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CH2 2.7 - Compensation

- a. The Board shall fix the compensation of its Town officers and employees in a Salary Ordinance to be adopted annually.
- b. Vacation and Sick Leave 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.
 - All full-time employees completing the probationary period will be eligible for sick leave benefits, which will be prorated from their hire date.
 - All eligible employees will receive six (6) paid sick days per calendar year. Sick days are designed and intended to be used for the employees illness or medical appointments. Absences may be subject to investigation. The Town reserves the right to request a physician statement for sick days. Sick days, if not used, can be carried over to future years. Sick days will not be paid upon termination of employment.
 - 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 Sick Leave.
 - At the anniversary date of employment, the fulltime employee will be eligible for the following vacation schedule:
 - **Completed Years of Employment Weeks Paid Vacation**
 - One Year - One Week
 - Two thru Four - Two Weeks
 - Five thru Nine - Three Weeks
 - Ten or more - Four Weeks
 - 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 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.

c. 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. Overtime is calculated by annual salary divided by 260 days divided by 8 hours = hourly pay. Overtime hours x 1 x hourly pay = overtime pay. Overtime must be approved by the Town Marshal and the Town Council.
- 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 of 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 to the Town of Lapel.

d. Personal Days

- All full-time employees are entitled to two (2) 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 (1) day for brother-in law, sister-in law, and grandparents.

e. Paid Legal Holidays

- All full-time employees, except Police Officers, are entitled to the following:
 - New Years Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), ½ day Christmas Eve, and Christmas Day.
- All full-time Police Officers are entitled to 1/260 of his/her salary as holiday pay if an officer works on a declared holiday. This payment would be in addition to his/her regular salary.

f. Insurance

- The Town of Lapel will pay 100% of the employees 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 other coverage.
 - **Options**
 - Health, Life & 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.

g. Fire/Ambulance

- Volunteers for the Fire/Ambulance Department will be paid \$8.00 per run, cancelled or not. Each volunteer will receive \$100/year car allowance payable semi-annually and a \$100/year clothing allowance payable semi- annually. The car and clothing allowance will be prorated in the case of a new firefighter or ambulance volunteer.

- o Town employees that are volunteer firefighters or ambulance EMTs will be compensated one hour pay for the specific fire/ambulance run. This is applicable during town office, utility, street department hours as stated in the salary ordinance. Employees must record on their daily time sheet when the fire/ambulance run began and when they returned to their duties as a town employee.

h. Office Hours and Utility/Street Department Hours

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

i. Overtime

- o Overtime is defined for all full-time employees, except Polices Officers, as the hours worked, on a daily basis, over 8 hours. Overtime hours will be paid at 1 ½ x 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 over-time whenever possible.

j. Meeting Attendance Payment

- o 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-annual- July and January.

k. Education Reimbursement

- o 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.

l. Utility Certifications

- o When a Lapel Utility employee acquires a Class I operators certification for water or wastewater, their salary will be increased by 75 cents per hour. If a Lapel Utility employee receives an initial gas operators certification, their salary will be increased by 75 cents per hour. When a Lapel Utility employee acquires a Class II operators certification in water or wastewater, their salary will be increased by 25 cents per hour. The Town of Lapel must receive a copy of the certification notice for each employee.
- o Continuing education to maintain a utility certification will be paid by the Town of Lapel. If an employee fails to maintain his/her certification, the Town of Lapel reserves the right to reduce the employees hourly wage. The Council will review certifications in June and December with pay adjustments effective July 1st and January 1st.
- o Utility workers shall be paid one and one half (1 2) times the regular rate of pay after forty (40) hours of regular rate per week. DOES THIS STILL APPLY?

10/15/96),(Ord 9-1997, passed 12/17/96)(Ord. 161998, passed 12/98)

(Ord. No. 1-1999, passed 1/21/1999), (Ord No. 1-2000, passed 1/20/2000) (Ord No. 12-2000, passed 12/2000
(Ord No. 11-2001, passed 1/2000 Indiana Code [36-5-3-2](#) (Ord. No. 102006 , passed 1/4/2007)

Further Information

'82 Code, Ord. No. 9-1982

Indiana Code [36-5-3-2](#)

Date Passed: 12/22/1982

Date Amended: 1/4/2007