

HONOLULU POLICE DEPARTMENT

POLICY ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

April 30, 2015

Policy Number 2.60

COMPENSATION AND BENEFITS

POLICY

The Honolulu Police Department's (HPD) compensation and benefit programs are consistent with policies and standards established in accordance with current statutes, collective bargaining agreements, executive orders, and the rules and regulations of the Department of Human Resources (DHR).

PROCEDURE

I. COMPENSATION

- A. The compensation program shall be based on merit and contribute to the selection and retention of employees. The program or portions thereof may be extended to noncivil service positions as required by law or for the good of the service. Examples may include:
 - 1. An entry-level salary position for each rank;
 - 2. Salary differentials within ranks, including differentials for positions requiring special skills (e.g., canine handler and bomb technician);
 - 3. Salary differentials between ranks;
 - 4. A compensatory time policy;
 - 5. An overtime policy; and
 - 6. Salary augmentation (pay differential/premium) plans.

- B. Compensation adjustments for employees covered by collective bargaining shall be in accordance with the applicable bargaining agreements.
- C. Compensation adjustments for employees excluded from collective bargaining agreements shall be in accordance with applicable executive orders.
- D. Compensation adjustments for movements between bargaining units and circumstances not covered in sections I B and C above shall be in accordance with the rules and regulations of the DHR.

II. BENEFITS

A. Leaves of Absence

- 1. All permanent, full-time employees shall be entitled to and granted leaves of absence for holidays, injuries/illnesses, annual vacations, and authorized administrative purposes.
- 2. The circumstances, conditions, limitations, accrual rates, procedures for application and approval, and scheduling of the respective leaves of absence are described in the Hawaii Revised Statutes (HRS), collective bargaining agreements, DHR's rules and regulations, and departmental policies.
- 3. Designated state holidays are established by state and/or federal authority.

B. Retirement Program

Eligible employees shall receive retirement coverage under the Employees' Retirement System (ERS), which grants special provisions for both law enforcement and civilian personnel.

- 1. Employees and employers shall contribute to the ERS at rates established in Chapter 88, HRS.
- 2. For contributory retirement members, employees and employers shall contribute to the ERS at rates established in Chapter 88, HRS.

3. Employees may obtain copies of ERS publications by writing to the ERS at 201 Merchant Street, Suite 1400, Honolulu, Hawaii 96813.

C. Health Fund Insurance Program

All employees (except part-time, seasonal, and intermittent employees) may participate in the state health fund insurance program. Information about the program is available in collective bargaining agreements and Chapter 87, HRS.

D. Disability and Death Benefits Program

1. The HPD makes group term life insurance available to all full-time employees in accordance with the unions' insurance plans or other plans offered by the city. Employees may also purchase, by payroll deduction, supplemental insurance from their respective unions and other associations.
2. The HPD facilitates the payments for the group term life insurance program. Refer to current collective bargaining agreements for additional information.
3. The ERS provides eligible employees with at least ten years of service credit on disability retirement and a survivor benefit program. Facts concerning both disability and death benefits are available through ERS handbooks, brochures, and Chapter 88 of the HRS.
4. Additional death benefits may be available when officers are killed in the line of duty.
5. Disability insurance is available to all employees through the Hawaii Workers' Compensation program.

E. Liability Protection Program

1. The HPD is responsible for the liability protection program for its employees.

2. The coverage is consistent with collective bargaining agreements and the HRS. The HPD provides eligible employees with the following insurance policies:
 - a. Automobile (fleet and subsidized) liability;
 - b. Professional liability;
 - c. General liability; and
 - d. Public official's liability.
3. Professional liability coverage is provided through the city's reserve-funding (self-insured) program. Private carriers and/or reserve funding shall satisfy official needs.

F. Educational Benefits Program

1. The educational benefits program offered by the HPD provides employees academic training, section training courses, and training programs at other agencies and institutions. All costs associated with in-service training (i.e., tuition, transportation, lodging, and course texts) may be assumed by the department.
2. The method and class of travel shall be consistent with the city's policies, procedures, and standards.
3. All costs incurred for training that an employee voluntarily attends, though not required to attend by the HPD, shall be borne by the employee.
4. The HPD offers a tuition reimbursement program for all eligible employees. Details of this program are in Policy 3.10, HIGHER EDUCATION REIMBURSEMENT PROGRAM.

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III. CIVIL SERVICE REFORM CLAUSE

The rights, benefits, and privileges currently enjoyed by persons occupying civil service positions under Chapters 77, 79, 80, 81, 82, and 83 of the HRS and hired prior to July 1, 2002 shall not be diminished or impaired until those rights, benefits, and privileges are either negotiated by collective bargaining agreements or established by executive order for civil service employees.


LOUIS M. KEALOHA
Chief of Police

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board for one week

Policy first issued
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