

TOWN OF ST. JOHN, LAKE COUNTY, INDIANA

ORDINANCE NO. 1037

AN ORDINANCE AMENDING THE POLICIES AND PROCEDURES OF THE ST. JOHN POLICE DEPARTMENT, AND MORE PARTICULARLY, THE SICK LEAVE, OVERTIME, AND VACATION TIME POLICIES OF THE SAME, AND AMENDING MORE SPECIFICALLY, ORDINANCE NO. 947

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, did, on the 9th day of September, 1985, pass Ordinance No. 666, approving the Policies and Procedures of the St. John Police Department; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, did, on the 23rd day of May, 1994, pass Ordinance No. 947, specifically establishing policies for sick leave for the officers of the Town Police Department, and, therefore, amending the Policies and Procedures for the Town Police Department; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has determined that it is necessary and advisable to amend the policies for sick leave, overtime, and vacation time for the officers of the Town Police Department in order to maintain and preserve the public health, safety, comfort, and general welfare and well-being of the residents of the Town of St. John; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has recommended to the Town Council an amended sick leave, overtime, and vacation time policy and procedure for the St. John Police Department which is attached hereto and made a part hereof as Exhibit "A"; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, has determined, after its review of the new and amended sick leave, overtime, and vacation time policies, that the same will, as amended, establish fair and equitable policies for sick leave, overtime, and vacation time and will result in uniform, clearly-defined policies which will more fully promote the public health, safety, comfort, and general welfare and well-being of the officers as well as the residents of the Town of St. John.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of St. John, Lake County, Indiana as follows:

That the amended policies for sick leave, overtime, and vacation time for the police officers of the St. John Police Department certified to the Town Council by the Board of Metropolitan Police Commissioners of the Town and attached hereto and made a part hereof as Exhibit "A" are hereby approved and adopted as the sick leave, overtime, and vacation time policy, as amended, of the Town of St. John Police Department for the officers

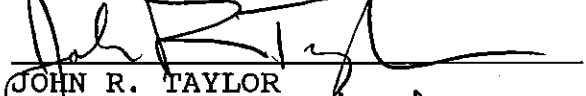
of the Police Department; and that a copy of said policies be hereafter distributed to the police officers of the Town of St. John.

BE IT FURTHER ORDAINED, that all ordinances, parts of ordinances, policies, or parts of policies, in conflict with the provisions of this Ordinance, and more particularly the terms and provisions of the policies established herein for sick leave, overtime, and vacation time for the officers of the Town Police Department are hereby repealed and declared to be null, void, and of no legal effect.

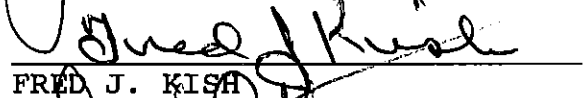
BE IT FURTHER ORDAINED, that if any section, clause, provision, or portion of this Ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect any other section, clause, provision, or portion of this Ordinance.

BE IT FURTHER ORDAINED that an emergency exists for the immediate taking effect of this Ordinance, and, therefore, this ordinance is hereby passed and adopted by the Town Council of the Town of St. John, Lake County, Indiana, and shall become effective this 27th day of February, 1997.

TOWN COUNCIL, TOWN OF ST. JOHN,
LAKE COUNTY, INDIANA



JOHN R. TAYLOR



FRED J. KISH



DOUGLAS G. PATTERSON

ATTEST:



JUDITH L. COMPANIK
Clerk-Treasurer

ST. JOHN POLICE DEPARTMENT GENERAL ORDER	EFFECTIVE DATE 1-24-97	RE-EVALUATION DATE	NO. 21.01
SUBJECT: SICK LEAVE		NO. OF PAGES 3	
RELATED DIRECTIVES:		REVISED: 1-24-97	

I. PURPOSE

Establishes guidelines for reporting off due to illness or non-employment related injuries and duty related injuries for police personnel.

1. To Clarify the Sick Leave and Disability Leave Policies for the Officers of the Department;
2. To Permit responsible fiscal management of the funds and budget of the Police Department;
3. To Enhance morale and energize more motivation in the Officers by promoting wellness within the Police Department;
4. To Maintain continuity of the enhanced performance and motivation and morale by the Officers of the Police Department to most fully protect and preserve the Public Health, Safety, Comfort, General Welfare and General Well-being of the residents of the Town.

II. POLICY

The following Procedures will be followed when an Officer reports off for sickness or injuries.

III. PROCEDURE

A. Definitions

1. **Injury Leave.** Leave granted to an Officer(s) who is physically injured to the extent that he or she is unable to perform the required assignment, responsibility or duty.
2. **Officer.** Police Officer appointed to the Town Police Department; also as defined in I.C. 36-8-1-9, as amended from time to time.
3. **Sick Leave.** Leave granted to an Officer(s) who is physically ill to the extent that his or her performance would be restricted, or he or she would jeopardize the health of others with whom he or she would come in contact.

B. Duty-Related Injury or Sickness

1. Employees are covered by Workman's Compensation for any injury sustained while properly performing assigned duties, for as long as medically necessary.
2. An officer who has suffered or incurred a duty-related injury or sickness shall be required to provide regular periodic status reports to the Police Department, through the Chief of Police, until the Officer is released for return to his employment.
3. An Officer suffering or incurring any duty-related sickness or injury shall be compensated at, but not to exceed, his or her regular salary with no loss of accumulated paid sick leave for a maximum period of one (1) year. (Regular salary shall be paid from all sources including workman's compensation, other insurance policy proceeds, and/or Town funds.)

C. Non Duty-Related Injury or Sickness

1. Whenever a member of the department sustains an injury or illness, not job related, that would affect performing normal assignments, the time that person may take off from work will be deducted from his accrued sick leave.
2. In the event an Officer utilizes three (3) or more days of sick or injury leave, consecutively, the Officer shall be required to provide the certification of his or her attending physician verifying the sickness or injury, and shall further provide a Medical Release from the attending physician to return to work.
3. An Officer utilizing a sick or injury leave day shall provide at least four (4) hours advance notification of call-off to his or her Supervisor.
4. An Officer utilizing a sick or injury leave day shall be required to keep his or her Supervisor informed regarding the nature of the sickness or injury and the anticipated return to work.
5. If an employee is without enough sick leave to cover an absence, vacation time will be deducted, then compensatory time, and finally leave without pay will be charged.

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6. In the event an Officer utilizes his or her annual hours of non duty-related sick or injury leave within the calendar year, and the Officer has no remaining accrued and accumulated compensation time, the Officer can request to the proper appointing authority in writing to apply for an extended leave of absence as permitted by I.C. 36-8-5-2.
7. If the officer is not granted a leave of absence by the appointing authority as permitted by I.C. 36-8-5-2, then the officer is entitled to apply for police disability pension.

D. Sick Leave Benefits

- A. Sick leave will be calculated into hours of sick time not to accumulate more than 320 hours.
- B. Every new full-time police officer shall be given 24 hours of sick time to start, and every month worked shall be entitled to accumulate 8 hours for that month, not to accumulate more than 320 hours.
- C. Full-time officers will be given 8 hours of sick time at the end of every month, not to accumulate more than 320 hours. If an officer is on a non-duty related sick leave for the entire month, he will not be entitled to the 8 hours for that month.
- D. If an officer does not use any sick time in a continuous six (6) month period he will be entitled to one bonus day off for the next six (6) month period. The periods will be based on the bi-annual calendar year. If the bonus day is not used in the following six month period, it shall lapse. The following schedule will be followed:

January 1 to June 30
July 1 to December 31

ST. JOHN POLICE DEPARTMENT GENERAL ORDER	EFFECTIVE DATE 1-1-97	RE-EVALUATION DATE	NO. 17.01
SUBJECT: OVERTIME / COMPENSATORY TIME / PERSONAL DAYS		NO. OF PAGES 2	
RELATED DIRECTIVES:		REVISED: 1-1-97	

I. PURPOSE

Establishes guidelines for departmental personnel to take time for overtime, holidays and compensatory time.

II. POLICY

The following procedures are to be used by officers when taking overtime, holidays or compensatory time.

III. PROCEDURE

A. Overtime or Compensatory Time

1. Any hours that are either overtime worked after regular shift, extra call-out time after regular shift or compensatory time, must be approved by immediate supervisor of said shift. Final approval will be by the Division Commander.
2. Any overtime hours or compensatory time worked after regular shift, must be submitted in writing on the proper forms supplied. This form then will be submitted to the immediate supervisor. After immediate supervisor approval or disapproval, it will then be submitted to the Division Commander for final approval or disapproval.
3. Any compensatory time or overtime received by the officer must be taken within thirty (30) days after said time has been approved. This will be subject to change by the Division Commander.
4. Any overtime or compensatory time that an officer wishes to have taken off on regular working hours, must be submitted on proper forms three (3) days prior to said time.
5. Any overtime or compensatory time that are not taken within the specified time allowed, will be assigned to the officer by the Division Commander.

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6. No more than two (2) compensatory days can be added to regular days off or vacation time. This is subject to change with both immediate and division supervisor's approval.

B. Personal Days

1. Each full time employee is entitled to one (1) personal day per month, not to be accumulated from month to month. The personal day can be taken after the first day of every month.
2. If an employee does not use his/her personal day allotted before the end of that month, they will forfeit the personal day unless special circumstances would not allow it, and then it has to be approved by the Shift Sergeant or Chief of Police.
3. Any personal day that an officer wishes to have taken off on regular working hours, must be submitted on proper forms prior to said time.

ST. JOHN POLICE DEPARTMENT GENERAL ORDER	EFFECTIVE DATE 1-1-97	RE-EVALUATION DATE	NO. 17.02
SUBJECT: VACATION TIME		NO. OF PAGES 2	
RELATED DIRECTIVES:		REVISED: 1-1-97	

I. PURPOSE

Establishes guidelines for the department in taking vacation time.

II. POLICY

The following procedures should be followed when eligible or requesting vacation time.

III. PROCEDURE

A. Eligibility

1. A full-time salaried employee becomes eligible for vacation after completing one (1) year of employment. The vacation year is the calendar year. Your vacation entitlement, during the calendar year you have your one (1) year anniversary, will be in accordance with the following schedule:

MONTH OF HIRE

ENTITLED TO

January	10 days vacation
February	10 days vacation
March	9 days vacation
April	8 days vacation
May	7 days vacation
June	6 days vacation
July	5 days vacation
August	4 days vacation
September	3 days vacation
October	2 days vacation
November	1 day vacation
December	1 day vacation

2. The above schedule will be used to prorate for hiring, length of service vacation eligibility, and termination.

B. Length of Vacation

1. An eligible officer who has attained the years of continuous service indicated in the following table in any calendar year, shall receive a vacation corresponding to such years of continuous service as shown in the following table:

<u>LENGTH OF SERVICE</u>	<u>VACATION DAYS</u>
Less than 1 year	None
1 year of service	10 Days
5 years of service	15 Days
15 years of service	20 Days
20 years of service	25 Days

C. Non-Accumulation of Vacation Time

1. Vacations provided herein are not to be accumulated and must be completed within the calendar year in which the officer became eligible.

D. Scheduling of Vacations

1. Vacation requests shall be submitted in writing prior to January 31 of the vacation year to their supervisor.
2. Any requests for vacation changes will be submitted to the officer's supervisor, and will be handled on an individual basis.
3. Vacations will be granted as close as possible to times requested by the officer, (seniority will be given preference as to choice on each week of rotation).
4. The senior officer of each shift has first preference for the 1st week of vacation. Next senior officer has second choice, etc. After the shift has picked their 1st week, then the senior officer picks his second week vacation on the next rotation, and so on, until all vacation weeks are scheduled for the calendar year.

E. Chief's Vacation

1. The Police Chief's vacation will be based on 20 days of vacation for a calendar year, non-accumulative. Except after 15 years of continuous service he would be eligible for 25 days of vacation.