
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>Compensation, Benefits, and Working Conditions</b>		
	<b>GENERAL ORDER</b>	<b>202.1</b>	
<b>Effective Date</b>	<b>03/21/2025</b>		
<b>Authorized by:</b>	<b>Mark P. Sroka</b> CHIEF OF POLICE	SIGNATURE	DATE <b>03/21/2025</b>

**1. PURPOSE**

1.1. The purpose of this directive is to establish Department policy concerning matters of employee compensation and benefits, such as salaries, pay differentials and the earning and use of leave. This directive also provides procedures for reporting occupational injuries and illnesses, general explanations of the current retirement, disability, insurance, educational and flexible spending benefits that are made available to members of the Department.

**2. POLICY**

2.1. Members of the Department are paid according to the City of Gaithersburg's Police Department Salary Schedule, as adopted by the Mayor and City Council. The Department's compensation plan is in accordance with City Personnel Regulations and the Fair Labor Standards Act.

2.2. The City of Gaithersburg Human Resources Department maintains records of job classifications and pay scales. Annually, as part of budget preparation, compensation and benefits are examined and compared with those offered or proposed by other jurisdictions. This is to ensure that compensation remains fair, equitable, competitive and conducive to the recruitment and retention of personnel.

**3. DEFINITIONS**

**3.1. Police Department Salary Schedule**

3.1.1. In the FY2009 City budget process, a salary schedule was adopted for sworn Police Department employees below the rank of Lieutenant.

**3.2. Call-back**

3.2.1. Reporting for job-related court appearances, training, meetings and other assignments where the member's attendance is required at times other than the member's scheduled tour of

duty. A minimum of three (3) hours overtime is earned for each call-back.

4. **PROCEDURE**

4.1. **Base Salary Program**

4.1.1. Entry-Level Salary

4.1.1.1. Newly hired personnel with no prior law enforcement related experience are considered entry-level.

4.1.1.2. The Department's entry-level salary for sworn personnel is the minimum rate established in the Police Department Salary Schedule.

4.1.1.3. Entry-level sworn officers are placed on a one (1) year probationary period, as mandated by the Maryland Police and Correctional Training Commission, and pursuant to MPCTC Regulation 12.04.01.03-F, Public Safety Article, § 3-215.

4.2. Police Department Salary Schedule

4.2.1. The City has established a Police Department Salary Schedule for sworn members below the rank of Lieutenant. The Salary Schedule establishes salaries based on rank and years of service.

4.2.2. The Police Department Salary Schedule is adjusted annually consistent with the City's annual budget process.

4.2.3. Lateral-entry positions are available for applicants with prior qualified law enforcement experience. Salary is based upon an evaluation of the applicant's experience and years of service.

4.2. **Command Staff, Professional and Support Personnel Salary**

4.2.1. The City has a set of structured pay grades, with amounts for minimum, mid-point and maximum salaries at each grade, which applies to sworn members above the rank of

Sergeant and for civilian members.

4.2.1.1. Salary increases for each employee are determined by the City Manager, based on recommendations related to performance and cost of living increases.

4.2.1.2. Salary grades are determined by the City classification/pay plan.

### **4.3. Special Compensation and Differentials**

- 4.3.1. Officers who have been selected and trained as Field Training Officers (FTOs) are compensated according to an established rate of pay during the period of time they are actively training new officers. This additional compensation is referred to as FTO differential.
- 4.3.2. Personnel who have been tested and shown to be proficient in additional languages relevant to the cultural diversity of the City are compensated with an established additional rate of pay based upon their regular pay period hours. This additional compensation is referred to as language differential.
- 4.3.3. Officers below the rank of Lieutenant who work evening or overnight shifts are compensated with an established additional rate of pay for hours worked during those shifts. This additional compensation is known as shift differential.
  - 4.3.3.1. Personnel who begin their tour of duty between 1400 and 1859 hours qualify for an evening shift differential of an additional 75¢ per hour worked, up to the total number of hours scheduled for that tour of duty.
  - 4.3.3.2. Personnel who begin their tour of duty between 1900 and 0100 hours qualify for a midnight shift differential of an additional \$1.00 per hour worked, up to the total number of hours scheduled for that tour of duty.
- 4.3.4. Officers receive FTO, and shift differential compensation for regular, overtime and holiday hours worked. Multilingual differential is only compensated for regular

and holiday hours worked during the pay period.

- 4.3.5. A patrol sergeant, or patrol corporal in the sergeant's absence, who supervises a shift is eligible to receive one-half hour of overtime compensation per shift for roll call preparation and other supervisory duties. This is provided that the supervisor is present for roll call and works thirty minutes longer than the regular tour of duty. This additional compensation is referred to as roll call pay. Roll call pay is paid at the supervisor's overtime rate.
- 4.3.6. Employees who reside within the City may be eligible for a monthly stipend, based upon income, as an incentive to reside within the community they serve.
- 4.3.7. An employee is eligible for a bonus if they are selected as the City's Employee of the Year, or if a bonus request from the Chief of Police is approved by the City Manager.

#### **4.4. Overtime Compensation**

- 4.4.1. Employees are eligible for call-back and hours worked in excessive of forty hours in a standard work week. Regular overtime hours are paid at a "time-and-a-half" rate (1.5 X the employee's hourly rate).
- 4.4.2. Employees may choose to be compensated for overtime by either pay or compensatory time at the same rate.
- 4.4.3. Exempt employees are not eligible to earn overtime.
- 4.4.4. Special events, details and other needs often arise where the opportunity for overtime is known in advance. During planning for these events:
  - 4.4.4.1. Notice will be given to all personnel qualified to work the event, by email and roll call announcement, and opportunity given to request available dates.
  - 4.4.4.2. The assigned overtime detail coordinator will ensure that all attempts were made to be as inclusive as possible in the assignment of advance notice overtime for each event.
  - 4.4.4.3. Supervisors will be notified in the announcement

when they are eligible to work the event.

- 4.4.5. Personnel are encouraged to report any concerns regarding overtime assignments directly to the Chief of Police.

#### **4.5. Types and Use of Leave**

- 4.5.1. The types, accrual, and use of leave are governed by Section 700 of the City's Personnel Rules and Regulations Manual.

#### 4.5.2. Approval of Leave

- 4.5.2.1. Leave requests will be reviewed and approved in a fair and consistent manner, while considering minimum staffing, seniority, date of request and needs of the Department.

- 4.5.2.2. Special considerations may be afforded to personnel dealing with stressful situations beyond the norm for their positions.

- 4.5.2.3. Use and approval of leave will be monitored by the Chief of Police.

#### **4.6. Retirement**

#### 4.6.1. General Retirement Plan

- 4.6.1.1. To retire from the City of Gaithersburg under the General Retirement Plan, an employee must be at least 50 years of age, have at least 15 years of service, and their years of service plus age must equal 75.

- 4.6.1.2. The City of Gaithersburg pays 85 percent of the lowest HMO monthly premium and the employee pays the remainder of each tier: single, double, or family.

#### 4.6.2. Early Retirement Plan

- 4.6.2.1. To retire from the City of Gaithersburg under the Early Retirement Plan, an employee must be at least 46 years of age and have a minimum of 20 years of service.

4.6.2.2. For employees retiring under the Early Retirement Plan, the City would pay 5 percent less for the same lowest cost HMO offered to retirees under the General Plan at the time of retirement.

4.6.2.3. All other benefits afforded to a retiree at the time of retirement remain the same.

#### 4.6.3. Retirement Account Contribution Plans

4.6.3.1. 401A Money Purchase Plan – An employee is eligible to enroll in this retirement plan immediately upon hire. The City of Gaithersburg will contribute the equivalent of eight (8) percent of the employee's gross annual salary, at no cost to the employee.

4.6.3.2. 401K Profit Sharing Plan – Employees are eligible to enroll in this retirement plan immediately upon hire. The City of Gaithersburg will match 60 percent of the employee's contribution. A maximum of three (3) percent will be contributed by the City.

4.6.3.3. 457 Deferred Compensation Plan – This is a supplemental retirement plan which is funded through employee contributions only. It is available to employees immediately upon hire.

4.6.3.4. 401A Money Purchase Supplemental Plan – This is a supplemental retirement plan. If a sworn officer makes elective contributions to the 457 Deferred Compensation Plan, the City will contribute up to 5 percent of the sworn officer's annual base salary to this plan. To qualify for this one to one matching contribution, the sworn officer must also be contributing at least five (5) percent to the 401K Profit Sharing Plan.

### 4.7. **Health Insurance**

#### 4.7.1. Medical Insurance

4.7.1.1. All full-time employees are eligible for medical insurance.

4.7.1.2. The City of Gaithersburg pays 85 percent of the lowest HMO monthly premium and the employee pays the remainder of each tier: single, double, or family.

4.7.1.3. Employees who waive medical coverage offered by the City may request the Employer contribute an amount equal to the premium that would be paid by the City for single medical coverage to their 401A Retirement Plan or their Retirement Health Savings Plan.

#### 4.7.2. Dental Insurance

4.7.2.1. All full-time employees are eligible for dental insurance.

4.7.2.2. The City of Gaithersburg pays 75 percent of the premium cost of single coverage and 50 percent of the premium cost of family coverage.

4.7.2.3. Employees who waive dental coverage offered by the City may request that the employer contribute an amount equal to the premium that would be paid by the City for single dental coverage to their 401A Retirement Plan or their Retirement Health Savings Plan.

### 4.8. **Disability and Death Benefits**

#### 4.8.1. Long-Term Disability Insurance

4.8.1.1. Long term disability insurance is provided as a source of income protection if an employee is injured on the job or off the job.

4.8.1.2. For absences of more than ninety days an employee may apply for Long Term Disability Benefits.

4.8.1.3. This coverage provides employees with up to 60 percent of their salary, with a cap of \$6,500 per month, beginning 90 days after the onset of disability. The duration of this benefit varies by age and other policy conditions. Further details are available through the Human Resources Department.

4.8.1.4. Under the City's Long Term Disability, medical and dental insurance coverage will be provided as long as an employee is disabled.

4.8.1.5. If an employee is disabled until age 65, the City will provide medical and dental insurance for as long as the employee lives after age 65.

4.8.1.6. Life insurance will be continued while an employee is disabled, until age 65. If an employee is disabled until age 65, life insurance will continue as per the terms of the policy.

4.8.1.7. Medical, dental, and life insurance benefits will be provided to disabled employees on the same basis as for active employees. Disabled employees will have to make the same contributions towards the cost of the insurance as active employees.

#### 4.8.2. Maryland's Workers Compensation Act

- a) Under the City Workers Compensation Plan, employees who are injured while working on the job will be provided with full pay, up to the first ninety working days after an accident, if they are unable to return to work.
- b) Workers Compensation Insurance will pay for all reasonable medical expenses related the employee's accident, disability, or death.

### 4.9. **Reporting and Recording Work-Related Injuries and Illnesses**

#### 4.9.1. Responsibility

4.9.1.1. The Chief of Police will be responsible for administering this process.

4.9.1.2. The on-duty supervisor will be responsible for reporting an injury or illness to the City's Workers Compensation Insurer and the Human Resources Department before the end of the shift on which the injury or illness occurred.



#### 4.9.2. Procedures

4.9.2.1. Employees incurring a work-related injury will immediately notify their supervisor describing in detail the date, time, location, witnesses present, circumstances that resulted in the injury received. All work-related injuries, including those that do not require emergency medical care, must be reported.

4.9.2.2. Employees incurring accidental personal injuries must report it within 10 days and within 1 year for occupational diseases.

4.9.2.3. If the employee is incapacitated and unable to promptly complete notification, the employee's supervisor will complete the form on the employee's behalf.

4.9.2.4. The notification will be forwarded to the employee's bureau commander before the end of the shift on which the injury or illness occurred.

4.9.2.5. The employee's bureau commander will review the notification and forward it to the Chief of Police for review and procedural processing to the Human Resources Department.

#### **4.10. Workers Compensation Benefits**

4.10.1. An employee who incurs an illness or injury arising out of or in the course of employment, may be eligible for workers compensation benefits, including but not limited to:

4.10.1.1. Payment of medical bills;

4.10.1.2. Prescriptions;

4.10.1.3. Temporary Total Disability (TTD);

4.10.1.4. Permanent Partial Disability (PPD);

4.10.1.5. Death benefits.

#### **4.11. Claims Filed with the Workers Compensation Commission**

4.11.1. An employee has a right to file a claim directly with the

## Workers Compensation Commission.

- 4.11.2. A bureau commander will attend all Workers Compensation Commission hearings to observe and document the proceeding on a Form 95 for forwarding to the Chief of Police for forwarding to the Human Resources Department.
- 4.11.3. All employees are covered by Workers Compensation Insurance in the event they sustain a work related injury, illness, or death that arises out of the course of employment with the city as delineated in Personnel Rules & Regulations Manual, Section 1500 (Work-Related Injuries or Illness).

## **4.12. Life Insurance**

- 4.12.1. The City offers group life insurance at no cost to its employees.
- 4.12.2. In the event of an employee's death due to natural causes or accident, the employee's beneficiary will receive three times the employee's annual salary up to a maximum of \$350,000.
- 4.12.3. Employees will ensure coverage under this policy by completing and submitting the enrollment form to the City Manager's Office on the first day of work.
- 4.12.4. Employee Killed in the Line-of-Duty
  - 4.12.4.1. If a City employee's (death or severe bodily injury is due to an accident,) his/her beneficiary will be paid seven (7) times the employee's salary (in a lump-sum benefit) by the City's life insurance carrier(s) up to a maximum of \$600,000. This includes all line of duty deaths.
  - 4.12.4.2. The City will also pay the beneficiary for 100% of the deceased employee's accrued annual leave and 100% of the deceased employee's accrued compensatory leave.
- 4.12.5. Police Officer Killed in the Line-of-Duty
  - 4.12.5.1. Police officers and their surviving families are

entitled to additional benefits.

4.12.5.2. State law further mandates that a death benefit shall be paid to the surviving spouse, children, or dependent parents of any law enforcement officer of the State or of any political sub-division of the State who is killed or dies in the performance of duties, the amount of which shall be \$50,000 and shall be in addition to any Worker's Compensation benefits or the proceeds of any form of life insurance, regardless of who paid the premiums on the insurance.

4.12.6. 5 USC 8101 and 8191 provides compensation to survivors of A non-federal law enforcement officer killed in the performance of his/her duties while engaged in the apprehension or attempted apprehension of any person who:

4.12.6.1. Has committed a crime against the United States, or

4.12.6.2. At the time was sought by a law enforcement authority of the United States for the commission of a crime against the U.S., or

4.12.6.3. At the time was sought as a material witness in a criminal proceeding instituted by the United States.

4.12.7. 42 USC - the "Public Safety Officers' Benefits Act" provides for a benefit to be paid in any case in which the Bureau of Justice Assistance determines under regulations issued pursuant to the United States Code that a public safety officer has died as the direct and proximate result of a personal injury sustained in the line of duty. Additional benefits may be available through professional and charitable organizations.

#### **4.13. Liability Protection**

4.13.1. The City has liability insurance with an insurance pool known as the Local Government Insurance Trust (LGIT), the terms of which are as follows:

4.13.1.1. Aggregate limit for each pool-year, per participant is \$1,000,000.00;

4.13.1.2. Per-loss limit: \$1,000,000.00;

4.13.1.3. Deductible for claims made, per-loss for wrongful actions claims is \$2,500.00.

4.13.2. The City, through the LGIT, also participates in the

Liability Excess Program, which provides coverage as follows:

- 4.13.2.1. Auto liability, \$1,000,000.00, with a \$5,000,000 umbrella policy.
  - 4.13.2.2. Commercial general liability (including police and public officials legal liability), \$1,000,000, with a \$5,000,000 umbrella policy.
  - 4.13.2.3. Public Officials/Personal Injury liability, \$1,000,000 with a \$5,000,000 umbrella policy.
- 4.13.3. Civil Immunity – The following laws grant civil immunity to officers in the performance of their duties:
- 4.13.3.1. Court decisions relating to 42 USC 1983 concerning Qualified Immunity;
  - 4.13.3.2. TA 19-101, 19-102, 19-103 concerning vehicle operation;
  - 4.13.3.3. Title 5 of the Courts and Judicial Proceedings Article;
  - 4.13.3.4. Criminal Code relating to searches for handguns;
  - 4.13.3.5. Criminal Code relating to officers acting under Mutual Aid;
  - 4.13.3.6. Estates and Trusts Article 13, Section 710 relating to taking a person into custody; and
  - 4.13.3.7. Health Article 10, Section 629 relating to involuntary commitments for psychiatric evaluations.

#### **4.14. Education Benefits**

##### 4.14.1. In-Service Training

- 4.14.1.1. The Department will provide all employees with In-Service Training.
- 4.14.1.2. The minimum annual requirement for Maryland Police Training Commission approved training is 18 hours. Officers are scheduled during normal working hours whenever possible.

##### 4.14.2. Tuition Assistance

- 4.14.2.1. Tuition reimbursement is governed by Section 13

of the City's Personnel Rules and Regulations Manual.

**4.15. Other Miscellaneous Benefits**

4.15.1. Flexible Spending

4.15.1.1. The City offers a Flexible Spending account that allows employees to pay for child care and/or medical expenses with pre-tax dollars, through payroll deduction.

4.15.1.2. The maximum deferrals per calendar year are \$5,000 for child care and/or \$2,500 for medical expenses.

4.15.2. GFit Wellness Program

4.15.2.1. The GFit Wellness Program provides quarterly reimbursements as a healthy lifestyle incentive program to help full-time employees take an active role in preserving their good health and improving their overall quality of life.