal Advisor.

4044.3 Release of City Personnel Files

Persons, including employees, wishing to obtain copies of the personnel files maintained by the Human Resources Department are referred to that office as well as City *Administrative Directive 2.02-20 – Access to Employee Personnel and Employee Medical Records*.

4045 Archiving of Records

When an employee ends their employment with the City, regardless of the reason, all of their personnel records on file with the Department, including medical and background files, shall be consolidated by the HRD. Following temporary retention in HRD, such files shall eventually be transferred to the City archives for storage for the proscribed period. The HRD Commander shall establish a schedule for the appropriate retention periods for all HRD records.

4050 LIGHT DUTY POLICY

4051 General

Light duty is administered in accordance with City *Administrative Directive 2.02-21- Light Duty Policy* through the HRD. Division Commanders shall keep Police HRD apprised of personnel in their chain of command who have been placed on or need to be placed on light duty.

Light duty refers to temporary work that is physically or mentally less demanding than normal job duties. Physically or mentally less demanding work duties arranged under the reasonable accommodation process is not considered "light duty" for the purposes of this section. Accommodation issues arising pursuant to the *Americans With Disabilities Act* are governed



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under *City Administrative Directive 2.05-2 – Reasonable Accommodation of Applicants and Employees with Disabilities*.

4052 Assignment to Light Duty

Light duty is intended for employees recovering from a medically documented mental or physical illness sustained on or off the job, who have work restrictions and who are expected to eventually return to unrestricted work. Assignment to light duty is not an employment right and is subject to approval by the Chief of Police. If there is limited light duty work available, preference will be given to the employee whose work restrictions are due to an industrial injury.

4052.1 Request Process for Light Duty Assignments

Employees requesting light duty assignments shall provide the Department with documentation outlining the need for the assignment and the specific limitations imposed by their condition. Such documentation shall be forwarded to the HRD for filing in the employee's medical file.

4052.2 Assignment of Personnel on Light Duty

Employees placed on light duty for less than one pay period may be utilized in their normally assigned Division at the discretion of their Division Commander, so long as the available work is allowable under the employee's restrictions. For light duty that exceeds one pay period, the HRD shall place the employee in a suitable assignment somewhere in the Department for the duration of the work restriction.

Division Commanders are responsible for ensuring that the HRD is advised of all light duty employees in their division.

The HRD shall maintain a listing of employees who are on light duty. Commanders needing assistance in their Division may contact HRD to determine if light duty members are available to temporarily assist their operations.

4052.3 Light Duty Due to Industrial Injury

Employees placed on light duty due to an industrial injury have certain benefits available to them that are not available to those who are restricted due to a non-work related injury or condition. These benefits include pay for restricted hours and on duty time for therapy and doctor's appointments. Specific questions on such matters shall be referred to the HRD.

Employees on light duty due to an industrial injury shall comply with all requirements for medical examinations, appointments, therapy and work restrictions imposed on them by the attending physician. Assistance in handling these matters may be obtained from the HRD.



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4052.4 Return from Light Duty

Employees shall immediately notify their supervisor when they are released from light duty restrictions by their physician. Documentation of this release must be provided by the employee and forwarded to the HRD for filing.

4052.5 Probationary Employees on Light Duty

Placement on light duty for more than three consecutive weeks shall result in the extension of an employee's probationary period by a time equal to the period in which they are not performing their normally assigned duties. Refer to *General Orders* under Hiring and Workplace Policies/Probationary Periods for additional information.

4053 Duration of Light Duty

Light duty is temporary and not indefinite. At six months, light duty assignments must be forwarded to the City's Human Resources Department who will provide information to the employee on the reasonable accommodation process. At 12 months a review will take place to assess the possibility of returning to full duty within a reasonable time. Generally, light duty will not exceed 12 months, but may be extended by the City Manager if there is a high expectation that the employee will be able to return to unrestricted job duties.

4054 Other Employment Considerations While on Light Duty

Employees on light duty shall receive their normal performance evaluations and shall be eligible for merit increases at normal time periods. The evaluations will address the employee's job duties while on light duty.

Employees on light duty may only work secondary employment positions that are not in conflict with their work restrictions and then only with the approval of their chain of command. An employee's chain of command may impose other suitable restrictions on the employee as conditions warrant.

4060 SEPARATION FROM CITY EMPLOYMENT

4061 Resignation or Retirement

When an employee decides to resign their position with the Police Department, or to retire, they will prepare a *Personnel Report* indicating their last date of employment. This shall be forwarded to the HRD as soon as possible for processing. Employees are encouraged to provide at least two weeks notice in order to insure that final processing can be completed in a timely manner, thereby ensuring complete separation pay to the employee on their last day of work. If an employee wishes to resign or retire without notice or delay, they shall be directed to the HRD for processing. Failure to provide proper notice of resignations (other than retirements) will generally result in an employee being considered as ineligible for rehire.



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4061.1 Medical Retirements

Under certain circumstances, employees may be granted a medical retirement through their respective retirement system. Once the appropriate governing retirement board has authorized a medical retirement, an employee must separate from the Department within 30 calendar days.

4062 Involuntary Separation

The OIA or the involved Division Commander shall immediately notify the HRD whenever employees are terminated, fail to meet probation, or are otherwise involuntarily separated from the City. A PARF shall be completed in accordance with procedures set forth elsewhere in *General Orders* and in City policies. Service of such actions will be coordinated with HRD staff to facilitate processing.

4063 Exit Interviews

Employees who separate from employment with the Police Department, regardless of the reason, will be given an exit interview coordinated through the HRD.

4064 AZPOST Notification

The HRD shall prepare and process all necessary paperwork for notification to AZPOST upon the separation from the agency of any sworn member. HRD shall coordinate with the OIA to ensure that statutory reporting and documentation requirements are complied with.

4065 Employee Checkout

When an employee is leaving the City service for any reason, their final checkout and pay shall be coordinated through the HRD. Whenever practical, advance notice should be provided to HRD to ensure a timely checkout process for the employee. When appropriate, OIA staff may be required to monitor the checkout process of discharged employees.