

Ordinance No. _____

**Yorktown Police Department Pay Schedules, Vacation Time,
Personal Time, and Holiday Pay.**

Marshal's Department

The base rate of pay for the Yorktown Marshal shall be \$980.77 per week (\$51,000.04 per year) for the first year and shall not exceed the following amounts for subsequent years of service.

Marshal

1st until end of 2nd year of service \$1,038.47 per week, (\$54,000.44 per year).

Start of 3rd end of 5th year of service \$1,096.16 per week, (\$57,000.32 per year).

Start of 6th end of 8th year of service \$1,153.85 per week, (\$60,000.20 per year).

Start of 9th end of 11th year of service \$1,211.54 per week, (\$63,000.08 per year).

Start of 12th end of 14th year of service \$1,269.24 per week, (\$66,000.48 per year).

Start of 15th end of 17th year of service \$1,326.93 per week, (\$69,000.36 per year).

Start of 18th end of 20th year of service \$1,365.39 per week, (\$71,000.28 per year).

Start of 21st year of service and on \$1,403.85 per week, (\$73,000.20 per year).

Police Administrative Assistant

Rate of pay for a police administrative assistant shall be \$12.00 per hour, (\$22,464.00 per year), for a probationary year. Rate of pay for a police administrative assistant for subsequent years of service shall be as follows.

1st until end of 3rd year of service \$15.00 per hour, (\$28,080.00 per year).

Start of 4th end of 7th year of service \$17.75 per hour, (\$33,228.00 per year).

Start of 8th end of 11th year of service \$18.50 per hour, (\$34,632.00 per year).

Start of 12th end of 15th year of service \$20.00 per hour, (\$37,440.00 per year).

Start of 16th year of service and on \$22.50 per hour, (\$42,120.00 per year).

This does not include overtime.

Yorktown Police Officer

Rate of pay for a Yorktown Police Officer shall be \$19.84 per hour (\$41,267.20 per year) for a probationary year.

Rate of pay for a Yorktown Police Officer for subsequent years of service shall be as follows

Officer

End of 1st year start of 2nd year of service \$21.04 per hour, (\$43,763.20 per year).

Start of 3rd end of 5th year of service \$21.76 per hour, (\$45,260.08 per year).

Start of 6th end of 8th year of service \$22.48 per hour, (\$46,758.40 per year).

Start of 9th end of 11th year of service \$23.20 per hour, (\$48,256.00 per year).

Start of 12th end of 14th year of service \$23.92 per hour, (\$49,753.60 per year).

Start of 15th end of 17th year of service \$24.64 per hour, (\$51,251.20 per year).

Start of 18th end of 20th year of service \$25.37 per hour, (\$52,769.60 per year).

Start of 21st end of 23rd year of service \$26.09 per hour, (\$54,267.20 per year).

Start of 24th year of service and on \$26.81 per hour, (\$55,764.80 per year).

This does not include overtime.

Years of service are calculated using the date of hire.

Tech Pay: Officers can qualify and be paid for more than one Tech Pay level. An Officer cannot be paid for the same Tech Pay level more than one time, with the exception of a Bachelors or Associates Degree level.

Tech Pay Schedule:

Tech Pay Level 1 - \$600.00 per year = Associates Degree

Tech Pay Level 2 - \$800.00 per year = Instructor in 2 areas, Training Supervisor

Tech Pay Level 3 - \$1,000.00 per year = Bachelor Degree, SMART Officer, SWAT Member, Property Room/Evidence Tech Officer, Lead Investigator

Shift Pay: This is determined by what shift you are primarily assigned to by the Chief. Shift pay will pertain to the Officers primary shift assignment.

Midnights: (3rd Shift usually 11pm until 7 am) receive an additional \$600.00 per year.

Afternoons: (2nd Shift usually 3pm until 11pm) receive an additional \$900.00 per year.

Rank Pay:

Captain receives an additional \$900.00 per year.

Sergeant receives an additional \$600.00 per year.

Tech Pay, Shift Pay, and Rank Pay are calculated for each Officer, divided in half, and paid out twice a year in the amount the Officer qualifies for. The payments will be made in January and July of each year. This amount is not prorated.

The Marshal does not qualify for Tech Pay, Shift Pay, or Rank Pay.

If the Officer loses Tech Pay, Shift Pay, or Rank Pay the Officer will forfeit the remaining pay and will not receive any form of prorated pay.

Clothing Allowance:

For all full time Officers will receive a payment of \$1,000.00 per year for uniform expenses after their probationary year. There shall be one (1) payment made in the second pay week of the month of January.

Longevity Pay:

This applies only to the Town Marshal and the Administrative Assistant and shall be paid as follows:

1-5 years	\$200.00 per year
6-11 years	\$400.00 per year
12-16 years	\$600.00 per year
17-20 years	\$800.00 per year
Over 20 years	\$1,000.00 per year

The payment for longevity pay shall be in two (2) payments. One half of the longevity pay will be paid with the first pay period of the year and the second half will be with the first pay period in the month of July.

Time Off

The Yorktown Police Department operates 365 days per year, 24 hours per day. Therefore, the Department's vacation, personal and holiday policies must reflect the unique nature of the operation of the Department in order to allow for efficient and effective operation with no interruption in service to the community.

Vacation Time: Officers shall accrue an earn vacation on January 1st of each calendar year. The amount of vacation accrued and earned will be determined by the numbers of calendar years employed as an Officer by the Department. January 1st of each calendar year will mark the first day of a new year of service on the Department, regardless of the Officer's anniversary date with the Department.

Example: An Officer hired on April 1st of 2017 will begin his/her 2nd calendar year of service on January 1st, 2018. However, Probationary Officers hired after June 30th of a given year will accrue only half the normal allotted vacation days during his/her 2nd calendar year of service.

The above form of calculation is used for Vacation Time only.

Probationary Officer until end of 1 st calendar year	0 days
Start of 2 nd calendar year of service through the 4 th calendar year	10 days
Start of 5 th calendar year of service through the 9 th calendar year	15 days
Start of 10 th calendar year of service and on	20 days

The Town Marshall and the Police Administrative Assistant will be given Vacation Time as determined under the Town of Yorktown Personnel Policy Manual.

Scheduling of Vacation Time: A Vacation Time scheduling deadline will be set by the Town Marshall or his designee at the beginning of each calendar year. During the scheduling deadline, schedule requests will be reviewed and granted by the Town Marshall or the Shift Supervisor, in order of rank and seniority, respectively.

After the scheduling deadline has expired, vacation requests will be reviewed and granted on a “first come, first served” basis, without regard to rank or seniority. Accrued vacation time must be used during the year in which it is accrued, and may not be carried over into subsequent years without the Town Council giving specific consent during a public meeting.

Vacation time is to be scheduled in blocks of at least 5 consecutive days, unless approved by the Town Marshall and/or the Shift Supervisor.

Personal Days: All Officers, including Probationary Officers in his/her first year of service will receive ten (10) personal days each year. These days will be accrued and earned on January 1st of each calendar year and are to be used during the remainder of the calendar year.

Scheduling of Personal Days: Personal Days can be used in increments of ½ days or one (1) full day only. Personal Days are to be requested with the Officer’s immediate supervisor, and the Officer should provide as much notice as possible. Personal Days are scheduled on a “first come, first served” basis.

PAT Personal Time: Any Officer who, during the annual physical test scheduled by the Marshal or his designee, meets or exceeds the minimum physical fitness standards set by the Indiana Law Enforcement Academy (ILEA), will accrue two (2) additional personal days to be used during the remainder of the calendar year in which the days are earned.

The current ILEA physical fitness standards, as observed by the Department, are as follows:

Push-ups	25
Sit-ups	29 within 60 seconds
1.5 Mile Run	16 minutes 28 seconds

This does not apply to the Town Marshal.

Holiday Pay: If an Officer works during the Department's recognized Holidays, the Officer will be compensated at the rate of 1 ½ time his/her hourly rate for the hours worked during the Holiday.

Recognized Holidays:	New Years Day	Labor Day
	Martin Luther King Day	Veterans Day
	Presidents Day	Thanksgiving
	Good Friday	Day After Thanksgiving
	Easter Sunday	Christmas Eve
	Memorial Day	Christmas Day
	Independence Day	New Years Eve

Holiday Pay does not apply to the Town Marshal.

Sick Time, Overtime and other issues involving the Police Department should reference the Town of Yorktown Personnel Policy Manual.

This Ordinance is passed and adopted on this _____ day of _____, 2017.

Town Council

Rich Lee, President

Rick Glaub

Robert Ratchford, Vice President

Daniel Flanagan

Michael Burke

Lon Fox

Bryan Smith
Attest:

Clerk-Treasurer