



CITY OF FAIRFAX POLICE DEPARTMENT

GENERAL ORDER

Subject COMPENSATION AND BENEFITS	Number 3-5
Effective Date October 5, 2015	Rescinds General Order 3-5, dated 4-1-01
Accreditation Standards Fifth Edition 21.1.1 thru 22.3.3	Authority Colonel Carl R. Pardini Chief of Police

PURPOSE:

To outline compensation, benefits, and conditions of work for the City of Fairfax Police Department.

POLICY:

The nature of work performed by the department requires that special attention be given to compensation for this work and to benefits offered to members if the department is to compete successfully in the labor market and retain competent personnel. Every effort should be made to provide service at a reasonable cost, to compete for qualified personnel, to retain competent personnel, to offer advancement and promotion incentives, and to reward superior performance.

DISCUSSION:

Nothing in this directive is to be construed as a contract or a guarantee of permanent employment.

PROCEDURE:

I. SALARY PROGRAM

- A. Job task analysis and the classification plan are the means used to determine the elements of the salary program. The classification plan is further described in the City of Fairfax Personnel Ordinance.
- B. The department's salary program is reviewed annually by the Chief of Police in conjunction with budget preparation.
- C. Every effort is made to recommend competitive salaries. Both the means for determining the entry-level salary and the criteria used for determining separation of salary between ranks and increases within ranks is reviewed in terms of fairness.
- D. Current salary schedules and the classification plan are available in the Office of the Chief of Police or from the Personnel Department. The salary program includes:
 1. Entry-level salary.
 2. Salary differential within ranks.
 3. Salary differential between ranks.
 4. Salary levels for those with special skills, if any.
 5. Compensation time policy.
 6. Overtime policy.
- E. Members are encouraged to present any existing evidence of needed salary increases or adjustments either individually or collectively. This information should be presented to the Chief of Police concurrently with budget preparation.

II. BENEFITS PROGRAM

- A. Newly hired members are required to attend an orientation program presented by the Personnel Department. Part of the orientation is designed to explain employee benefits. Those attending orientation are provided a current copy of the City of Fairfax Employee Handbook, which provides an overview of available benefits including:
1. Holiday leave.
 2. Sick leave.
 3. Flexible Benefits Program.
 4. Health Insurance.
 5. Disability and Death Benefits.
 6. Educational Benefits.
 7. Incentive Awards Programs.
 8. Employee Assistance Program (EAP).
 9. Uniform/Clothing Allowances.
 10. Physical Exams.
 11. Retirement Plans.
 12. Liability Protection.
- B. Additional copies of the City of Fairfax Employee Handbook and answers to specific questions on benefits may be obtained from the Personnel Department during normal business hours.
- C. Chapter 66 (Personnel Ordinance) of the City Code, which is located in G.O. 3-1, provides additional information on employee benefits.

III. POLICE ASSOCIATION

- A. The City of Fairfax Police Association is recognized by the department as having a beneficial affect on the morale of its officers. The department affords this organization its autonomy, but for clarification, the following policy guidelines are followed.
1. The incumbent President of the Police Association is allowed two hours duty time per pay period to conduct official business of the association, contingent upon supervisory approval. The time and location(s) of the business conducted must be approved beforehand by the incumbent's immediate supervisor.
 2. Supervisors may allow officer's to attend a monthly Police Association meeting while on duty, provided calls for service and patrol coverage is being maintained adequately. Any officer attending such a meeting must remain in radio contact and is subject to immediate call to other duties.
- B. The City of Fairfax Police Association is a fraternal organization only and does not engage in collective bargaining nor is it representative of the department.

Colonel Carl R. Pardiny / Chief of Police

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