

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 161-A

REFERENCE STANDARDS: 22.1.2 22.2.2

SUBJECT: Employment Benefits

PURPOSE: The Village of Hanover Park and the Hanover Park Police Department provide employees with diverse employment benefits. The purpose of this order is to outline many of the benefits afforded to Department employees, although it does not describe all the benefits available. Actual application of the benefits to employee situations will be based upon the current Village Personnel Rules and Regulations published by the Human Resources office or applicable labor agreements.

I. LEAVE AND BENEFITS PROGRAM (22.1.2)

- A. The Village of Hanover Park and the Hanover Park Police Department offer a full range of fringe benefits to employees. The majority of these benefits for sworn non-supervisory personnel are negotiated and agreed upon through a collective bargaining agreement.
- B. Fringe benefits include, but are not limited to:
 - 1. Leave benefits.
 - a. Sick leave. (22.1.2c)
 - b. Vacation leave. (22.1.2d)
 - c. Military leave. (22.1.2f)
 - d. Jury duty leave.
 - e. Holiday leave. (22.1.2b)
 - f. Funeral leave.
 - g. Personal leave. (22.1.2a)
 - h. Short/Long term leave of absence.
 - i. Family medical leave. (22.1.2e)
 - 2. Insurance benefits.
 - a. Major medical.
 - b. Hospitalization.
 - c. Surgical.
 - d. Maternity.
 - e. Dental.
 - f. Accidental death and dismemberment.
 - g. Life.

- h. HMO and PPO options.
 - 3. Retirement benefits.
 - 4. Uniform allowance.
 - 5. Credit union.
 - 6. Employee Assistance Program.
- C. A complete explanation of fringe benefits offered by the Village of Hanover Park can be found in the Village Personnel Rules and Regulations that is provided to all employees. Aspects of the leave program include:
 - 1. Holiday leave for non-supervisory sworn employees who are members of a collective bargaining unit shall be governed by the provisions of the applicable labor agreement with the Village of Hanover Park.
 - a. Holiday leave for all other employees is governed by the provisions found in the Village of Hanover Park Employee Handbook.
 - 2. Sick leave for non-supervisory sworn employees who are members of a collective bargaining unit shall be governed by the provisions of the applicable labor agreement with the Village of Hanover Park.
 - a. Sick leave for all other employees is governed by the provisions found in the Village of Hanover Park Employee Handbook.
 - b. Sick leave shall not be considered a privilege that employees may use at their discretion, but shall be allowed only in cases of medical necessity or actual sickness of the employee.
 - 1) Employee responsibilities.
 - a) Field personnel who are sick or injured must notify the on-duty Patrol Supervisor at least one hour prior to the scheduled reporting time.
 - b) Sick or injured employees scheduled to appear in court must make notification to the on-duty supervisor of their inability to attend no later than one-half hour prior to the scheduled court conference or one hour prior to any scheduled court appearance.
 - 3. Vacation leave for non-supervisory sworn employees who are members of a collective bargaining unit shall be governed by the provisions of the applicable labor agreement with the Village of Hanover Park.
 - a. Vacation leave for all other employees is governed by the provisions found in the Village of Hanover Park Employee Handbook.

II. RETIREMENT PROGRAM (22.1.3a)

- A. Retirement benefits are available to police officers through the Hanover Park Police Pension Fund. Pension fund contributions, rates, service requirements and benefits are described in Illinois Compiled Statutes 40 ILCS 5/3-101, et seq., Police Pension Fund.
- B. Information on retirement benefits for all other employees can be found in the Village of Hanover Park Village Personnel Rules and Regulations and in Illinois Compiled Statutes 40 ILCS 5/7-101, et seq., Illinois Municipal Retirement Fund.

III. HEALTH AND INSURANCE BENEFITS (22.1.3b)

- A. The Village of Hanover Park provides complete medical and dental insurance programs covering employees and their dependents. Information on employee health and insurance benefits can be found in the Village of Hanover Park Village Personnel Rules and Regulations.

IV. DISABILITY AND DEATH BENEFITS (22.1.3c)

- A. Disability and death benefits for Department employees are governed by the provisions of the Village of Hanover Park Village Personnel Rules and Regulations, the pension fund to which the employee belongs and, if applicable, a labor agreement with the Village of Hanover Park.

V. LIABILITY PROTECTION (22.1.3d)

- A. Department employees are indemnified from liability in accordance with the provisions of the Intergovernmental Risk Management Agency General Liability section titled "Law Enforcement Activities Coverage". (Appendix A)
- B. Department employees are indemnified from liability in accordance with the provisions of the Illinois Compiled Statutes that include:
 - 1. 65 ILCS 5/1-4-6, Indemnification for injuries caused by police officer--Notice--Liability for injuries incurred while assisting police officer.
 - 2. 65 ILCS 5/1-4-8, Riots or civil disturbance- Assistance from other municipalities--Liability of requesting municipality-- Powers of officers--Liability insurance.
 - 3. 745 ILCS 10/2-201, et seq., Immunity of Public Employees.
 - 4. 745 ILCS 10/2-302, et seq., Indemnification of Public Employees.
 - 5. 745 ILCS 10/4-102, Police Protection.
 - 6. 745 ILCS 10/9-102, Payment of Judgments or Settlements.
- C. Employees will notify the Chief of Police, through their chain of command, any time they are notified of a civil suit pending against them that arose out of actions taken as a

Village employee. A copy of the notice of process will be forwarded to the office of the Chief of Police and the employee will keep the original involved.

1. Notification is required as soon as possible but no later than ten days of service of process.

VI. EDUCATIONAL BENEFITS (22.1.3e)

- A. The Village of Hanover Park provides educational benefits in the form of tuition reimbursement. Provisions for reimbursement can be found in the Village of Hanover Park Village Personnel Rules and Regulations.
- B. The Department will authorize paid leaves of absence to officers for attendance at Illinois Police Training Board certified training courses, workshops, seminars or other types of job-related training. Any tuition or expense would be paid from the Department's training budget, upon prior approval by the affected Deputy Chief.
- C. Shift assignments are made based upon the needs of the Department. However, where feasible, shift preference will be considered by the respective Deputy Chief for officers who are undertaking job-related study, both in-service and outside the Department.

COVERAGE DOCUMENT CHANGES

Named Member: Intergovernmental Risk Management Agency and Participating Municipalities/Special District – See Named Member Amendment #1 And changes thereto.

Coverage Document Number: January 1, 1991 (as amended)

Coverage Parts Affected: General Liability

Effective Dates of Change: January 1, 1993

LAW ENFORCEMENT ACTIVITIES COVERAGE

The definition of “personal injury” in Section V of the General Liability Coverage Form is amended to include injury, other than “bodily injury”, arising out of the following offenses, actual or alleged act, error, omission, neglect or breach of duty, BUT ONLY WITH RESPECT TO THE LAW ENFORCEMENT ACTIVITIES OF THE NAMED MEMBER:

- f. Discrimination (unless coverage and/or insurance thereof is prohibited by law) but not discrimination arising out of employment related practices, policies, acts or omissions.
- g. Humiliation, but not humiliation arising out of employment related practices, policies, acts or omissions.
- h. Improper Service of Process
- i. Violation of Property Rights
- j. Violations of Civil Rights protected under 42USC 1981 et. Sequential or state law.

IRMA 2000 HIGHLIGHTS OF COVERAGE CHANGES

COVERAGE OFFERED TO:	Intergovernmental Risk Management Agency and all Members
COVERAGE PERIOD:	January 1, 2000 through December 31, 2000

<u>TYPES OF COVERAGE</u>	<u>LIMITS</u>
General Liability <ul style="list-style-type: none"> • Police Professional • Employee Benefits 	\$10,000,000
Auto Liability <ul style="list-style-type: none"> • Uninsured/Underinsured Motorists 	\$10,000,000 \$1,000,000
Public Officials Liability	\$10,000,000
Workers Compensation	Statutory
Employer's Liability	\$1,000,000
First Party Property – All Risk <ul style="list-style-type: none"> • Boiler/Machinery • Crime <ul style="list-style-type: none"> - Employee Theft (Dishonest uncl. Faithful Perf.) - Forgery or Alteration - Credit Card Fraud - Computer Fraud - Theft, Disappearance, Destruction 	\$1 Billion per occurrence \$65,000,000 \$5,000,000 \$2,500,000 \$2,500,000 \$5,000,000 \$1,000,000
Public Officials Bonds <ul style="list-style-type: none"> • Mayor/President, Treasurer, Clerk • Special District Trustees 	Blanket Statutory Limits

<u>YEARLY AGGREGATES</u>	<u>LIMITS</u>
Member Aggregate Cap (Applies to general/auto liability And public officials liability Loss Fund payments only)	\$6,000,000
Agency Aggregate Cap	\$40,156,744

The coverage document utilized to interpret the above stated coverages will be the 1999 edition of the IRMA Coverage Document with the attached changes/amendments in place for 2000.