



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: *Compensation, Benefits, Condition of Work* **Number:** *142-B*

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Approved By:

I. Compensation

A. Compensation of Department employees shall be in accordance with the classification and compensation plan as outlined by the City of Myrtle Beach Human Resources Department.

1) Entry Level Salary

- a. Each new employee is considered an introductory employee and is placed in the appropriate pay grade established for the classification in which he/she is employed.
- b. New employees may qualify for the Incentive Entry Pay & Benefits Package.
 - i. The Chief of Police may grant a starting salary increase for new employees with at least two years of verified experience. The Chief of Police may consider factors such as number of years of experience, the size of the former department, advanced training, and the certification status when determining the amount of the increase.
 - ii. Incentive Entry Pay will be effective on the date of hire, and pay will not be backdated or retroactive to an earlier date.

- iii. Each incentive package must be approved by the Chief of Police and is only available when funded in the annual budget.

2) Salary Differential Within Ranks

- a. All classified employees are paid within a minimum and maximum salary range determined by the City's Human Resources Department using the job classification table.
- b. Employees who have not reached the maximum compensation for their job classification may receive salary increases when authorized by the City Manager and approved by the Chief of Police.

3) Salary Differential Between Ranks

- a. Employees promoted or demoted from one grade level to another will be placed in the appropriate salary range determined by the City's Human Resources Department.

4) Salary Levels for Employees with Special Skills or Certifications

- a. The Chief of Police may authorize salary increases for employees with special skills or certifications in conjunction with approval from Human Resources and the City Manager.
- b. The Chief of Police is the sole authority in determining qualifications, disqualifications, and the manner of compensation.

5) Overtime Compensation

- a. The general provisions for overtime compensation may be found in the City of Myrtle Beach Employees' Policies and Procedures.
- b. Non-Exempt Officers are compensated with overtime pay, regardless of threshold hours, for the following types of overtime:
 - i. Mandatory overtime – applies when an employee is required to work on a non-scheduled bracket day.
 - ii. Shift continuation overtime – applies when an employee is required to continue working after his or her regular shift ends.
 - iii. Holiday overtime – Applies when a shift begins on a City Holiday.

1. Employees who work their Scheduled Bracket Day on a Holiday – Employees are paid Holiday Pay at their regular hourly rate for all scheduled hours. Employees are paid at their regular hourly rate for hours worked up to the number of scheduled hours. Employees are paid two and a half times their hourly rate for any time worked over their scheduled hours.
 2. Employees who do not work on their Scheduled Bracket Day that falls on a Holiday – Employees are paid Holiday Pay at their regular hourly rate for scheduled hours.
 3. Employees who are not scheduled and do not work on a Holiday – Employees are paid Holiday Pay at their regular hourly rate for the number of hours they normally work during a shift.
 4. Employees who are not scheduled but are required or volunteer to work on a Holiday – Employees are paid Holiday Pay at their regular hourly rate for the number of hours they normally work during a shift. Employees are paid at one and a half times their hourly rate for all hours worked.
- iv. Voluntary overtime - when an employee volunteers to work outside of their regular scheduled hours.
- c. All other overtime for non-exempt officers is paid after threshold work hours are met. Such employees will meet the threshold hours after working:
- i. 163 hours if on a 28-day cycle
 - ii. 83 hours if on a 14-day cycle
- d. Overtime for civilian personnel in a non-exempt status commences after 40 hours within any given week (Friday – Thursday).
- e. During specific events and under emergency circumstances, the Chief of Police may authorize overtime that is paid without regard to threshold hours for those who are required or volunteer on a non-scheduled day. Employees will be

instructed on how to code this special overtime on timesheets. These events include, but are not limited to:

- i. The Myrtle Beach Marathon;
 - ii. 2-weeks of identified Spring Break specific to Horry County Schools (prior to and after to the Easter Holiday);
 - iii. The former Harley Davidson weekend / Shriners Parade that typically falls the third week of May;
 - iv. Memorial Day Week/weekend;
 - v. The first two weekends in June, to include the Carolina Country Music Fest and Senior Week;
 - vi. Father's Day weekend;
 - vii. July 4th week; and
 - viii. Labor Day Weekend.
- f. All overtime must be pre-approved by a lieutenant or above. The Season Schedule and list of Cancelled Weekends are pre-approved. All employees will document their hours appropriately in the scheduling system and follow all policies. Under exigent circumstances, any supervisor may approve overtime. The approving supervisor must immediately notify the employee's lieutenant of the circumstances requiring the overtime assignment.
- 6) Short Day
- a. Short Day refers to a regularly scheduled duty day that has be shortened by four (4) or eight (8) hours. This is inclusive of Police and Detention personnel who work 12-hour shifts.
 - b. Officers must take a 4-hour Short Day during each 2-week pay period, resulting in 2 Short Days per payroll cycle. Officers may take all 8 hours at one time with the shift lieutenant's approval.
 - c. The Short-Day must be taken over the course of the officer's 28-day payroll cycle. In the event there is a conflict, it must be pre-authorized by the shift lieutenant or above, and an explanation must be provided in the comments section of the timesheet. Repeated issues with failing to take the Short-Day will be addressed with corrective action.

7) Compensatory Time

- a. The general provisions for compensatory time may be found in the City of Myrtle Beach Employee Policies and Procedures.
- b. The earning of compensatory time by any employee must be pre-authorized by the Chief of Police.

II. Benefits

A. Employee benefits are described in the City of Myrtle Beach Employee Policies and Procedures.

B. Retirement

- 1) All full-time, eligible employees are required to join the South Carolina Police Retirement System (PORS) as a condition of employment.
- 2) All other eligible full-time employees are required to join the South Carolina Retirement System (SCRS) as a condition of employment.

C. Death/Disability

- 1) In the event of death or permanent disability, employees covered by PORS or SCRS are provided with benefits in accordance with existing system policies and/or state law.
- 2) Death or disability benefits may be available through
 - a. The South Carolina Law Enforcement Officers Association. Please see <https://www.scleo.org/member-benefits> for additional information, and
 - b. Public Safety Officers Benefit (PSOB). Please see <https://irp-cdn.multiscreensite.com/ac5c0731/files/uploaded/South%20Carolina.pdf> for additional information
- 3) City of Myrtle Beach Worker's Compensation provides coverage for job-related disability in accordance with existing policies and/or state law.

III. Physicals

- A. All prospective police department employees must pass a physical examination conducted by a physician selected by the City at no cost to the employee. This examination includes pre-employment drug screening.
- B. All sworn personnel will maintain physical fitness conditioning at a level that enables them to perform the following:

- 1) Running
 - 2) Jumping
 - 3) Ascending and descending stairs
 - 4) Crawling
 - 5) Climbing over an obstacle at least four feet above the ground
 - 6) Climbing through an opening at least four feet above the ground
 - 7) Dragging a 150-pound dummy at least 10 feet
- C. All classified employees (I, II, III, and IV) as well as those employees who have direct contact with the public through their official duties will be required to undergo an annual physical examination, normally scheduled during their birth month. All such examinations are provided at no cost to the employee.
- D. The Chief of Police, at any time, may require any employee to undergo a physical or psychological examination at the City's expense if there is reason to believe the employee's safety is suffering as the result of a physical or psychological malady or condition.
- E. Should the City's physician require as a condition of receiving medical clearance to work, any follow-up testing, examinations, or procedures; then the employee is responsible, at their own expense, for obtaining these services from a provider of their choice. The city clinic may be utilized as the provider of choice.

IV. Employee Assistance Program

- A. An employee assistance program is intended to assist employees and covered dependents who are suffering from persistent problems that may tend to jeopardize their psychological and/or physical well-being. The goal of this type of program is to help individuals who have developed problems by providing services for consultation, treatment and rehabilitation in order to prevent their condition from progressing to a degree that it will prevent the employee from functioning effectively in the workplace. Therefore, it is the policy of the Department to provide all personnel with access to employee assistance services to help them preempt, mitigate, or resolve personal difficulties.
- B. Services may be obtained by:
- 1) Employee self-referral; or
 - 2) Referral of a supervisor; or
 - 3) Department procedure following critical incidents.
- C. Employees seeking assistance should be referred to Human Resources for a complete list of available resources.

V. Liability Protection

- A. The City of Myrtle Beach provides liability coverage, which protects the City and the members of the Police Department from claims and/or suits based on acts or omissions occurring within the course and scope of employment. Legal defense for such claims and/or suits brought against a member of the Police Department is provided through the City Attorney and/or the legal representation retained by the City or its insurance provider.

VI. Resignation Procedures

- A. To resign in good standing, an employee shall submit written notice of intent to resign to the Chief of Police at least fourteen (14) days before the effective date. The notice should include the reason for leaving as well as the proposed effective date.
 - 1) Failure to comply shall result in an employee being ineligible for rehire with the City of Myrtle Beach.
 - 2) The Chief of Police may override the “ineligible for rehire” status in the event the employee did not meet the 14-day requirement based upon an emergency situation.
- B. Employees who have submitted written notice of intent to resign may have the fourteen (14) day period immediately waived in the event the employee uses excessive leave time during the 14-day resignation period.

VII. Separation of Employment

- A. Once notice of separation is given, the separating employee shall report to the Support Services Lieutenant, or designee, to begin out-processing. The process shall begin as soon as possible and be completed by no later than their last working day. Whenever possible, separating employees will be assigned to Administrative Hours (8 a.m. – 5 p.m.) on their last working day to finish the out-processing checklist. The Support Services Lieutenant, or designee, will ensure at a minimum the following are completed:
 - 1) The employee must return all department-owned property by 5:00 p.m. on the last regular business day of employment. For unexpected separations, all department-owned property must be returned by 5:00 p.m. on the next regular business day following the separation.
 - a. If any badges, ballistic vests, identification cards, or weapons are not returned, the Support Service Lieutenant will direct a UCR to be completed and the items will be entered into NCIC.

- b. All tickets and ticket books will be returned. If any tickets or ticket books are missing, the employee will complete an Affidavit.
 - c. If an employee fails to return all department-owned property within the timeframes above, the Support Services Lieutenant will forward an itemized list of the unreturned property to the Finance Department with a request to deduct the replacement cost of each item from the employee's last paycheck.
 - d. Criminal and/or civil actions may be initiated when not all department-owned property is returned.
 - 2) All outstanding reports and case-files will be completed and approved.
 - 3) The employee will review their Dashboard with a supervisor. A Supplemental Report with follow-up information will be completed for all active cases. The supervisor will reassign active cases to another officer.
 - 4) A P&E Clerk will prepare an Evidence Disposition Sheet for all evidence for which the officer is responsible. The separating officer will review their case files and make a recommendation for retention or destruction on the sheet(s). A supervisor will approve or deny all recommendations before returning the sheet(s) to P&E.
 - 5) The employee may review their RMS record and update their forwarding address, phone number, and e-mail address.
- B. Failure to complete out-processing may result in an employee being ineligible for rehire with the City of Myrtle Beach.

VIII. TERMINATION OF EMPLOYMENT

- A. An employee who has their employment terminated will be notified in writing of the following:
- 1) A statement citing the reason for the termination, if there is one;
 - 2) Effective date of the termination; and
 - 3) A statement as to the content of the employee's employment record relating to the termination.
 - 4) Note: This section does not apply to employees who are terminated while on initial probationary status.

- B. A statement of the status of fringe benefits after termination may be obtained from the City's Human Resources Department.
- C. A statement of retirement benefits may be obtained from the South Carolina Retirement System.