

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT:	JOB CLASSIFICATIONS	NUMBER:	2.3.1
		ISSUED:	9/1/2009
SCOPE:	All Police Personnel	EFFECTIVE:	9/1/2009
DISTRIBUTION:	General Orders Manual, and All Police Personnel	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	
REFERENCE:		WILEAG STANDARDS 3 rd EDITON: 2.3.1	

INDEX AS: Job Classifications
 Light Duty
 Reclassification of Jobs
 Out of Class Pay

PURPOSE: The purpose of this policy is to establish guidelines for job classifications within the Port Washington Police Department.

- I. POLICY
- II. PROCEDURE

I. POLICY

- A. The Port Washington Police Department shall ensure that job classifications are based on an analysis of position requirements including job tasks and the frequency with which they are performed, as well as assignment of requisite skills, knowledge, and abilities.

The Department will develop and maintain job descriptions for all positions within the Department to ensure all employees understand their job duties and responsibilities. Employees will be encouraged to participate in all job task analyses designed to create, update or revise the tasks, duties and responsibilities of each position. Certain positions in the Department will have, in addition to a job description, a list of job tasks which may be utilized to more clearly delineate, for evaluation purposes, the numerous tasks which make up a particular job. The job descriptions are approved by the Chief of Police and issued with his authorization.

II. PROCEDURE

A. The Port Washington Police Department's personnel practices, salary plan, provision for salary augmentation, and benefits are governed by City Ordinance and the labor contracts negotiated for personnel in represented positions.

B. Position Classification

1. For assignment and compensation purposes, every job in the Port Washington Police Department is categorized by class on the basis of similarities in duties, responsibilities, and qualification requirements.
2. The Department will comply with the City of Port Washington's personnel policies.
3. Class specifications are outlined for every job within a class.
4. Job classifications serve as a guide to Department personnel and their supervisors regarding the specific duties and responsibilities for each position within the organization.
5. The grouping of like job requirements in classes facilitates the comparative evaluation of personnel against a common performance standard.
6. Provisions for compensation and benefits are governed by City Ordinance and labor contracts.
7. As needed, new class specifications shall be developed by the Chief of Police. The Chief of Police shall be responsible for maintaining class specifications for existing positions.

C. Reclassification of Positions

Reclassification of Department members and employees is under the authority and responsibility of the Chief of Police. Reclassification will also meet with the approval of the City Administrator Personnel Committee, Common Council, and Labor Unions, when the position is within a bargaining unit.

D. Job Descriptions

1. The Department has developed job descriptions for every position in the organization. These descriptions are used to aid in identifying the specific duties and responsibilities associated with each particular position within the Department.
2. Input regarding the development and modification of job descriptions is sought from affected personnel.

3. A task analysis of every class of sworn employee in the department has been conducted, maintained on file, and includes:
 - a. Work behaviors (duties, responsibilities, functions, tasks, etc.)
 - b. Frequency with which the work behavior occurs.
 - c. Criticality of the job-related knowledge, skills and abilities.
4. The Department maintains current job descriptions covering all employees. Each employee is issued the job description of his/her position. A job description for each position within the agency is also available to all personnel (in the Job Description file in the Common file).

E. Specialized Assignments

1. The Chief of Police has final approval authority for all specialized assignments.
2. Any opening for a specialized assignment will be communicated to all eligible Department personnel.
3. Criteria for selection to a specialized assignment should be based on the knowledge, skills and abilities required for the assignment, including education, training, experience, work performance, work habits, growth potential, and specialized skills.

F. Job Class Compensation:

1. An employee's compensation is directly related to his/her job classification category. Associated with each class category is a multi-step pay plan schedule. The details of each class's pay grade schedule are set forth in contractual documents, the City of Port Washington Ordinances, the Annual Budget Document, the Policy and Procedure manual for Non-Represented Employees or the Annual Salary Resolution and related pay plan documents, depending upon class.

Out-of-Class Pay

- a. Out-of-Class Pay is generally defined as compensating an employee for work in a higher pay class while temporarily assigned to fill a vacancy or absence of the person in the higher job class.
- b. An employee may request Out-of-Class Pay, or
- c. Any supervisor in the chain of command for that position may request Out-of-Class Pay on behalf of the employee.

- d. Out-of-Class Pay will be based upon the job description of the employee's normally assigned position and the job description of the out-of-class position.
- e. The employee in the position and the employee's immediate supervisor will jointly complete an evaluation of the job descriptions for the two positions.
 - 1) The evaluation will first identify those tasks contained in the higher job class but not in the lower job class.
 - 2) The employee and supervisor will then evaluate each of those identified tasks to identify those out-of-class tasks performed by the employee.
 - 3) The evaluation documentation will include any points not agreed upon by the employee and the supervisor.
- f. The Department will not pay a non-sworn employee out-of-class pay at a sworn officer's rate of pay because a police officer's duties always include law enforcement powers.
 - 1) In those cases, the Department will base the comparison on the non-sworn job classification most nearly fitting the non-sworn employee's position.
- g. Submitting the Request:
 - (1) The supervisor will forward the results of the evaluation through the chain of command with a written recommendation on the request.
 - (2) If the Chief's Office concurs with the recommendation for Out of Class Pay, the Chief's Office will forward the recommendation to the Personnel and Finance Committees for review and consideration.
- h. Employee's Right to Grieve: The employee has the right to follow the appropriate grievance process if the request is denied.

G. Modified or Light Duty Assignment

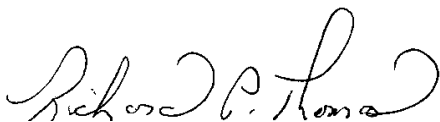
- 1. Situations arise where an employee may be injured and under the orders of a medical physician, not physically able to continue his/her normal duty responsibility. When this occurs, the employee may be assigned to a temporary assignment consistent with the restricted duty limitations set by the physician.

2. Normally, such assignments will be within the employee's classification but may include assignment to another classification, either higher or lower than the employee's current classification. This type of assignment is to assist the employee in recovering from his/her injury, continue to be productive, and provide encouragement to return to normal duty status and assignment.
3. The time limitation for modified/light duty assignments is based upon available work within the light duty limitations.
4. Officers who are assigned to modified/light duty assignments shall not be assigned to a field duty or other circumstance where arrest situations may arise. No employee on this type of temporary assignment shall be allowed or assigned a duty that is prohibited or restricted by the attending physician.
5. Compensation shall be at the employee's current pay schedule, there shall be no "out of class pay" for light duty assignments.
6. The Chief of Police or his designee shall be responsible for making modified/light duty assignments within the department. Doctor's orders of duty limitations as well as a release to full duty status shall be provided to the Chief.
7. The Supervisor to whom the employee is assigned under this situation is responsible for the employee's duties, work schedule and timesheets.

H. Periodic Review

1. The Captain of Police will facilitate a review of the job classifications every three years and forward any changes, suggestions, comments, or concerns to the Chief of Police.
2. Upon approval by the Chief of Police, the Job Classifications will be posted to the Department computer network. The Captain of Police is responsible for ensuring that members of the Department receive hardcopies of the current classification specific to his/her position.
3. The Administrative Division will prepare a hardcopy of the Job Classifications for the City of Port Washington Personnel Committee and the Office of the Chief of Police.

APPROVED:



Chief Richard P. Thomas

DATE:

9/1/09
