



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: EMPLOYEE BENEFITS

NEW REVISED RESCINDS

APPROVED: *GM*

GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

The employees of the Cottage City Police Department are authorized certain benefits enumerated in the Cottage City Personnel Manual issued to every employee. The manual specifies the amount of leave each employee may accrue and the various types of leave authorized. It also lists other benefits offered to its employees, such as retirement, health and life insurance and optional benefits that may be purchased by the employee, such as disability coverage. The Police Department does not offer benefits of its own nor does it have the authority to modify any benefit offered by the Town, although police employees are eligible to join the Police Federal Credit Union by virtue of their law enforcement employment and members may join a police fraternal organization of their choice.

II. TYPES OF LEAVE

The Town offers its employees annual leave, sick leave, compensatory leave, military leave, administrative leave and bereavement leave. Annual and Sick Leave are accrued at the rate of four (4) hours per pay period. All employees are directed to consult the Personnel Manual for specifics on leave accrual rates.