

**TITLE: COMPENSATION**

**CODIFIED:** 17.1  
**EFFECTIVE:** 07/23/04  
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**PURPOSE**

The purpose of this directive is to describe the Department's salary program and provide guidelines for the review of that program.

**POLICY**

It shall be the policy of the City of Santa Fe to provide equitable and adequate compensation to all employees based upon knowledge, skills and abilities required for each position. Compensation includes regular salary, overtime and compensatory time and benefits offered to employees of the City.

The following provisions will apply except where the existence of a Collective Bargaining Agreement mandates changes in the computation of employee salaries and or benefits.

**PROCEDURE**

**EMPLOYEE RATE**

**17.1.01** Entry level salaries, salary differential within the Department Rank structure, salary differential between ranks and salary levels for those with special skills are all outlined in the Personnel Rules and Regulations and/or the City of Santa Fe Classification/Pay Plan.

**17.1.02** Upon approval from the Chief of Police, Human Resources Department and the City Managers Office, a newly hired non union employee may be placed at a step/rate higher than the entry level pay based upon the employee's level of experience or education. Refer to appropriate Union contract for other employees).

**17.1.03** Elements of the Department's salary program are formulated annually by the Chief of Police in consultation with Department Staff, the City of Santa Fe Human Resources Director and through negotiation with the Police Officers Association or AFSCME collective bargaining team. All salary increases are presented to the City Council for final approval.

**17.1.04** The compensation plan is revised annually based on, but not limited to, the following information:

- Wage and salary surveys;
- Compaction studies;
- Cost of living adjustments.

**OTHER COMPENSATION**

**17.1.05** Compensatory Time is earned at 1.5 times the number of hours worked and may be requested by employees in lieu of overtime.

**A.** The decision to pay the employee overtime in lieu of compensatory time rests with the Chief of Police.

**17.1.06** Accumulation of compensatory time will be in compliance with the City of Santa Fe Rules and Regulations, appropriate Union contracts and the Fair Labor Standards.

**17.1.07** All FLSA Exempt employees may accrue compensatory time as permitted by current City Manager policy. The City however, may freely substitute cash, in whole or in part, for compensatory time.

**17.1.08** All non-exempt Department personnel will be eligible for overtime pay for any hours worked in excess of 40 hours compensable time in a seven-day work week.

**17.1.09** Employees must have a supervisors approval prior to engaging in overtime.

**17.1.10** Assigned special functions and extra-duty employment established through the police department will be considered regular police duty requiring compliance with law, rules and regulations regarding overtime.

**17.1.11** Annual leave shall not be granted in order to work Department overtime nor shall an Officer work Department overtime while on prior-approved leave. Officers may, however, work any previously approved off-duty employment while on annual leave.

**17.1.12** The driver shall accrue overtime or compensatory time for travel time to schools, seminars, training sessions or when required to travel by the Department in accordance to Fair Labor Standards Act.

**17.1.13** Volunteer duties are allowed under the Fair Labor Standards Act only if the services performed "are not the same type of services which the individual is employed to perform for such public agency".

**17.1.14** Off-duty, non-exempt Department personnel shall be compensated a minimum of two hours of overtime for call-outs and subpoenaed appearances up to two hours. Any time over two hours will be compensated for the actual time worked.

**17.1.15** Overtime request forms shall be completed by the employee requesting overtime, and submitted to the supervisor assigning or responsible for the area in which the work was completed.

**SPECIAL ASSIGNMENT/INCENTIVE PAY**

**17.1.16** Special assignment/Incentive pay for non-exempt Police personnel in specialized assignments will be governed by the approved contract between the City of Santa Fe and the Santa Fe Police Officers Association.

**17.1.17** Special assignment/Incentive pay for all other Department personnel will be governed by established Human Resources Department and City Manger guidelines.

**ACADEMIC INCENTIVE PAY**

**17.1.18** Sworn, non-probationary, law enforcement personnel will be paid educational incentive monies according to the approved contract between the City of Santa Fe and the Santa Fe Police Officers Association.

**17.1.19**In order to be eligible for educational incentive pay, the employee must meet the following requirements:

- Have successfully completed his/her probationary period;
- Have received a degree from a fully accredited college or university verified by a certified official transcript.
- Have the City Manager's approval.

**BILINGUAL INCENTIVE PAY**

**17.1.20** Sworn, non-probationary, law enforcement personnel will be paid bilingual incentive monies according to the approved contract between the City of Santa Fe and the Santa Fe Police Officers Association.

**17.1.21** In order to be eligible for bilingual incentive pay, the employee must meet the following requirements:

- Be covered by the Union contract
- Have successfully completed his/her probationary period;
- Have successfully completed the bilingual aptitude examination administered by the City of Santa Fe.
- Have the City Manager's approval.

**DIFFERENTIAL PAY**

**17.1.22** Shift differential pay shall be in accordance with City Personnel Rules and Regulations and approved contracts between the City of Santa Fe and employee collective bargaining teams.

DRAFTED(adp)/10-00

APPROVED:   
**BEVERLY K. LENNEN**  
Chief of Police

DATE: 07-23-04