

	Houston Independent School District Police Department Directives	DIRECTIVE: 420-013
		EFFECTIVE DATE: November 1, 2013
	SUBJECT: Compensation and Benefits	REVISED DATE: January 18, 2023

Purpose

This directive describes policies and procedures relating to compensation and benefits within the Houston Independent School District Police Department. The Houston ISD Police Department will adhere to HISD and Human Resources Policies covering Compensation and Benefits.

This directive applies to all Houston Independent School District Police Department Personnel. This document supersedes all other departmental memorandums or directives addressing Compensation and Benefits.

COMPENSATION

The HISD Compensation Manual governs the HISD Police Department's salary program.

OVERTIME AND COMPENSATORY TIME

Overtime and compensatory time are governed by:

- a) DEA (Legal) Compensation and Benefits: Wage and Hour Laws,
- b) HISD's Compensation Manual, and
- c) Specific departmental issues are covered in departmental directive 420-010 Attendance and Reporting Requirements.

BENEFITS

The below listed HISD Board Policies govern the HISD Police Department's benefit's program:

- a) DEB (Local) Compensation and Benefits: Fringe Benefits;
- b) DEC (Local) Compensation and Benefits: Leaves and Absences;
- c) DED (Local) Compensation and Benefits: Vacations and Holidays;
- d) DI (Local) Employee Welfare; and
- e) CRD (Legal-P).

EMPLOYEE ASSISTANCE PROGRAM (EAP)

EAP is a confidential resource that can help you resolve personal problems before they harm your health, relationships, or your work performance, such as:

- a) Depression;
- b) Legal matters;
- c) Marital and family concerns;
- d) Substances abuse;
- e) Child and elder care issues;
- f) Health issues;
- g) Workplace concerns;
- h) Life Planning Stress;
- i) Parenting;

- j) Adolescent behavioral problems;
- k) Adolescent substance abuse;
- l) Financial Difficulties;
- m) Coping with an accident trauma;
- n) Anxiety;
- o) Grief and loss;
- p) Life phase adjustment: early adult, midlife, retirement; Caregiving issues.

The district provides the Employee Assistance Program to all employees, dependents, family members, and household members at no cost through a confidential third-party vendor, value options.

PERSONAL LEAVE

Personal leave is governed by Board Policy DEC (Local) Compensation and Benefits and includes both compensated and non-compensated leave in the following categories:

- a) State personal leave;
- b) Local leave;
- c) State sick leave;
- d) Vacation leave; and
- e) In addition, an employee may be absent without loss of pay and without the absence being charged against the employee's accrued accumulated leave for:
 1. Assault leave;
 2. Funeral leave as specified below;
 3. Jury duty;
 4. Witness subpoenas;
 5. Professional business;
 6. Professional consultation;
 7. Dispute resolution meetings; and
 8. Reserve military duty.
- f) Family and Medical Act Leave;
- g) Non- compensated leave; and
- h) Intermittent Leave.

Military Leave

Only employees who are current or active members of the following Armed Forces and Uniformed Services are eligible under this section:

- a) U.S. Army;
- b) U.S. Navy
- c) U.S. Marine Corps
- d) U.S. Air Force
- e) U.S. Coast Guard
- f) U.S. Public Health Service
- g) State Military Forces
- h) Texas Armed National Guard
- i) Texas Air National Guard
- j) Texas State Guard

APPROVAL OF MILITARY LEAVE REQUEST

According to Federal and State Law, an employee who is required to perform military training or serve in an active-duty capacity must be allowed time off from employment. It is the policy of HISD that all valid requests for military service obligation will be approved by HISD Human Resources and shall be coordinated by the Commander of the Support Services and Office of the Chief.

At the earliest possible time, an eligible employee shall give advance notice to their supervisor, in writing, of the dates(s) of their anticipated absence for military services.

An employee will provide their supervisor with the telephone of the military unit to which they are assigned to facilitate an exchange of information about the anticipated length of the employee's return to duty with HISD Police.

An employee preparing for Military Leave will ensure all HISD Police equipment and identification is returned to HISD for safekeeping.

An interview for deployments over 90 days will be arranged with the Support Services Commander assisting the employee and their family members with the deployment process and will provide for:

- a) Military Unit and Contact Information.
- b) Family Assistance and Contact Information.
- c) Re-integration resources and instruction.

Although an eligible employee shall provide notice of their anticipated absence for military services, in the event of an urgent military necessity for purposes of national security, the requirements to give such advance notice may be waived by HISD Police Department due to insufficient time for providing advancement notice to their supervisor with some form of official documentation from the employee's military unit detailing or explaining the basis for the absence.

Reentry Interview shall be arranged with the Commander of Support Operations and will cover:

- a) Policy and Operational Changes
- b) Promotional Opportunities
- c) Mandated Fit-for-Duty

Any employee seeking to return to active duty after extended absence shall be required to provide documentation that they are physically and mentally capable of discharging the position's duties to which they are returning. Documentation is required regardless of the reason for the leave. A physician must sign documentation.

Upon return from deployment, the employee will be required to complete mandated initial and refresher training. Training may include:

- a) Modified field training program.
- b) Weapons Qualification.
- c) Annual TCOLE training requirements.

RESERVE MILITARY DUTY

The Commander of Support Operations is the HISD Police Agency's point of contact for Reserve Military employees. Any employee called to active duty, or reserve training must submit the proper documentation for the Support Operations Commander to conduct out- processing/in-processing paperwork, including an exit interview and an interview upon returning with the Chief of Police or designee.

Any agency-owned equipment must be returned to the Support Services Commander before deployment. Depending on the deployment time, the officer may have to attend refresher training and weapons qualification to be reintegrated into their assigned duties.

VACATION

Accrual of vacation days and any limitations are governed by Board Policy DEC (Local) Leaves and Absences.

REQUESTING PERSONAL LEAVE OR VACATION

All requests for personal leave or vacation must be submitted at least three days before the anticipated absence. This may be waived in an emergency or exceptional situation.

HOLIDAYS

Paid and unpaid holidays are set by the school board policy EB (Local) School Year: School Calendar.

ADVANCED SALARY PLACEMENT

Pursuant to HISD's Compensation Manual, a special salary increase will be provided to each officer as they attain each level of Texas Commission for Law Enforcement Officer Standards and Education certification. The salary increase will be in \$1,100 increments added to the base salary as follows:

TCOLE SALARY LEVEL	SALARY INCREASE
Intermediate	\$1,100
Advanced	\$1,100
Masters	\$1,100

SUPPLEMENTAL COMPENSATION

Pursuant to HISD's Compensation Manual, police officers eligible for overtime compensation shall receive a minimum of two (2) hours of overtime pay for each authorized court appearance unless this time overlaps their regular assigned work shift.

STIPEND FOR POLICE DOG HANDLERS

Pursuant to HISD's Compensation Manual, a stipend shall be granted to HISD police officers approved by the Chief of Police and assigned as police dog handlers. Officers assigned to these positions shall obtain and maintain the proper certification for

handlers of police dogs. Additionally, these officers shall be responsible for maintaining the certification of the police dog. A police dog handler meeting these requirements shall receive \$150 per month.

STIPEND FOR INVESTIGATORS

Pursuant to HISD's Compensation Manual, a stipend shall be granted to HISD police officers approved by the Chief of Police and assigned as investigators. Police officers who are responsible for managing investigations will receive \$150 per month.

NIGHT SHIFT DIFFERENTIAL (CLASSIFIED)

Pursuant to HISD's Compensation Manual, police officers assigned to night shift (2200 – 0600) will receive shift differential pay at the rate of \$0.40 per hour. Employees are not eligible for shift differential pay during vacation or other absences.

DIFFERENTIAL COMPENSATION (CIVILIAN SUPPORT STAFF)

Differential compensation will be paid to an employee who works in the following assignments: non-exempt crafts/trades, non-exempt food service employees, non-instructional or administrative support employees who are regularly assigned to a mid-day, evening, or overnight shift, if the employee works a minimum of six (6) consecutive hours per shift. Exempt employees are not eligible for differential compensation.

- Differential pay will be paid when an employee performs or is assigned on a regular schedule to work evening or graveyard shifts, lock-up responsibilities, or a lead person position.
- Differential compensation will be prorated based on the time served in the function or position. When employees transfer out of temporary assignments, differential pay associated with the former position will be discontinued. Employees are not eligible for shift pay differential during vacations or other absences.

Shift	Shift Duration	Shift Differential
Evening	1500-0000	\$0.40 per hour
Overnight	0000-0600	\$0.65 per hour

COURT APPEARANCE PAY

Police officers who are eligible for overtime compensation will receive a minimum of two (2) hours pay, paid at time and a half of their regular rate of pay, for each authorized court appearance, unless this period overlaps their regular assigned work shift.

Approved By


Pedro Lopez Jr., Chief of Police