



KANSAS CITY MISSOURI POLICE DEPARTMENT

DATE OF ISSUE

EFFECTIVE DATE

NO.

**PERSONNEL POLICY**

8-6-13

8-7-13

403-7

SUBJECT

Police Series 400: Compensation  
403 - Personnel Actions and Salary Adjustments

AMENDS

REFERENCE

PPBM: Re-employment of Department Members; Sworn Promotional  
Process for Captain and Sergeant; Transfers of Members

RESCINDS

PPBM: 403-6

**I. INTRODUCTION**

This policy outlines the procedures for salary administration and position classification.

**II. TERMINOLOGY**

- A. **Across-the-Board Pay Increase** - Pay increase, based on availability of funds, granted to all members on the same date.
- B. **Appointment Date** - Date on which a non-sworn member was appointed or re-appointed or a sworn member was commissioned or re-appointed.
- C. **Anniversary Date** - Date on which a member is eligible for an anniversary salary increase.
- D. **Change in Title** - Change in a non-sworn job classification or in a designation within a sworn rank regardless of any change in salary.
- E. **Demotion** - Non-sworn member is reclassified to a position with a lower salary range or sworn member is reduced in rank whether voluntarily, involuntarily, or for cause.
- F. **Employment Date** - Date on which a member was hired. A non-sworn member's appointment date and employment date are the same.
- G. **Merit Increase** - Salary increase given to a non-sworn member in recognition of outstanding performance.
- H. **Pay Step** – Salary increments within a pay range.
- I. **Promotion** - Non-sworn member is reclassified to a position in a higher pay range or sworn member is approved for advancement in rank.
- J. **Re-appointment** – Member previously employed by the department is rehired. A re-appointed member is considered a new hire.
- K. **Reclassification** – Process for a non-sworn change of title, including promotions and demotions.
- L. **Pay Range** – Amount between minimum and maximum designated for a specific rank or job classification.

### **III. POLICY**

- A. The compensation and rank for sworn members will comply with statutes set forth in RSMo, Chapter 84.
- B. Human Resources Division will determine appropriate pay ranges and classification code numbers for non-sworn positions, prepare position descriptions, and conduct job audits. Classifications will be based upon current wage and salary administrative procedures, department classification guidelines, demonstrated need, the overall impact upon the department's salary plan, and the approval of the Human Resources Division Director. Prior to implementation, changes will be forwarded to the Fiscal Division for a determination of fiscal impact. Changes determined to involve expenditures of additional funds will require final approval by the Chief of Police.
- C. Requests for personnel actions, which involve changes in position classification or salary for non-sworn members, will be submitted through the chain of command to the Human Resources Division for recommendation to the Administration Bureau Commander.
- D. All personnel actions and salary adjustments will be implemented by the Human Resources Division and will normally be effective the first day of the pay period following final approval by the Administration Bureau Commander, the Chief of Police, or the Board of Police Commissioners.
- \*E. All newly hired or re-appointed non-sworn members and probationary police officers will be placed at the minimum salary of the respective pay range. Reappointed sworn members will be placed at the appropriate step consistent with the provisions in the current written directive entitled, "Re-employment of Department Members."
- F. Any exceptions to this policy must be approved by the Chief of Police.

### **IV. PERSONNEL ACTIONS**

#### **A. Anniversary Date Adjustments**

When a personnel action requires an adjustment in a member's anniversary date, the anniversary date will be adjusted to the first day of the pay period one year following the effective date of such action.

#### **B. Individual Salary Adjustments**

- 1. A member who is not at the maximum salary for the pay range, who receives a satisfactory evaluation, will be eligible to receive an annual salary increase on the member's anniversary date. The anniversary date will be adjusted to the first day of the pay period one year following the effective date of the salary increase.

2. Across-the-board increases will be given based on the availability of funds. Anniversary dates will not be adjusted.
3. A merit increase will be a one step increase and is subject to availability of funds and approval by the Chief of Police. Anniversary dates will not be adjusted.

C. Probation

1. A sworn member promoted in rank will have one year in temporary status to demonstrate proficiency. Upon promotion to permanent rank, the member will receive a step increase. When the probationary period is extended by the Chief of Police, the member will not be eligible for an increase, other than across-the-board, until completion of probation. The anniversary date will be adjusted.
2. Newly hired/reclassified non-sworn members and newly reappointed sworn members at the permanent rank of Police Officer will have a minimum six-month probationary period to demonstrate proficiency. An evaluation is due at the conclusion of the probationary period but the member will not receive a probationary increase. The probationary period may be extended up to an additional six months if the probationary evaluation is unsatisfactory. The anniversary date will not be adjusted.
3. Newly commissioned Probationary Police Officers will have a six-month probationary period to demonstrate proficiency. An evaluation is due at the conclusion of the probationary period. A Probationary Police Officer, who receives a satisfactory evaluation, will be eligible to receive a probationary salary increase. The anniversary date will be adjusted.
4. Police Officer Candidates are not intended to be permanent civilian employees, but cannot be hired in a sworn status until such time as they meet state training requirements. Reclassifications involving Police Officer Candidates will be eligible for a position and salary within the civilian pay scale appropriate for the job classification as determined by the Human Resources Division Director. Resolution of the Board of Police Commissioners on Appointment of Police Officer Candidates, Section: 500, Number 97-6, sets forth the employment status guidelines regarding Police Officer Candidates.

D. Lateral Reclassification

A non-sworn member reclassified to a position in the same pay range as the previous classification will have a probationary period with an evaluation due but will not receive a probationary increase. The anniversary date will not be adjusted.

E. Promotion to a Higher Pay Range

1. A sworn member will receive an increase to the minimum salary in the new pay range. The anniversary date will be adjusted.
2. A non-sworn member will be placed in the minimum pay step of the new pay range or receive a minimum increase of one pay step, whichever results in the greater increase. The anniversary date will not be adjusted.

F. Demotion to a Lower Pay Range

1. The salary of a sworn member will be reduced a minimum of one pay step or to the salary level in the lower range consistent with the member's tenure on the department, whichever results in the greater decrease. The anniversary date will be adjusted.
2. The salary of a non-sworn newly hired member who is on probation and who is demoted will be to the minimum pay step in the lower pay range. A probationary period must be completed in the new position. The anniversary date will not be adjusted.
- \*3. The salary of a member who is not on probation and who is demoted will be reduced to the salary level in the lower range consistent with the member's tenure. The anniversary date will not be adjusted.
- \*4. The salary of a member who is at maximum for the pay range and who is demoted will be to the maximum of the new pay range or to the salary level in the lower range consistent with the member's tenure on the department, whichever results in the greater decrease (i.e. an officer is promoted to sergeant at five years at year seven they are demoted the new pay range would be set at an officers pay with seven years of service). The anniversary date will not be adjusted.
5. The salary of a promoted member who is on probation and who is demoted to the same pay range from which they were promoted will be to the salary they were paid at the time of promotion to include any anniversary increase if applicable. The anniversary date will not be adjusted.

6. The salary of a promoted member who is on probation and who is demoted to a lower pay range from which they were promoted will be to the salary they were paid at the time of promotion to include any anniversary increase if applicable. The salary will then be reduced one pay step for each lower pay range in the demotion to a maximum of three pay steps. The anniversary date will not be adjusted.
7. The salary of a promoted member who is on probation and who is demoted to a pay range higher than the pay range from which they were promoted will be to one pay step greater than the salary they were paid at the time of promotion. The anniversary date will not be adjusted.

G. Reclassification of a Non-Sworn Position

1. Increase of a Non-Sworn Pay Range

- a. When the member's salary is below the pay range, the member will be placed in the minimum pay step for the new pay range. A probationary period will not be required. The anniversary date will not be adjusted.
- b. When the member's salary is within the pay range, the member will receive a one step increase. A probationary period will not be required. The anniversary date will not be adjusted.
- c. A newly hired probationary member will be placed at minimum salary and required to complete the initial probationary period. The anniversary date will not be adjusted.

2. Decrease of a Non-Sworn Pay Range

- a. When the member's salary is above the pay range, the member will not be required to take a reduction in pay; however, the member will not receive an increase until the salary is within the pay range. The anniversary date will not be adjusted.
- b. When the member's salary is within the pay range, the member's salary will not be reduced and the anniversary date will not be adjusted.
- c. A newly hired probationary member will be placed at minimum salary and required to complete the probationary period. The anniversary date will not be adjusted.

## V. PROCEDURE

- A. For procedures pertaining to the promotional process, sworn members will refer to Policy 506, Sworn Promotional Process.
- B. For procedures pertaining to transfer requests, members will refer to the current written directive entitled, "Transfers of Members."
- C. When requesting any personnel action other than a request for transfer, a member will complete a memorandum and submit through the chain of command.
  - 1. The Administration Bureau Commander will make final disposition on all personnel actions for non-sworn, non-supervisory members.
  - 2. The Chief of Police will make final disposition on all personnel actions for non-sworn, supervisory members.

Darryl Forté  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_ day of 2013.

Lisa Pelofsky  
Board President

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