

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 08/05/02	STANDARD OPERATING PROCEDURE	Revised Date: 11/04/20
Chief of Police: 	Benefits/Employee Support, 22.2	
Cross Reference: SOP 16.7 Peer Support/Healthy Minds Program SOP 22.6 Death/Serious Injury of Employee SOP 52.1 Internal Affairs SOP 104.1 Chaplain Program City of Elgin Personnel Manual Uniform and Appearance Guidelines Manual 40 ILCS 5/3-101 820 ILCS 315/1		Policy Sections: 22.2.1 Leave Benefits 22.2.2 Retirement Programs 22.2.3 Health Insurance 22.2.4 Disability and Death Benefits 22.2.5 Employee Assistance Program 22.2.6 Liability Protection 22.2.7 Uniform Clothing Provisions 22.2.8 Employee Educational Benefits

PURPOSE

The purpose of this policy is to outline employee benefits and employee support programs.

POLICY STATEMENT

It is the policy of the Elgin Police Department to ensure employees are aware of the benefits and support programs that are available to them.

PROCEDURES

22.2.1 LEAVE BENEFITS

- A. Paid and unpaid leave procedures, are outlined in the City of Elgin Personnel Manual. These include, but are not limited to: holiday/personal days, vacation leave, injury/illness leave, military leave, leave without pay, family and medical leave and VESSA leave (The Victim's Economic Security and Safety Act). The applicable collective bargaining agreements may also provide additional procedures.
- B. Pursuant to State of Illinois Line of Duty Compensation Act, 820 ILCS/315-1, police officers injured in the line of duty are entitled to all leave benefits relating to salary, benefits, etc. Refer to Standard Operating Procedure 22.6 Death Serious Injury of Employee for a summary of department services.

22.2.2 RETIREMENT PROGRAMS

- A. Sworn personnel are eligible to participate in the Police Pension Fund created by virtue of the Illinois Pension Fund as prescribed in 40 ILCS 5/3-101. The available benefits are available to all new and existing officers.
- B. Civilian employees, to include designated part-time positions, are eligible to participate in the Illinois Municipal Retirement Fund as created and contained in 40 ILCS 5/7-101. Benefits and eligibility requirements are provided to employees by the Human Resources department upon employment with the city.
- C. To the extent possible, the Human Resources Department provides pre-retirement planning opportunities for employees contemplating retirement.

22.2.3 HEALTH INSURANCE

The City of Elgin offers health benefits coverage for all full-time and designated part-time city employees. Questions regarding health insurance coverage should be directed to the Human Resources Department.

22.2.4 DISABILITY AND DEATH BENEFITS

- A. Disability and death benefits for employees are governed by the statutes previously listed in this policy and collective bargaining agreements.

- B. The department will confirm with the applicable city departments in the event distribution of such benefits become necessary.

22.2.5 EMPLOYEE ASSISTANCE PROGRAM

- A. The City of Elgin is a participant in an Employee Assistance Program (EAP). Employees seeking assistance with personal problems, marital difficulties, stress, financial problems, drug or alcohol dependency or other similar situations may avail themselves of this service. Confidentiality is assured. The only exception is if the employee indicates that he/she is a danger to themselves or others.
- B. The EAP is available to all employees through the city's online intranet site which includes a 24 hour telephone number for employee use, if necessary. Information materials are posted within the department reminding employees of the availability of these services.
- C. Any supervisor may confidentially refer an employee to the EAP. However, all records will remain confidential and will not be available to the referring supervisor without the employee's consent. Supervisors may take steps to recommend an employee for mandatory counseling per Standard Operating Procedure 52.1, Internal Affairs. Exceptions regarding confidentiality may apply in the following situations:
 - 1. Danger to self
 - 2. Danger to others
 - 3. Suspected child abuse
 - 4. Suspected domestic violence
 - 5. Suspected elderly abuse
 - 6. Serious criminal offenses
 - 7. Cases where the law requires divulgence
- D. The police department also makes available to its employees the confidential Healthy Minds and Peer Support Programs which are covered in Standard Operating Procedure 16.7 and the Chaplain Program which is covered in Standard Operating Procedure 104.1.

22.2.6 LIABILITY PROTECTION

- A. All employees shall be covered by liability insurance as provided by the City of Elgin and collective bargaining agreements.
- B. Employees may also be indemnified as required by Illinois State Law.

22.2.7 UNIFORM CLOTHING PROVISIONS

Employees shall be supplied approved uniforms and equipment as prescribed by the Uniform and Appearance Guidelines Manual and any collective bargaining unit agreements or city pay plans.

22.2.8 EMPLOYEE EDUCATIONAL BENEFITS

Subject to available funds, the city shall reimburse employees for formal education. For police department employees, this is coordinated by the Training Division.