

Employee Benefits for the Cloverdale Police Department

2010-~~6~~

Each new full-time police officer will fulfill a probationary period of one year subject to all rules and regulations set forth in the Standard Operating Procedures

COMP-TIME:

- Earning Comp time: each full-time police officer may earn compensatory time for hours worked exceeding eighty hours in a two week period. Compensatory time will be recorded on the officer's time sheet and will only be **officially earned** when approved by the signature of the Town Marshall on the time sheet.
- Using Comp time: each full time police officer may use compensatory time earned after approval of the Town Marshall.
- Expiration of Comp time: Comp time earned is non-cumulative. Upon termination of employment, any unused comp time accumulated within ³⁰ the 30 day period will not be reimbursed.

THE COMP TIME MUST BE USED WITHIN 30 DAYS OF EARNING IT-NO EXCEPTIONS

1. The Town of Cloverdale will pay all premiums for insurance coverage for the full time Police Officer with the insurance company of the Town's choosing.
2. Each full time Police Officer will receive five (5) days sick leave each anniversary year to be used for illness only of the employee—these days are non-cumulative
3. Each full time Police Officer shall be granted paid time off for jury duty
4. Each full time Police Officer shall be granted three(3) days absence after the satisfactory completion of their one(1) year probationary period with pay in the case of a death of the employee's: Mother, Father, Sister, Brother, Spouse, Child/Stepchild, Grandparent, Grandchild, Father-in-law or Mother-in-law.

VACATION:

Each full time Police Officer shall be granted vacation with pay as follows upon eligible anniversary date:

After completing six (6) months of the one year probationary period, each full time Police Officer shall receive five (5) days vacation pay. These days are non-cumulative and must be used within the year you earn them.

After completing the one (1) year probationary period, each full time Police Officer shall receive five (5) days vacation pay. These days are non-cumulative and must be used within the year you earn them.

Each Police Officer with one (1) year of full time service shall receive 5 days vacation pay. These days are non-cumulative and must be used within the year you earn them.

Each Police Officer with two (2) to five (5) years of full time service shall receive 10 days vacation pay. These days are non-cumulative and must be used within the year you earn them.

Each Police Officer with six (6) to ten (10) years of full time service shall receive 15 days vacation pay. These days are non-cumulative and must be used within the year you earn them.

Each Police Officer with eleven (11) + years of full time service shall receive 20 days vacation pay. These days are non-cumulative and must be used within the year you earn them.

All situations regarding Comp-time and Vacation time will be reviewed on a case by case basis by the Marshall.