



KANSAS CITY, MO POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

5/27/2020

EFFECTIVE DATE

5/27/2020

NO.

450-7

SUBJECT

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

AMENDS

REFERENCE

PPBM: Suspension of Members

RESCINDS

PPBM: 450-6

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. **Lump Sum Payout** - Payment for accrued vacation (V) days, extra (E) days, and sick (S) leave.
- *B. **Qualified Deferred Compensation Plan** – This is a 457(b) deferred compensation plan which allows vacation (V) days, extra (E) days, and sick (S) leave to be set aside tax-free. The Lump Sum Payment may be deferred up to the annual IRS “catch up limit.”
- C. **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.

III. POLICY

- A. Members who decide to resign or retire must notify their supervisor and the Personnel Records Section to begin the separation clearance process.
- *B. All members resigning or retiring will schedule an appointment to begin the out processing procedure with the Personnel Records Section.
- C. Members will complete the separation clearance processing procedure when they retire, resign, are terminated, or are approved for a leave without pay in excess of twenty-eight (28) days.
- D. 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.
- E. The separation clearance process includes returning all department-owned equipment, completing separation documents, and computing final compensation (except leave without pay).

- *F. When the Chief signs the termination recommendation letter, the member's chain of command or the member serving the termination recommendation notification will notify Building Operations to have the member's key card access to all Department facilities immediately terminated.
- *G. When a member is notified of a termination recommendation, the member's supervisor will be present and take immediate possession of the member's I.D. card, access card, badge (if applicable), department issued radio, department issued ammunition, and any department owned firearms
- *H. When a member is notified of a termination and is perceived as being agitated (i.e., irate, disgruntled, unstable, or potentially causing a disturbance) the Duty Officer will escort the member through the separation clearance process.
 - I. 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.
 - J. V-days and E-days will be converted to pay at the member's current hourly rate.
 - *K. Compensatory time will be converted to pay at the member's current hourly rate.
 - 1. Exempt-managerial members at the rank of Captain and above will not be paid for accumulated compensatory time in excess of 120 hours unless approved by the Chief of Police.
 - *2. Exempt and non-exempt members will not be paid for accumulated compensatory time in excess of 60 hours unless approved by the Chief of Police.
- L. 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 at the member's current hourly rate.
 - 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 at the member's current hourly rate.

c. Non - Sworn Members

Will be paid at the ratio of one hour of pay for every two hours of accrued sick leave at the member's current hourly rate.

2. Separation by Resignation or Termination 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 at the member's current hourly rate.
- M. 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.
- *N. 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 supplemental tax rate and no deductions other than to a Qualified Deferred Compensation Program will be allowed.
- O. 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.
- P. Separation by Death – (Regardless of Appointment Date)
1. In the event of a line of duty death, a member's accrued sick leave time will be converted to pay at the ratio of one hour pay for every one hour of accrued unused sick time.
 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 day following the date of death.
 3. The lump sum payout will be paid out on the pay day immediately following.

4. 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.

Richard C. Smith
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____ 20_____

Nathan Garrett
Board President

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