



KANSAS CITY, MO POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

2-07-12

EFFECTIVE DATE

2-07-12

NO.

450-5

SUBJECT

Policy Series 400: Compensation
450 - Separation, Compensation, and Clearance Procedures

AMENDS

REFERENCE

PPBM: Suspension of Members

RESCINDS

PPBM: 450-4

I. INTRODUCTION

Members separating from the department will complete the separation clearance process. Upon separation, members will be paid for days worked in the final pay period, accrued court/overtime, and any leave time for which they are eligible to receive compensation.

II. TERMINOLOGY

- *A. **Qualified Deferred Compensation Plans** - These are 457(b) deferred compensation plans which allow base salary to be set aside. Compensation for Vacation (V) days, Extra (E) days, compensatory time, and sick leave earned may be deferred up to the annual IRS limit.
- B. **Final Payroll Advice** - Payment for days worked in the final pay period, including base salary, education/skill pay, clothing allowance, overtime, court time, and accumulated compensatory time.
- *C. **Lump Sum Payout** - Payment for accrued V-days, E-days, and sick leave.

III. POLICY

- A. Members will complete the separation clearance process when they retire, resign, are terminated, or are approved for a leave without pay in excess of twenty-eight (28) days. The separation clearance process includes returning all department-owned equipment, completing separation documents, and computing final compensation (except leaves without pay).
- *B. Members who decide to resign or retire must notify their supervisor and the Personnel Records Section to begin the separation clearance process. Members voluntarily separating may either separate and receive pay for accrued and unused V-days, E-days, and compensatory time or use available leave before separation.
- *C. When a member is notified of termination, the member's supervisor will be present and take immediate possession of the terminated member's I.D. card, police badge, department issued ammunition, and any department owned firearms. The supervisor will escort the member to the Personnel Records Section to begin the separation clearance process. The Personnel Records Section will determine the actual termination date and pay for any unused or accrued V-days, E-days, compensatory time, and sick leave if applicable.

- *D. V-days and E-days will be converted to pay at the member's current hourly rate.
- *E. Compensatory time will be converted to pay at the member's current hourly rate or the average hourly rate over the last three years, whichever is higher.
 - 1. Exempt and exempt-managerial members will not be paid for accumulated compensatory time in excess of 120 hours unless approved by the Chief of Police.
 - 2. Non-exempt members will not be paid for accumulated compensatory time in excess of 60 hours unless approved by the Chief of Police.
- *F. Sick Leave Compensation
 - 1. Separation by Retirement (regardless of appointment date)
 - a. Sworn Members – Receiving 240 hours Sick Leave per Year
Will be paid at the ratio of one hour of pay for every four hours of accrued sick leave.
 - b. Sworn Members – Receiving 144 hours Sick Leave per Year
Will be paid at the ratio of one hour of pay for every two hours of accrued sick leave.
 - c. Non-Sworn Members
Will be paid at the ratio of one hour of pay for every two hours of accrued sick leave.
 - 2. Separation by Resignation or Termination

The balance of sick leave will be paid to sworn and non-sworn members with at least one (1) year of continuous employment at the ratio of one hours pay for each four hours of accrued sick leave.
- G. All members separating from the department must complete the separation clearance process. Separation Clearance, Form 5321 P.D., will be completed and returned to the Personnel Records Section.
- H. The Final Payroll Advice will be deposited on the regular pay day for the final pay period. On the following pay day, separating members will receive the lump sum payout (except for leaves without pay in excess of twenty-eight days). The lump sum payout will be taxed at the appropriate

rate and no deductions other than to a Qualified Deferred Compensation Program will be allowed.

- I. The Personnel Records Section will notify eligible members approximately six months prior to mandatory retirement date and inform them of separation compensation options at that time.
- J. Separation by Death - Separation compensation for members regardless of appointment date.
 - 1. Separation compensation will be paid according to the beneficiary listed on the Designation of Beneficiary, Form 311 P.D., regardless of the member's length of service. A member's accrued sick leave, V-days, E-days, and compensatory time will be converted to pay, using the same ratios as those used for retirement.
 - *2. Payment for days worked in the final pay period, including base salary, education/skill pay, clothing allowance, overtime, court time, and accumulated compensatory time will be paid on the first pay period following the date of death.
 - *3. The lump sum payout will be paid out on the pay period immediately following.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____, 2012.

Patrick A. McInerney
Board President

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