THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Purpose

To set forth the compensation schedule, listing of benefits and conditions of work for employees of the Public Safety Department

B. Policy

It is the policy of the department to provide a compensation and benefits package, coordinated through the Medical University’s Department of Human Resources Management, which will attract and retain qualified personnel, thereby providing professional law enforcement services to the Medical University Community.

C. General Information

Employees of the department are entitled to the compensation and benefits of other State Employees. The management of those entitlements is a function of the Medical University’s Human Resources Department. For additional information concerning the benefits of employment with the Medical University, employees are referred to the Human Resources policy on related topics. Employees will be afforded access to the Human Resources policy through on-line computer systems within the department, at computer laboratories throughout the campus or at the offices of Human Resources Management.

POLICY AND PROCEDURE # 40 COMPENSATION, BENEFITS AND CONDITIONS OF WORK
D. Specific Procedures

1. Salary and Pay Scale (Human Resources Policy HR15 Compensation)
   
   a. The University’s Department of Human Resources Management is responsible, consistent with the mandates of the SC Budget and Control Board, for posting all pay scales as they are updated. (CALEA 22.1.1.a)
   
   b. The Patrol Commander and Administrative Manager are responsible for informing employees of any changes to the salary ranges which correspond to a particular pay grade. (CALEA 22.1.1.b,c)
   
   c. Human Resources will update information pertaining to the salary ranges of particular pay grades at the start of each fiscal year. (CALEA 22.1.1.b,c)
   
   d. A schedule of classified pay ranges can be obtained from Human Resources and will be distributed to all employees as it is revised.
   
   e. The Department and Human Resources Management normally considers job duties, level of responsibility, number of subordinates (if any), requisite knowledge/skills/ability, and minimum training and experience as some of the factors to determine elements of the salary program. Also considered in the assessment process are other comparable jobs with similar tasks. (CALEA 22.1.1.d)
   
   f. Overtime pay may be provided to personnel when necessary to accomplish essential work (see department policy #19). Merit pay is available for employees when authorized by the General Assembly. (CALEA 22.1.1.f)

2. Annual Leave

   Each employee will accrue annual leave at a rate established by the State Department of Human Resources Management. Use of annual leave will be subject to the rules established by the State Department of Human Resources management and managed by the Medical University’s Department of Human Resources. Consideration will also be given to an employee’s workload, work distribution or other similar factors when a supervisor makes the decision to grant an employee annual leave. Annual leave may accrue up to 75 days, but no more than 45 days may be carried over into a new calendar year. See Human Resource Policy HR18, PSD#16. (CALEA 22.2.1.d)
3. Sick Leave

Each employee earns sick leave at the rate of one and one-fourth days per month (15 days per year), accruable up to a maximum of 195 days in a calendar year and may carry over, from one calendar year to the next, a maximum of 180 days. All sick leave is subject to verification if there is reason to believe that it is being abused by any employee. See Human Resource Policy HR#19, PSD16. (CALEA 22.2.1.c)

4. Military Leave (Human Resources Policy 22, PSD #16)

a. Employees are entitled to leave with pay for a period not to exceed 15 days during any one work year for annual training in the National Guard or Armed Forces Reserves, upon presentation of a copy of the employee’s official military orders.

b. In the event an employee is called upon to serve during a military emergency, he/she will be entitled to a leave of absence with pay for a period not to exceed 30 addition calendar days. (CALEA 22.2.1.a)

5. Other Leave with Pay

Each employee may be awarded leave with pay for such situations as a death in the immediate family, to vote during elections, bone marrow donations, blood drives and court duty. These periods of leave are subject to specific procedures found in Human Resources Policy HR21, PSD #21. (CALEA 22.2.1.a)

6. Holidays

Employees are awarded 12 paid holidays a year. Holidays are set to coincide with academic schedule. See Human Resources Policy HR 23, PSD #16. (CALEA 22.2.1.b)

7. Overtime Compensation (Human Resources Policy HR 11, PSD #19)

a. In accordance with Medical University policy, overtime for non-exempt personnel is to commence after 40 hours worked in any work-week (Sunday to Saturday). Overtime will be paid at the rate of time and a half the normal hourly rate (1.5 x Hours x Hourly Rate).

b. Overtime must have the prior approval of the Shift Supervisor. (CALEA 22.1.1.f)
8. Compensatory Time (Human Resource Policy 10)
   a. In accordance with Medical University policy, compensatory time off may be used for payment of overtime in lieu of money payments at the discretion of the Shift Supervisor, within the same pay period.
   b. As with overtime, prior approval of the Shift Supervisor is required. (CALEA 22.1.1.e)

9. Retirement Program
   a. All full-time sworn officers are required to join the South Carolina Police Retirement System. Members may retire with full benefits at age 55 with at least five years of credited service or with 25 years of credited service, regardless of age.
   b. All full-time civilian employees are required to join the South Carolina Retirement System. Members are vested after five years (if hired before July 1, 2013) or eight years (if hired after July 1, 2013) of credited service and are entitled to leave contributions on file at separation from employment, and to apply for a monthly benefit upon attaining age 60.
   c. Employees may choose to set aside additional funds toward retirement on a pre-tax basis through the State Deferred Compensation Program, which offers a 457 Plan, 401 (k) Plan and 403 (b) Plan. (CALEA 22.2.2.a)

10. Health/Dental Insurance
    a. Employees are offered a choice of two levels of health coverage under the State Comprehensive Plan, or a choice of Health maintenance Organization plans. Eligible dependents may be enrolled.
    b. Employees are offered dental insurance, which may also be extended to eligible dependents, with the coverage ranging from 50% to 100% of allowable charges depending on the type of treatment. (CALEA 22.2.2.b)

11. Disability/Death Benefits
    a. Sworn officers are covered in the event of death or permanent disability under the Police Retirement System with benefits including one year’s salary death benefit and partial and total disability retirement.
    b. Civilian employees are covered in like manner by the SC Retirement
c. Members of the State Health Plan or one of the HMO plans are covered for long term disability benefits at no cost. Short term, job-related disability is covered under South Carolina Worker’s Compensation.

d. Members of the State Health Plan or HMO Plans are covered for $3000 life insurance and $3000 Accidental Death and Dismemberment at no cost. Dependents may be covered at additional cost.

e. Beneficiary of a member of the State Retirement System is eligible for a benefit equal to the member’s annual budgeted base salary. (CALEA 22.2.2.c)

12. Personnel Support Services

The Medical University provides an Employee Assistance Program (EAP) which offers help to employees and their eligible family members with a range of problems to include: child-rearing concerns; elder care issues; alcohol and drug related problems; abuse issues; marital difficulties; depression; anxiety; stress; financial problems; and legal issues. (CALEA 22.2.3, 22.2.6)

13. Liability Protection

The University participates in the South Carolina Insurance Reserve Fund which protects the University and employees of the department from actions or omissions directly related to their law enforcement function, leading to personal injury/death/property destruction, which could lead to civil action against the Medical University or its employees. (CALEA 22.2.2.d)

14. Educational Benefits

Leave, scheduling adjustments and accommodations will be granted on a case by case basis for any officer desiring to continue their education at accredited institution of higher learning. (CALEA 22.2.2.e)

15. Physical Examination and Health

a. All employees are required to pass a physical examination conducted by Medical University Employee Health at no cost to the employee during his/her hiring process. The primary purpose of this examination is to determine the employee’s ability to meet the minimum physical fitness standards.
b. No other physical examinations are required of sworn or unsworn personnel as a condition of continued employment. A “Fit for Duty Screening” may be required of any Public Safety Department personnel when the individual’s ability to perform his/her duties is called into question. This screening is at no cost to the employee. (CALEA 22.3.1)

c. The functions of a law enforcement agency require a level of fitness not demanded by many other occupations. All Sworn department employees are expected to maintain their physical conditioning in such a manner that will maintain the ability to perform the functions of employment. (CALEA 22.3.2)

16. Provisions of Equipment

a. All equipment and uniforms necessary to perform the duties of a law enforcement officer are provided to employees at no cost as provided in policy covering Equipment and Appearance (Policy # 26).

17. Shift Differential

a. All non-exempt employees will be paid shift differential when working. (CALEA 22.1.1.g)

1. Weekends and holidays

2. 2nd (1430-0100) and third (2230-0900) shifts.

b. Rate for pay for shift differential will be established by Medical University of South Carolina, Department of Human Resources.