



## MEMORANDUM

TO: Sworn Officers

FROM: Chief Mike Reynolds

A handwritten signature in black ink that reads "Mike Reynolds".

DATE: January 3, 2023

SUBJECT: Incentive Pay Directive

This memorandum will serve as the directive for the incentive pay packages adopted in 2016, 2019 and 2021 by the Fayetteville Police Department (FPD). This directive will provide general guidelines. The Chief of Police, or the Acting Authority in his absence, will be the final authority for incentive pay decisions.

### **Certificate Pay:**

On March 1, 2016, the Fayetteville City Council passed a proposal for a certificate pay program for sworn personnel. On April 25, 2016, the Fayetteville Police Department implemented certificate pay to all sworn personnel who possess one or any combination of all four of the following Arkansas Commission on Law Enforcement Standards and Training (CLEST) certifications, which include the General, Intermediate, Advanced, and Senior certificates. Sworn personnel will receive \$25.00 per certificate per month.

Sworn personnel are responsible for keeping track of their own law enforcement certifications and qualifications. When sworn personnel become eligible for a law enforcement certificate, they should contact the training sergeant. The training sergeant will assist in the certificate application process with CLEST and ensure all the above certifications received from CLEST are sent to City of Fayetteville Human Resources.

### **Lateral Transfer Pay**

Since June 2019, FPD has paid lateral transfer pay to qualified officers. The purpose of this program is to increase the years of law enforcement experience within the ranks and to aid in recruiting the most qualified candidates for employment.

Eligible applicants must: (1) Hold a valid law enforcement certificate as defined by the Arkansas Commission on Law Enforcement Standards and Training (CLEST), or are eligible to recertify with an

Arkansas CLEST refresher; (2) Comply with the Civil Service Commission Rules and Regulations; (3) Meet all standards for police officer applicants; and, (4) Complete all applicable parts of the hiring process.

Newly hired officers who have completed a state-certified police academy and/or hold a valid Peace Officer Standards and Training (POST) certificate recognized by the State of Arkansas will receive one step raise upon hire (Step B) on the FPD "Step" Pay Plan.

Additional steps are given based on a two-tiered matrix. An officer who has continuous service for an agency with a service population and sworn strength of 50% or more of the Fayetteville Police Department will receive one step for every two years of law enforcement experience. An officer who has continuous service for an agency with a service population and sworn strength of less than 50% of the Fayetteville Police Department will receive one step for every three years of law enforcement experience.

Beyond Step B, the following types of law enforcement experience are NOT eligible for additional lateral transfer steps: deputies and/or jailers who were employed in a jail/prison setting; full-time officers from a university police department with a campus population/enrollment less than 20,000; volunteer, reserve, or part-time officers/deputies; military police officers; federal employees serving in a non-enforcement capacity; wildlife officers; probation and parole officers; and state agencies without uniformed police patrol enforcement responsibilities.

Certification and previous law enforcement years of experience will only be used to determine starting pay, and will not be considered toward seniority, positions, competitive (tested) promotions, or assignments that require time of service with the Fayetteville Police Department. Pay compression issues arising as a result of the Police Officer Lateral Transfer Program will not be corrected. The Chief of Police, or his Acting Authority in his absence, will make the final determination on any issues arising from the application of this program.

When an officer previously employed by the FPD is rehired, he/she may be given lateral pay consideration for years previously worked at the FPD and other agency/agencies, and/or the officer may be returned to the pay step closest to, but not less than, the pay rate the employee held prior to leaving FPD. If the returning officer previously held corporal status, he/she may be returned to corporal status and pay grade, as determined by the Chief of Police, or his Acting Authority in his absence. Prior service time at FPD may count toward time needed to obtain corporal status. This consideration is for pay only, and it will not affect the requirement for continuous years of service at FPD to qualify for promotional testing, seniority, and/or assignments.

# Lateral Pay Transfer Matrix

## TIER 1

<b>50% Population and sworn strength or higher</b>	
<b>Experience</b>	<b>Entry Step</b>
<b>Certified</b>	<b>B</b>
<b>2 years</b>	<b>C</b>
<b>4 years</b>	<b>D</b>
<b>6 years</b>	<b>E</b>

## TIER 2

<b>Less than 50% population and sworn strength or higher</b>	
<b>Experience</b>	<b>Entry Step</b>
<b>Certified</b>	<b>B</b>
<b>3 years</b>	<b>C</b>
<b>6 years</b>	<b>D</b>
<b>9 years</b>	<b>E</b>

### Recruitment/Sign-On Awards Package

On July 20, 2021, Fayetteville City Council passed Resolution 191-21, allowing the Chief of Police, at his discretion, to pay sign-on awards. The purpose of sign-on awards is to entice prospective employees to apply and join the FPD. Sign-on awards may be temporary, and when approved, will be paid to certified and non-certified police officers in the following manner:

#### Certified Police Officers:

- Defined by having completed a state-certified police academy and/or who hold a valid Peace Officer Standards and Training (POST) certificate recognized by the State of Arkansas.
- \$10,000 paid over 18 months with a three-year commitment. \$2,000 paid after the certified officer is hired, \$4,000 paid after completion of the Field Training Officer (FTO) Program, and \$4,000 paid after successful completion of the certified officer's 18-month probationary period.
- After one year of separated service, returning FPD officers qualify for sign-on awards.

#### Non-certified Police Officers:

- \$5,000 paid over 18 months with a three-year commitment. \$1,000 paid after graduating from the Arkansas Law Enforcement Training Academy, \$2,000 paid after completion of the FTO Program, and \$2,000 paid after successful completion of the officer's 18-month probationary period.

Officers who end employment with the FPD or who cease to hold a full-time position of a Fayetteville police officer, will not receive any future advancements or payments. If the termination of employment is either voluntary or involuntary prior to completing the three-year agreement, the individual shall repay the FPD a prorated portion of any sign-on award advanced to the employee up to the date of termination. Repayment terms shall be determined by the Sign-On Award Agreement signed upon hire by the employer and employee.

**Retention Pay Package:**

Beginning Monday, January 10, 2022, retention incentives will be paid for the following categories, based on year-to-year budget approval:

- Longevity Pay
- Education Pay
- Specialized Pay
- Night Shift Assignment Pay

**Longevity Pay:**

Officers will receive longevity pay based on completed years of service. Annual amounts for longevity pay are listed below, and this pay shall be divided by twenty-four pay-periods in the calendar year:

5-9 years:	\$250.00
10-14 years:	\$500.00
15-19 years:	\$1000.00
20-24 years:	\$2000.00
25 + years:	\$3000.00

**Education Pay:**

Officers shall receive education pay based on their level of education and base pay as defined on the FPD Pay Plan. It is the officer's responsibility to provide the Training Division with the appropriate documentation to receive education compensation. Education pay shall be paid per pay period, based on 80-hour assignments:

Associates Degree and/or 60 + hours of college hours completed: 3% of base pay

Bachelor's Degree: 6% of base pay

Master's Degree +: 7% of base pay

(e.g., Base pay \$22.03 per hour for eighty hours (1762.40 per pay period), multiplied by 6% (Bachelor's Degree) equals \$105.75 per pay period.

**Specialized Pay:**

Specialized pay will be paid at 2% of the officer's base pay as defined on the FPD Pay Plan for each of the following specialization(s):

1. ERT/CNT
2. Peer to Peer Support Team
3. Field Training Officer
4. Honor Guard
5. Accident Reconstruction
6. Drug Recognition Expert
7. Bilingual Certification

Specialized pay shall be paid only to sworn personnel who are **actively** working in the above categories. A maximum of 4 specializations, or 8%, will be paid to each qualifying officer. Specialized pay will be regularly monitored and reviewed to ensure eligibility, and bilingual certification must be renewed every two years.

Specialized pay eligibility will be recommended by each unit or assignment supervisor and approved through the chain of command. The Chief of Police, or his Acting Authority in his absence, will be the final authority on specialized pay eligibility.

(e.g., Base pay \$22.03 per hour for 80 hours (\$1762.40 per pay period), multiplied by 2% (Honor Guard) equals \$35.25 per pay period.

**Night Shift Assignment Pay:**

Permanently assigned night shift, canine and Dickson Street Bike Unit officers will be paid \$1.50 premium pay per hour for all hours actually worked, regardless of assignment and/or time of day. Shift assignment pay shall not be paid for vacation, sick, or any other personal leave.

Probationary officers assigned to the Field Training Officer Program (FTOP) are not eligible for night shift assignment pay. Officers working assignments during night time hours who are not permanently assigned to night shift, canine or Dickson Street Bike Unit, are not eligible for night shift assignment pay.

(e.g., Hourly rate is \$22.03, and an officer physically works 80 hours in a pay period, the calculation would be \$22.03 plus \$1.50, multiplied by 80 equals \$1882.40. If the same officer physically worked 90 hours, the \$1.50 premium pay would also be paid on the ten overtime hours.)

**MR:jf**