



# UW-Madison Police Department

## Policy: 22.1

**SUBJECT: COMPENSATION AND BENEFITS**

**EFFECTIVE DATE: 06/01/10**

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### POLICY:

The UW-Madison Police Department shall document, disseminate, and equitably apply, policies relating to wages. The Department shall also document, disseminate, and equitably apply, policies relating to leave and benefits.

### DEFINITIONS:

“Disability” is defined as the inability “to engage in any substantial gainful activity by reason of a medically determinable physical or mental impairment that can be expected to result in death or to be of long -continued and indefinite duration.”

“Election official” is defined as an individual who is charged with any duties relating to the conduct of an election. This includes poll workers.

“Line-of-duty death” is defined as the death of an active duty employee by felonious or accidental means during the course of performing their duties while on or off duty.

“Pay range” refers to a minimum and maximum dollar amount; pay ranges are expressed in hourly amounts based on official hourly rate rounding for University Staff. Academic Staff pay ranges are expressed in annual salary.

“Pay schedule” refers to a set of pay ranges to which a set of classifications are assigned.

“Survivors” refer to the immediate family members of the deceased personnel, to include spouse or partner, children, parents, siblings, fiancée, and/or significant others.

### PROCEDURE:

#### 22.1.1 DEPARTMENT WAGES PROGRAM

- A. The University of Wisconsin – Madison employs a compensation strategy that ensures that the overall compensation program, consisting of both pay and benefits, supports the mission, goals, and business objectives of the state.
- B. The wages program addresses the following areas:
  - 1. Entry level salaries;
  - 2. Wage differential within ranks;
  - 3. Wage differential between ranks;
  - 4. Wage levels for those with special skills, if any, are referenced in the personnel compensation plan. Special skills are also recognized on the employee performance evaluation, which is considered during the distribution of merit pay increases (if the position is part of the merit pay system);
  - 5. Compensatory time policy;
  - 6. Overtime policy;
  - 7. Provisions of wages augmentation;
  - 8. Standby/on-call pay.

- C. Each position within the Department is assigned a pay range. Each classification is assigned to a pay range by University of Wisconsin – Madison Office of Human Resources. Refer to University of Wisconsin – Madison Office of Human Resources Policy 10.0 (10.01 – 10.07) which can be found here: <https://kb.wisc.edu/ohr/policies/>
- D. Pay provisions are also outlined in the following:
  - 1. Policy bulletins;
  - 2. UW-Madison Human Resources Policies
  - 3. UW-System Human Resources Policies
  - 4. UW–Madison Human Resources – Payroll and Benefits.
- E. The department shall comply with the University of Wisconsin–Madison Office of Human Resources policy regarding compensatory time and overtime policy referenced here: [\(HR Policy 11.0\)](#).
- F. The Fair Labor Standards Act (FLSA) determines whether a position is eligible for overtime pay. All nonexempt employees shall be granted overtime pay for working more than 40 hours in a week. Within Department practice, non-exempt employees may elect to earn compensatory time instead of overtime pay for working more than forty (40) hours in a week.
- G. Pay rates for University Staff employees are processed on an hourly basis. Increases are governed by the UW-Madison Human Resources Policies.
- H. Most employees regularly scheduled to work the hours between 6 p.m. and 6 a.m. or on a weekend may be eligible for shift and/or weekend differential compensation in addition to base wages. To find current shift and weekend differential rates, refer to the [UW-Madison Human Resources Policies \(HR Policy 10.0\)](#).
- I. Pay rates for Academic Staff are processed on an annual basis. Increases are governed by UW-Madison Office of Human Resources Policies.

#### **22.1.2 LEAVE AND BENEFITS PROGRAM**

- A. Administrative leave applicable to all employees may include but is not limited to military leave, jury and court service leave, or leave pending the outcome of some internal investigations. Current definitions, pay status, and requisite conditions for each provision are addressed in [UW-Madison Human Resources Policies](#).
- B. Wisconsin Statute 7.33(4) provides that state employees may act as “election officials” without loss of pay when their election duties occur on a scheduled workday.
- C. University staff employees may request and be granted leaves of absence without pay. The terms and conditions for granting leaves of absence without pay are contained in UW-Madison Human Resources Policies are referenced here: [https://www.ohr.wisc.edu/polproced/CPPP/cppp\\_chapter16-01\\_Current.pdf](https://www.ohr.wisc.edu/polproced/CPPP/cppp_chapter16-01_Current.pdf)
- D. Academic staff employees may request and be granted leaves of absence without pay. The terms and conditions for granting leaves of absence without pay are contained in UW-Madison Human Resources Policies are referenced here: <https://www.ohr.wisc.edu/polproced/UPPP/1601.htm>
- E. The University of Wisconsin - Madison provides leave time benefits, which includes legal and personal holidays. Provisions are covered in the UW-Madison Human Resources Policies which are referenced here: <https://kb.wisc.edu/ohr/policies/page.php?id=53500>
- F. Employees are to report daily before the start of their shift to a supervisor whenever sick leave must be used, unless other mutually agreeable arrangements have been made due to an extended illness or recovery from injury. If no supervisor is available, employees are to report to the officer in charge (OIC).
- G. Employees are subject to UW-Madison Sick Leave policies which are referenced here: <https://kb.wisc.edu/ohr/policies/page.php?id=53366>
- H. Employees are subject to UW-Madison Vacation leave policies which are referenced here: <https://kb.wisc.edu/ohr/policies/page.php?id=53409>

- I. UWPD employees who are classified as University Staff may only carry over 40 vacation hours from the previous calendar year, unless granted approval by the Chief or designee. University staff shall utilize all carry over vacation hours by June 30 of the following year. UWPD employees who are classified as Academic Staff may only carry over 40 hours from the previous fiscal year, unless granted approval by the Chief or designee. Academic staff shall utilize all carry over vacation hours by December 31 of the following fiscal year.
- J. Family and Medical leave benefits are made available to department employees if certain criteria is met. Policies and provisions are referenced here:  
<https://www.wisconsin.edu/ohrwd/benefits/leave/fmla/>
- K. Military leave benefits are made available to department employees, if applicable. Policies and provisions are referenced here:  
<https://www.wisconsin.edu/ohrwd/benefits/leave/military/>

### 22.1.3 PERSONNEL BENEFITS

- A. UW-Madison participates in the State of Wisconsin Retirement System (WRS) managed by The Department of Employee Trust Funds. All permanent employees are required to participate in WRS. Retirement benefits and policies are referenced here:  
<https://www.ohr.wisc.edu/benefits/retirement/>
- B. Insurance plans are made available to employees based upon job classification. Specific details regarding such plans are provided by the University of Wisconsin-Madison Human Resources Payroll and Benefits Services. Health benefits and policies are referenced here:  
<https://www.ohr.wisc.edu/benefits/health/>
- C. UW-Madison policies related to the following disability benefits include: Income Continuation Insurance (ICI), Duty Disability, Wisconsin Retirement System (WRS) Disability Retirement, Worker's Compensation and Social Security. Disability benefits and policies are referenced here:  
<https://www.ohr.wisc.edu/benefits/disability/>
- D. Personnel should refer to the University of Wisconsin - Madison Human Resources Payroll and Benefits Services for additional information.
- E. UW-Madison employees generally have liability protection in accordance with [Wis. Statute 895.46\(1\)](#). The state plan protects employees from liability resulting from their conduct while engaging in their duties as employees, regardless of where the incident occurs, if the employee is acting within the scope of their employment activities and notifies the University immediately of the incident. Legal defense, judgments, or negotiated settlements then become the state's obligation.
- F. Employees receive tuition reimbursement benefits at the discretion of the Department only if there is sufficient budgeted educational reimbursement money. The procedure for tuition reimbursement is as follows:
  - 1. The Department shall accept requests for educational reimbursement during the month of April for classes that would be taken during the following fiscal year. Requests should be turned in to the Personnel Sergeant and must be received prior to the class start date. Requests shall either be approved or denied before the course term starts.
  - 2. Reimbursement monies that were approved but not used during a particular fiscal year shall not be carried over or allowed to be held in standby by any employee. Educational reimbursement money budgeted is for that specific fiscal year only and is subject to change on a yearly basis.
  - 3. University and Academic staff with at least a permanent half-time appointment or greater may take up to up to 18 career-related credits in a calendar year. University and Academic Staff may be reimbursed for up to 100% of tuition and fees upon successful completion of the course at the discretion of the Division. Successful completion of courses graded using the traditional grading scale is defined as earning a grade of C or greater. Accredited institutions of higher education available for reimbursement shall be determined by the employing unit. Career-related coursework is undergraduate or graduate level courses and professional development courses which shall qualify an employee for development within their current position or for advancement within the profession in

which the employee is currently working, the current classification or classification series. Exceptions to this requirement may be made at the employing unit's discretion on a case by case basis. Courses for personal enrichment do not qualify for reimbursement. The training or course is generally taken on the employee's own time, using either leave without pay or accrued compensatory time off. Annual leave or make-up time within the same work week may be arranged if the supervisor or chairperson can show that the unit's work shall not be affected adversely.

4. The UW Madison Employee Coursework and Training Assistance Policy describes the request procedure to be completed prior to starting any courses for which reimbursement shall be requested.
5. Tuition reimbursements totaling \$5,250 or more in one calendar year shall be subject to Federal and State tax withholding and reporting regulations.

#### **22.1.4 PERSONNEL SUPPORT SERVICES**

- A. The Department shall provide assistance services to personnel and their families following serious injury to an employee or serious injury or death to an employee's family member. These services may include but are not limited to
  1. Family notifications;
  2. Assisting the family at the hospital;
  3. Supporting the family at the funeral or burial;
  4. Assisting with legal and benefits information;
  5. Providing counseling referrals;
  6. Supporting the family during suspect criminal procedures, if any; and
  7. Maintaining long-term support contact with the family and keeping informed of their needs.
- B. The Chief or designee shall be responsible for initiating contact with an employee or the employee's family following serious injury to an employee or serious injury or death to an employee's family member. The Chief or designee shall provide specific information regarding benefits and services provided by the Department.

#### **22.1.5 LINE-OF-DUTY DEATHS**

- A. In the event of a line of duty death, a benefits coordinator shall be appointed. This assignment works closely with Department Human Resources Personnel and is responsible for
  1. Filing workers' compensation claims and related paperwork;
  2. Presenting information on benefits available to the family;
  3. Documenting inquiries and interest in public donations to the family and establishing a mechanism for receipt of such contributions, as appropriate;
  4. Preparing all documentation of benefits and payments due to survivors, to include the nature of benefits to be received and the name of a contact person at each benefit office; and
  5. Filing any applicable benefits paperwork and maintaining contact with the family in order to ensure that benefits are being received.
- B. For policies and procedures related to Officer Involved Deaths (OID) and Other Officer Involved Critical Incident (OICI) refer to department directive 1.5 OICI.

#### **22.1.6 EMPLOYEE ASSISTANCE PROGRAMS**

- A. The University of Wisconsin–Madison makes available to employees an Employee Assistance Office designed to assist in the identification and resolution of concerns or problems (personal or job related) that may adversely affect an employee's personal or professional well-being or job performance. These personal concerns may include, but are not limited to, health, marital status, family, financial, substance abuse, emotional/stress, and other personal matters. The Employee Assistance Office provides short-term counseling and problem solving for employees.
- B. The University of Wisconsin–Madison Employee Assistance Office maintains
  1. Written directives describing program services;
  2. Procedures for obtaining program services;
  3. Confidential, appropriate, and timely problem-assessment services;
  4. Referrals to services, either workplace or community resources for appropriate diagnosis, treatment, and follow-up; and

5. Written procedures and guidelines for referral to and/or mandatory participation.
- C. Supervisors and managers are trained in the following employee assistance services during the, University-sponsored supervisor training:
    1. Supervisor's roles and responsibilities; and
    2. Identification of employee behaviors which would indicate the existence of employee concerns, problems, and/or issues that could impact job performance.

#### **22.1.7 EMPLOYEE IDENTIFICATION**

- A. Department personnel, including interns, shall be issued unique photo identification cards (also containing name and title). In addition, employees shall be issued a University identification card, which functions as an electronic key for the University's access control system. These ID cards are individually numbered and programmed to open certain facility doors depending on the person's position and function. This ID is to be carried or worn at all times during working hours (except by those working undercover), as well as when in the Department facility.

#### **22.1.8 LONG TERM MILITARY DEPLOYMENT AND REINTEGRATION**

The following outlines procedures for employees' military deployment exceeding 180 days

- A. Employees requiring leave of absence for active military service shall provide the Department advance notice of their intent to take military leave unless advance notice is precluded by military necessity or is otherwise unreasonable considering circumstances.
- B. The employee shall submit a copy of their military orders to their supervisor as soon as reasonably possible along with written notification to include:
  1. Anticipated date(s) of mobilization
  2. Commanding Officer's name and contact information
  3. Name of military ombudsman (or equivalent) and contact information
- C. Department Human Resources Personnel shall serve as the Department and University's point of contact for the employee.
- D. Out processing of the employee shall be completed by the Department Human Resources Personnel and the Chief or designee prior to deployment. Out processing shall include an exit interview with information regarding:
  1. Employee benefits
  2. Salary continuation
  3. Reintegration procedures upon return
  4. Any other relevant information
- E. The employee shall be responsible for storage of Department owned equipment during deployment.
- F. During the employee's absence, the Department shall provide support to the employee and their family through the Department point of contact.
- G. The Department point of contact shall:
  1. Keep up-to-date status on the employee
  2. Share agency significant events and promotion opportunities with the employee
  3. Keep track of any email and address updates
- H. Prior to returning to full duty, the employee shall meet with Department Human Resources Personnel, the employee's immediate supervisor and the Chief or designee for a reintegration interview. The interview shall include:
  1. Any updates to the employee's benefits or compensation
  2. Information regarding the employee's work schedule
  3. Information regarding required training, including weapons proficiency, that must be completed, if applicable
  4. Information regarding the Employee Assistance Office and the Department's Peer Support program
- I. Upon return to work, the employee must provide appropriate documentation regarding the amount of military pay received during the leave.

