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|  | ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120 |  |
| Effective Date: 08/05/02 | STANDARD OPERATING PROCEDURE | Revised Date: 10/14/20 |
| Chief of Police:  | Employee Compensation, 22.1 | |
| Cross Reference: | | Policy Sections: 22.1.1 Compensation |

PURPOSE

The purpose of this policy is to establish guidelines for employee compensation.

POLICY STATEMENT

It is the policy of the Elgin Police Department to ensure that compensation plans are available to all employees.

PROCEDURES

22.1.1 COMPENSATION

- A. The City of Elgin has established compensation plans and collective bargaining unit agreements which includes:
 1. Entry-level salaries.
 2. Salary differential within positions.
 3. Salary differential between positions.
 4. Salary provisions for those with special skills as defined by the respective collective bargaining unit agreement.
 5. Compensation plan elements of those employees covered by a collective bargaining unit agreement are determined through negotiation with the employees' bargaining unit.
 6. Elements of the compensation plan for employees that are not represented by a collective bargaining unit are determined by:
 - a. Comparisons of wages of city employees in other departments.
 - b. Comparison of wage and benefit levels with those of other communities similar in size and makeup.
 - c. Consultation with the chief of police, human resources director, and the city manager.
 - d. Assigned job functions.
- B. Benefit time such as sick days, personal and vacation days and compensatory time off are addressed in the applicable collective bargaining unit agreement or respective compensation plan. Overtime procedures are outlined in the applicable collective bargaining unit agreement.