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## CH25 - 2016 Ordinances

### CH25 25 .1 - Employee Resignation 2015 Year End Bonus and 2016 Amendment to Salary Ordinance

Matthew Taylor resigned his position as a full time General Maintenance employee effective 12-31-2015

Joseph Swallows and Matthew Taylor should have been included in the 2015 Year End Bonus Checks.

Joseph Swallows 2016 salary, 2015 \$10/hour

Due to the way 2015 ended, and the way the town pays a week behind, the work performed the week of Christmas and the week of New Years requires Tom Tudor and Dennis Molina receiving a pay check January 1, 2016 and January 8, 2016 for work performed in 2015. The pay rate for the first and second pays for 2016 based upon the 2015 salary ordinance rate.

#### Further Information

1-2016

Indiana Code [01/08/2016](#)

### CH25 25 .2 - Tobacco Free Policy

WHEREAS, the Town of Lapel believes that tobacco use in the proximity of children and adults engaging in or watching indoor and outdoor recreational activities at town owned and operated facilities, including all town parks, is detrimental to their health and can be offensive to those using such facilities; and

WHEREAS, the Town of Lapel desires to create and sustain an environment that supports a non-tobacco norm through a tobacco free policy, rule enforcement, and adult peer role modeling on town owned outdoor

recreational and park facilities; and

WHEREAS, the Town of Lapel believes parents, leaders, and officials involved in recreation are role models for youth and can have a positive effect on the lifestyle choices they make; and

WHEREAS, the advertising of tobacco use and the tobacco industry's sponsorship of parks and recreation activities is inappropriate to the health and well being of youth and adults; and

WHEREAS, cigarettes, once consumed in public spaces are often discarded on the ground requiring additional maintenance expenses, diminish the beauty of the town parks recreational facilities, and poses a risk to all citizens; and

WHEREAS, that there are dangers of secondhand smoke that pose a health hazard to all; and

WHEREAS, the Town of Lapel determines that the prohibition of tobacco use in the Town of Lapel's recreational facilities and parks serves to protect health, safety and welfare of the citizens of our town.

BE IT ORDAINED, by the Board of Trustees of the Town of Lapel, Madison County, Indiana:

That tobacco use is prohibited in all indoor and outdoor recreational facilities and outdoor parks. No person shall use any form of tobacco including e-cigarettes, smokeless tobacco, tobacco products, at or on any operated indoor or outdoor recreational facility or park owned by the Town of Lapel, including but not limited to restrooms, athletic fields, aquatic areas, parks, walking and hiking trails, spectator areas, concessions, playground areas or any area owned by the Town of Lapel, Madison County, Indiana, said restrictions to be in place twenty-four (24) hours a day, seven (7) days per week.

BE IT ORDAINED, that the violation of the Ordinance prohibiting the use of any tobacco products shall consist of a fine up to One Hundred Twenty-Five Dollars (\$125.00) for the first occurrence and Two Hundred Fifty Dollars (\$250.00) per subsequent occurrences which are committed in a five (5) year period.

BE IT ORDAINED, that in addition to any fines imposed, law enforcement officers may be contacted to escort the person off the premises if the person refuses to abide by the prohibition against the use of tobacco within indoor or outdoor recreational facilities and parks as described above and owed by the Town of Lapel.

#### Further Information

2-2016

## CH25 25 .3 - Municipal Gas Works Amendment

Amendments and Repeals

## Section 11 - 1 Municipal Gas Works

BE IT ORDAINED, by the Town of Lapel, Madison County, Indiana, that Section 11-1 (d) and Section 11-1 (f) shall be amended as follows:

d). "No person, persons or entity other than authorized personnel employed by the town or the town's designated authorized agent, shall disconnect, connect, alter, regulate, adjust, or tamper with any water, gas or sewage utility line or service line, meter or facility used for the distribution of water, gas and sewage by the town. Tamper is defined as follows: to meddle so as to alter, especially to make illegal, corrupting or perverting, including to improperly interfere with the regulated distribution of water, gas and sewage distribution by the town."

f). "Any person, persons or entity who violates the provisions of this section shall be fined an amount of \$125.00 for the first violation and \$250.00 for any subsequent violations.

All remaining terms and conditions of Section 11.1 shall remain in full force and effect. That upon the compliance with all noted provisions, this ordinance shall take effect sixty (60) days after this date of adoption.

NOW IT BE ORDAINED, by the Board of Trustees of the Town of Lapel, Madison County, Indiana, that the above amendment to Section 11.1 (d) and (f) be and hereby is implemented.

### Further Information

3-2016

## CH25 25 .4 - Misappropriation Policy

BE IT ORDAINED, by the Board of Trustees of the Town of Lapel, Madison County, Indiana:

That Indiana Code [5-11-1-10](#), [5-11-1-21](#), and [5-11-1-27\(j\)](#) require that erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property be reported immediately to the State Board of Accounts. The purpose of the provision is to allow for the State Board of Accounts to make written recommendations as to how to correct that condition to prevent the recurrence.

That there is a requirement for the Town Board of Lapel, to determine a threshold monetary or value amount, of each incident that would require the reporting to the State Board of Accounts. That the Town Board of Lapel wishes to establish the threshold amount of One Hundred Dollars (\$100.00) per incident or occurrence applicable to funds. That the Town Board of Lapel wishes to establish the threshold amount of One Hundred Dollars (\$100.00) per incident or occurrence applicable to personal property.

That the Clerk/Treasurer of the Town of Lapel or the Deputy Clerk/Treasurer for the Town of Lapel shall be the individual(s) responsible for immediately submitting written notice of the misappropriation to the State Board of Accounts and the Prosecuting Attorney of Madison County, Indiana.

That such report may be made through the State Board of Accounts' website which provides a notification link for such report to be made via email.

That upon the submission of such report to the State Board of Accounts, the Town of Lapel Clerk/Treasurer and Deputy Clerk shall fully comply with all requests for additional information or documents required by the State Board of Accounts.

NOW BE IT ORDAINED, by the Board of Trustees of the Town of Lapel, Madison County, Indiana:

That the Board of Trustees of the Town of Lapel wishes to comply with Indiana Code [5-11-1-10](#), [5-11-1-21](#) and [5-11-1-27\(j\)](#).

That the Board of Trustees of the Town of Lapel, Madison County, Indiana, now implements a One Hundred Dollar (\$100.00) threshold amount, per incident or occurrence applicable to funds, applicable to the required reporting, to the State Board of Accounts, pursuant to the above referenced Indiana Codes.

That the Board of Trustees of the Town of Lapel, Madison County, Indiana, now implements a One Hundred Dollar (\$100.00) threshold amount, per incident or occurrence applicable to personal property, applicable to the required reporting, to the State Board of Accounts, pursuant to the above referenced Indiana Codes.

That the Town of Lapel Clerk/Treasurer or the Deputy Clerk/Treasurer shall be responsible for the immediate reporting required by the above referenced Indiana Codes.

That the Town of Lapel Clerk/Treasurer or the Deputy Clerk/Treasurer shall be required to fully comply with all requests to the State Board of Accounts pursuant to such reporting.

Read and Adopted this 16th Day of June 2016.

#### Further Information

4-2016

Date Passed: 6/16/2016

## CH25 25 .5 - Amending Alternative Transportation 5-2011

BE IT ORDAINED by the Town of Lapel, Madison County, Indiana:

WHEREAS, the Town of Lapel, Indiana amends, Ordinance No. 5 2011, and hereby adopts an ordinance for the regulation of alternative transportation used on the right of ways and roadways of the Town of Lapel.

WHEREAS, the Town of Lapel, Indiana, adopts all definitions and provisions of Indiana Code [9-13-2-69.7](#) referencing the definition of a golf cart; Indiana Code [9-21-1-3-3](#) allowing the Town of Lapel to adopt traffic regulations concerning golf carts; Indiana Code [9-13-2-94.5](#) adopting the definition of low speed vehicles; and Indiana Code [14-19-1-0.5](#) defining a motorized cart.

BE IT ORDAINED, by the Town Board of Lapel, Town of Lapel, Madison County, Indiana, that the following ordinance is hereby established and hereby does not adopt the above referenced Indiana Codes and further establishes the described use of alternative transportation:

1. Alternative transportation is defined and described as any motorized vehicle not requiring to be plated, including but not limited to electric vehicles, golf carts, utility carts and excluding quad runners and dirt bikes.
2. Any operator of alternative transportation must have a current and valid driver's license and comply with local and state ordinances and laws.
3. Any alternative transportation vehicle or device must be inspected on an annual basis. The inspection costs shall be \$50.00 per unit and the inspection shall be conducted by the Lapel Police Department at the Lapel Police Station located at 720 S Ford Street, Lapel, Indiana. The purpose of the inspection will be to determine whether or not the unit is safe and in compliance with all related rules and regulations.
4. The owner must renew the inspection every twelve (12) months by scheduling the appointment as described above. The Lapel Police Department will maintain records of inspection and reserve the right to remove any uninspected or unsafe alternate transportation unit.
5. Any violations of this ordinance shall be brought before the Lapel Safety Board and subject to a fine of up to \$500.00 per violation offense.
6. Each alternate transportation unit must be insured and verification of that insurance must be presented at the time of the above referenced inspection.
7. Parking will be parallel to and on the right in the same direction as traffic is designed to flow.
8. That the hours of operation for alternative vehicles will be from the hours of 5:00am through 11:00pm
9. Any alternative vehicle being operated in the Town of Lapel shall have the following equipment:
  - a. Headlamps
  - b. Front and rear turn signal lamps, tail lamps and stop lamps.
  - c. Reflex reflectors
  - d. Exterior or interior mirrors
  - e. Brakes
  - f. Windshield
  - g. Vehicle Identification Number
  - h. A safety belt installed at each designated seating position.
  - i. A maximum design speed of not more than 35 miles per hour.
10. That this Ordinance shall not contradict any law of the State of Indiana, pursuant to Indiana Code, including but not limited to alternative transportation vehicles may not be operated on dedicated state

highways (including State Road 13)

11. This Amendment incorporates by reference all relevant provisions of Title 9, of Indiana Code, which regulates motor vehicles used in the State of Indiana.

Read and Adopted this 15th day of September, 2016.

### Further Information

5-2016

Date Passed: 9/15/2016

## CH25 25 .6 - Regulation of Bicycles

An Ordinance to Provide for the Regulation of Use of Bicycles within the Town of Lapel

SECTION ONE: Statement of Purpose and application.

- A. The intent and purpose of this ordinance is to respond to the increasing intensity of bicycle movement throughout the Town for purposes of recreation, business, school attendance, and the achievement of better health created by a substantial number of citizens of all ages. The ordinance is intended to promote safety of all persons operating bicycles upon the streets of the Town; to achieve greater harmony between motorized and non-motorized traffic moving upon the streets; and to aid in permitting a more orderly flow of bicycle traffic upon the streets; and to aid in permitting a more orderly flow of bicycle traffic upon the streets in full accord with a prescribed set of standards designed to maintain such order. This provisions hereafter apply to the regulation applicable to bicycles within the Town of Lapel as authorized under Indiana Code [9-21-11](#), et. seq.
- B. These regulations applicable to bicyclists shall apply whenever a bicycle is operated upon any public roadway or upon any path set aside for the use of bicycles, subject to those exceptions stated herein.

SECTION TWO: Definitions.

- A. "Bicycle". Human powered vehicle with two or more wheels designed to transport, by the action of pedaling. Such term may include a bicycle with an electric motor assist mechanism, as long as the primary mode of forward movement is pedaling.
- B. "BPAC". Bicycle and Pedestrian Advisory Committee
- C. "Bicycle Lane". A designated lane on a public roadway that is for the sole use of bicycle traffic and designated by striping and symbols.
- D. "Bicycle Boulevard". A low-volume, low-speed roadway that has been optimized for bicycle travel through treatments such as traffic calming and traffic reduction, signage, and pavement markings. Also referred to as a "Neighborhood Greenway", "Neighborway", "Neighborhood Bikeway", or "Neighborhood Byway".
- E. "Bicycle path". A designated path, physically separate from the public roadway, set aside for the use of cyclists or pedestrians. Also referred to as a "Cycle Track", "Multi-use Path", or "Greenway".

- F. "Motor Vehicle". Any vehicle with an internal combustion or electric motor that provides forward motion and is not human powered.
- G. "Operator". A person who travels on a bicycle seated on a bicycle seat from which that person is intended to and can pedal the bicycle.
- H. "Passenger". A person who travels on a bicycle in any manner except as an operator.
- I. "Child carrier". A safety-tested seat designed and manufactured for the sole purpose of safe carrying of infants, toddlers, or small children when securely fastened to a bicycle.
- J. "Harassment". Any act which shall unreasonably disturb a bicyclist or cause a bicyclist to have a reasonable fear of imminent danger, including but not limited to:
1. making threats or engaging in hate speech towards bicyclists
  2. throwing any object at or towards a bicyclist
  3. increasing speed, decreasing following distance, or decreasing lateral (lane) separation when approaching, driving along, or overtaking bicyclists;
  4. excessive, unwarranted or unlawful use of a horn in proximity to bicyclists;
  5. taking any action to aggressively swerve towards bicyclists;
  6. attempting to stop or block the path of a bicyclist;
  7. attempting to force a bicyclist into a fixed obstacle, ditch, curb, parked car, or other impediment;
  8. engaging in sharp acceleration for the purpose of creating a greater than normal accumulation of vehicle exhaust.
- K. "Public Roadway". Any road, highway, street, or alley located within public right-of-way used for motorized and non-motorized travel.

### SECTION THREE: Riding on Public Roadways

- A. Every person riding a bicycle upon a public roadway shall have all of the rights and all of the duties under the provisions of this title applicable to the driver of a vehicle, except as to those provisions of this title which by their nature can have no application.
- B. The parent of any child and the guardian of any ward shall not authorize or knowingly permit any such child or ward to violate any of the provisions of this chapter.

### SECTION FOUR: Bicycle Operation and Safe Practices.

- A. A person operating a bicycle upon a public roadway shall ride in the right hand lane of the roadway subject to the following provisions:
1. If the right hand lane is wide enough to be safely shared with overtaking vehicles, a person operating a bicycle shall ride far enough to the right as judged safe by the bicyclist to facilitate the movement of such overtaking vehicles unless other conditions make it unsafe to do so.
  2. A person operating a bicycle may use a lane other than the right hand lane when:
    - a. Overtaking or passing another vehicle proceeding in the same direction; Preparing for a left turn at an intersection or into a private road or driveway;
    - b. Reasonably necessary to avoid unsafe conditions, including, but not limited to fixed or moving objects, parked or moving vehicles, bicycles, pedestrians, animals, surface hazards, or lanes

that are too narrow for a bicycle and a motor vehicle to travel safely side by side within such lanes;

- c. Approaching an intersection where right turns are permitted and there is a dedicated right turn lane, in which case a bicyclist may ride on the left-hand side of such dedicated lane, even if the bicyclist does not intend to turn right;
- d. Riding on a roadway designated for one-way traffic, when the bicyclist may ride as near to the left-hand curb or edge of such roadway as judged safe by the bicyclist; or
- e. Riding on parts of roadways set aside for the exclusive use of bicycles, including, but not limited to, contra-flow bicycle lanes, left-handed cycle tracks, or bicycle lanes, on one-way streets and two-way cycle tracks or bicycle lanes.

B. A person operating a bicycle shall not be expected or required to:

- 1. Ride over or through hazards at the edge of a roadway, including but not limited to, fixed or moving objects, parked or moving vehicles, bicycles, pedestrians, animals, surface hazards, or narrow lanes; or
- 2. Ride without a reasonable safety margin on the right-hand side of the roadway.

C. A person operating a bicycle in compliance with this section and not violating any other section of law is not impeding traffic.

D. Wherever a bicycle path or designated painted bicycle lane has been provided adjacent to a public roadway and in reasonable condition, bicycle riders are urged to use these paths instead of the roadway, but are not required to do so as long as they adhere to Indiana Code [9-21-11-8](#) and [9-21-11-9](#).

E. No person shall operate a bicycle at a speed greater than the maximum speed provided for vehicles at the particular location or at a speed greater than is reasonable and prudent under existing conditions.

F. No bicycle shall be operated upon any sidewalks in the Town unless otherwise designated except those operated by persons (12) years of age or less. These persons, however, shall yield the right-of-way to any and all pedestrians.

## SECTION FIVE: Bicycle Parking

A. No person shall park a bicycle upon a sidewalk in such a manner so as to unduly interfere with pedestrian traffic, or upon a public roadway so as to unduly interfere with vehicular traffic.

B. Bicycles shall be parked in such a manner as to not interfere with building entrances.

C. All bicycle racks constructed pursuant to this section shall be located, constructed, and maintained in accordance with the specifications of the Town of Lapel and its Planning Commission.

## SECTION SIX: Designation of bicycle lanes and paths.

A. Design of bicycle lanes and paths shall follow reasonable industry standards for user safety. New bicycle lane or path designations or changes to existing infrastructure shall be presented to the Planning Commission for approval.

## SECTION SEVEN: Restricted use of bicycle paths or designated lanes.



- B. No persons shall drive a motor vehicle within or on a bicycle path or lane designated in accordance with SECTION SIX of this chapter except for the limited purposes of either making a turn or accessing adjacent on-street parking spaces, alleys, private roads, or driveways. This exception only applies when the bicycle lane is clear of cyclists.
- C. No persons shall block a designated bicycle lane with a motor vehicle or any other object.
- D. Motorists or passengers parked within on-street parking spaces that are adjacent to designated bicycle lanes shall take reasonable care not to open the car door(s) into the bicycle lane unless it is clear of cyclists.
- E. Bicycle paths shall be used exclusively by riders of bicycles who must obey and observe all laws and rules of the road within the bicycle paths in addition to all other traffic-control devices. Bicycle paths are not to be used by riders of motorized bicycles.
- F. Greenways or multi-use paths are designated for the exclusive use of both bicyclists and pedestrians, unless otherwise indicated. Bicyclists shall yield the right-of-way to pedestrians on these greenways or multi-use paths.

#### SECTION EIGHT: Three (3) Foot Passing Rule

This section applies to cyclists and motor vehicles on shared public roadways without designated bike lanes.

- A. The driver of a motor vehicle overtaking and passing a bicycle that is proceeding in the same direction on a public roadway shall pass in compliance with the requirements of this article applicable to overtaking and passing a vehicle, and shall do so at a safe distance that does not interfere with the safe operation of the overtaken bicycle, having due regard for the size and speed of the motor vehicle and the bicycle, traffic conditions, weather, visibility, and the surface and width of the public roadway.
- B. A driver of a motor vehicle shall not overtake or pass a bicycle proceeding in the same direction on a public roadway at a distance of less than three (3) feet between any part of the motor vehicle and any part of the bicycle or the operator.
- C. If the driver of a motor vehicle is unable to comply with subdivision (B), due to traffic or roadway conditions, the driver shall slow to a speed that is reasonable and prudent, and may pass only when doing so would not endanger the safety of the operator of the bicycle, taking into account the size and speed of the motor vehicle and bicycle, traffic conditions, weather, visibility, and surface and width of the public roadway.

#### SECTION NINE: Harassment of Bicyclists.

- A. It shall be unlawful to engage in any harassment of a bicyclist operating a bicycle on or adjacent to a public roadway, path, sidewalk, or other public or private area.

#### SECTION TEN: Penalty

- A. Every person convicted of a punishable violation of any of the provisions of this division for which another penalty is not provided shall for first conviction thereof be punishable by a fine of not more than \$50.00; for a second such conviction within one year thereafter, the person shall be punishable by a fine of

not more than \$100.00; upon a third or subsequent conviction within one year after the first conviction, the person shall be punishable by a fine of not more than \$200.00.

Read and Adopted this 15th Day of September 2016.

### Further Information

6-2016

Indiana Code [09/15/2016](#)

## CH25 25 .7 - Salary Ordinance for 2017

Be it ordained by the Town of Lapel, Madison County, Indiana: Section #1 the salaries of the town officials, police officers, utility/park employees, and all others employed by the Town of Lapel, IN, effective for all pays after January 1st, 2017 and ending December 31st, 2017 shall be as follows, to-wit:

- Clerk/Treasurer
  - General Fund \$7,900
  - Gas Company \$5,771
  - Water Company \$5,771
  - Sewer Company \$5,772
  - Total \$25,214
- Town Council Members
  - General Fund \$500
  - Gas Company \$1,100
  - Water Company \$1,000
  - Sewer Company \$1,000
  - Total \$3,600
- Attorney, \$4,600 annually
- Building Inspector \$600 per month
- Development Inspector \$300 per month
- Janitor \$50 per week

Checks will be issued as follows:

- Council, monthly, the next pay period following the Council meeting
- Clerk/Treasurer, weekly
- Building Inspector, monthly
- Development Inspector, monthly
- Janitor, monthly
- Town Attorney, semi-annually
- all others weekly

Specific salaries for Town of Lapel employees beginning January 1st, 2017 and ending December 31st, 2017 are:

- Mike Barnes, Police Chief - \$49,140 annually
- Ryan Daniels, Captain - \$40,950 annually
- Jon Hosier, Police Officer - \$39,321 annually
- Mike Porter, K9 Officer - \$34,650 annually
- Jon Buffington, Officer - \$31,500 annually
- Non academy graduate - \$30,000 annually
- Academy graduate - less than 2 years experience - \$33,000 annually
- NEW HIRES
  - Part Time General Maintenance - \$9.00 to \$13.00 per hour
  - Full Time General Maintenance - \$9.50 to \$14.00 per hour
  - Office Staff - \$9.50 to \$14.00 per hour
- Paula Lee, Office Administration - \$19.15 per hour
- Tisha Bousman, Office Administration - \$15.75 per hour
- Gary Swaim, Building Inspector - \$600 per month
- Nathon Owens, Water Operator/Utility/Street - \$19.21 per hour
- Virgil Hobbs, Part Time General Maintenance - \$14.18 per hour
- Cameron Clawson, Utility/Street - \$17.80 per hour
- C.J. Taylor, Water Operator/Sewer Operator - \$40 per hour/5hrs per week
- John M. Johnson, Utility Superintendent - \$19.69 per hour
- Todd Bryant, Utility/Street - \$16.23
- Joe Swallows, Utility/Street - \$13.14
- Holly Kelly, Utility/Street - \$12.50

### **Section - Personal Days**

All full-time employees are entitled to eight (8) personal days per calendar year. Bereavement days three (3) per family member, which includes and is limited to the following; wife, husband, children, stepchildren, father, mother, stepfather, stepmother, father-in-law, mother-in-law, brothers, sisters; one day (1) for brother-in-law, sister-in-law and (2) for grandparents.

### **Section - Paid Legal Holidays**

All full-time employees except Police Officers, are entitled to the following:

- New Year's Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day

- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas Eve (Half Day)
- Christmas Day

### **Vacation/Personal Days for Full-Time Employees**

All new employees will be under a probationary period for the first six months of their employment, starting with the first day on the job. During this probationary period the employee will not be entitled to paid vacation benefits or sick leave benefits. After six (6) months on the job the employee will receive two (2) paid vacation days for the remainder of the first year of service.

All eligible employees will receive eight (8) paid Personal days per calendar year. Absences may be subject to investigation. A physician's statement of "fitness of duty" will be required if an employee is off work for 3 consecutive days or more. The Town also reserves the right to request a "fitness of duty" statement at any time. Personal Days, if not used within the calendary year, can be accumulated up to 30 days. Employees will be paid unused personal days upon termination of employment.

### **Section - Vacation**

Time worked reports must be submitted weekly to the Town Hall for all employees that are eligible for either Personal Days, Paid Legal Holidays, Insurance, Paid Vacation, or Accumulated Sick Leave.

At the anniversary date of employment, the full-time employee will be eligible for the following vacation schedule:

- One year of employment, one week paid vacation.
- Two thru four years of employment, two weeks of vacation.
- Five thru nine years of employment, three weeks of vacation.
- Ten or more, four weeks of vacation.

Following the first year of employment additional weeks will be earned on a calendar year basis beginning January 1st.

All vacations are mandatory (cannot work and collect pay plus vacation). Vacations must be scheduled one (1) week in advance with a supervisor. Vacations cannot be held over until the next year.

Unused vacation days will be paid upon termination of employment. Vacation days must be used before unpaid days off are granted.

### **Section - Overtime**

Overtime is defined for all full-time employees, except Police Officers, as the hours worked, on a daily basis, over 8 hours. Overtime hours will be paid at 1 1/2 their hourly pay. The payroll clerk will prepare on a weekly

basis, a report to the Council illustrating the amount of and who were paid overtime. it will be the job of the department supervisors to limit overtime whenever possible.

### **Section - Meeting Attendance Payment**

Non-council members, that are authorized members of the Planning Commission, Park Board and Board of Zoning Appeals will be paid \$10 per meeting attended. Disbursement of amounts owed will be semi-annually July and January.

### **Section - Office Hours and Utility/Street Department Hours**

Town Hall office hours are Monday-Friday, 8:00am to 5:00pm. The Utility/Street Department hours are 7:00am to 3:30pm. On disconnect day, one utility employee will work from 10:00am to 6:00pm so that paid disconnected services can be returned to service.

### **Section - Police Officers.**

The work week consists of seven (7) days from Saturday and ending Friday. If a Police Officer works more than 40 hours per week, overtime will be paid. Holiday pay is calculated by annual salary divided by 260 days divided by 8 hours=holiday pay. Overtime hours x 1 x hourly pay=overtime pay. Overtime must be approved by the Town Marshall and the Town Council.

The salary of a Lapel Police Officer, without academy certification is \$30,000 per year. The salary of a Lapel Police Officer with less than two (2) years of experience, with an academy certification is \$33,000 per year.

If a Lapel Police Officer is sent to the Police Academy, and compensated by the Town of Lapel, the Police Officer is required to remain on the department for two (2) years after graduation from the Academy. If for some foreseen or unforeseen reason the officer has to leave the department or fails to complete the academy assignment, said officer must repay all training compensation of the Town of Lapel.

Non-academy graduates will be in a probationary status until one year from graduation date.

Academy graduates will be on a probationary period of one year from hire date.

New hire without academy certification will be sent to the academy within one year of hire date.

### **Section - Education Reimbursement**

It is the desire of the Town of Lapel that all employees gain more education in their specific disciplines. If the employee quits a course, paid by the Town of Lapel, the employee must repay to the town the cost of the course. This would include tuition fees, cost of books and materials, and mileage reimbursements. If the employee completes the course work and attendance requirements, but fails the final test, reimbursement is not required. Retesting is at the discretion of the Council.

## Section - Insurance

The Town of Lapel will pay 100% of the employee's health insurance premium, employees will have to pay dependent coverage, if desired. This benefit is available to full-time employees only. Employees who are eligible to enroll in the group medical program may choose to waive participation in the plan. Only employees covered under another group health plan will be permitted to waive coverage. Employees are required to complete the appropriate form to waive their election and provide verification of coverage.

- Health Life and Vision - Health Application
- Life Only - Health Application (check life only, indicate waiver/other coverage)

An optional dental insurance benefit plan is offered to all full-time employees. The premium for the insurance policy is split 50%-50% between the employee and the employer.

## Section - Utility Certifications

When a Lapel Utility employee acquires a Class 1 operators certification for water or wastewater, their salary will be increased **75** cents per hour.

When a Lapel Utility employee acquires a Class 2 operators certification for water or wastewater, their salary will be increased **75** cents per hour.

If a Lapel Utility employee receives an initial gas operators certification, their salary will be increased 50 cents per hour.

### Further Information

**7-2016**

**Date Passed: 12/5/2016**