

CITY OF BROWNTON

EMPLOYEE BENEFIT POLICY

VACATION

Full time (40 hrs/wk) and part time (minimum 32hrs/wk) employees will accrue vacation hours immediately upon hire. See charts below for accrual rates:

Years of Employment	Full Time Status Can Earn up to	FT Bi-Weekly Accrual rate per pay period
0-5	80 hours per year	3.0769
6-10	100 hours per year	3.8462
11-15	120 hours per year	4.6154
16-20	140 hours per year	5.3846
21+	160 hours per year	6.1538

Part time employees (minimum 32hrs/wk) shall be granted vacation on a prorated basis equivalent to 80% of full time accrual.

Years of Employment	Part Time Status Can Earn up to	PT Bi-Weekly Accrual rate per pay period
0-5	64 hours per year	2.4615
6-10	80 hours per year	3.0769
11-15	96 hours per year	3.6923
16-20	112 hours per year	4.3077
21+	128 hours per year	4.9231

SICK LEAVE

- Full time employees will be granted 8 hours of sick leave per month (96 hours per year)
 - o (3.6923 hours per bi-weekly pay period).
- Part time employees will be granted sick leave equivalent prorated at 80% (76.80 hours/year).
 - o (2.9538 hours per bi-weekly pay period).

EARNED SICK & SAFE TIME

- Full time employees starting after January 1 will be eligible for ESST, once they have worked 80 hours. They will earn 1 hour for every 30 hours worked until December 31, with a maximum of 48 hours. After the first year, they will continue to earn ESST hours with the maximum accumulation not to exceed 80 hours. When they have accumulated enough of a sick leave balance they will have their ESST replenished to the 80 hours at the start of each year.
- Part time employees will be eligible for ESST once they have worked 80 hours. At that point, 1 hour for every 30 hours worked will go into their ESST account, with a maximum accumulation of 48 hours the first year. After the first year, they will continue to earn ESST hours with the maximum accumulation not to exceed 80 hours. At the beginning of each new year, they will have their ESST replenished to 80 hours. If a part time employee returns to work within 180 days, they will retain their ESST balance from the previous employment period.
- Earned sick and safe time will not be paid out.
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HOLIDAYS

- The following are considered holidays for full time city employees, excepting emergency deemed necessary by the city council: New Year's Day, Martin Luther King Day, President's Day, Good Friday,

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Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day and one floating holiday.

- If a holiday falls on a work day, employee to receive compensation for same. In the event the holiday is a Saturday, the preceding Friday will be the scheduled holiday, and when a Sunday, the following Monday will be the scheduled holiday.
- Full time police officers will work holidays as scheduled by the police chief and will receive additional holiday pay at the rate of one and one half times. Full time officers not scheduled to work on the holiday will receive pay for 8 hours at the regular rate of pay

INSURANCE

Insurance package for full time employees include – Group Medical Plan, Dental Plan and Life Insurance. City to cover the cost of employee health/dental and 60% of family coverage, if so elected. City will cover 100% of life insurance for the employee. Employee to pay for the remaining 40% of family and dental premiums, amount to be deducted from employee's paycheck. An HSA account shall be started with an initial investment by the City if an employee elects to open an account. AFLAC can be obtained through the City but is 100% employee funded.

UNIFORMS

- City to provide a uniform allowance to each police officer annually. Amount to be set per annual budget.
- City to provide one pair of steel toed boots and one pair of prescription safety glasses, if needed, to city maintenance employees every other year.

TRAINING/TRAVEL

- Training for city employees will be provided by the city as approved by the city council.
- Police officers required to have a minimum of 16 hours of police training annually, if training falls on a regular scheduled work day, a part-time officer will fill in.
- If employees are required to travel outside of the area in performance of their duties as a city employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred.
- Expenses for meals, including sales tax and gratuity, will be reimbursed at a maximum of \$25.00 per day. No reimbursement will be made for alcoholic beverages.
- Employees who find it necessary to use their private automobiles for city travel will be reimbursed at the standard IRS mileage rate.

POLICE DEPT. **SCHEDULE**

- Officers will work on an average of 12 hours per shift, and 12 hours on call.
- Officers will be compensated for on-call time at a rate of \$2.50 per hour. Actual called out time, with a minimum of two hours will be paid at a rate of 1 and 1/2 times. Actual called out hours will be deducted from the amount of on-call hours.
- Part-time officers will not be assigned call time hours.
- Officers to receive overtime pay for court and investigations conducted on days off.
- Comp time may be awarded in lieu of over-time pay, at a rate of one and one half times. Comp time shall not exceed 60 hours at any time with the remainder being paid out or put into the employee's HSA at the end of each year.
- Shift hours and scheduling are subject to change by order of the police chief.
- Residency is not required, however, a thirty (30) minute response time to the city is required.