

**DECATUR CIVIL TOWNSHIP OF MARION COUNTY, INDIANA**



**EMPLOYEE BENEFIT HANDBOOK**

**For**

**Merit Firefighter/EMT's of**

**Decatur Civil Township**

## **1.) INTRODUCTION**

The successful operation of our department and the discharge of our duties are attributed to the attitude, determination and the desire on the part of each employee to make our department a professional place for us to perform our duties and for the public call for the services we perform. These factors should always be foremost in the minds of our employees. The interest and enthusiasm each person puts into his or her position is a major factor in the proper and efficient operation of our department.

## **2.) AT WILL EMPLOYMENT**

Employment with the Decatur Civil Township, (Decatur Township Fire Department) is at will and this handbook does not constitute an express or implied contract for employment. Should the employee decide to leave our employ, we will expect a two-week notice of your intentions in writing.

## **3.) CHANGES IN POLICY MANUAL**

From time to time, it may be necessary to alter some portion or portions of the employee manual. Should this occur, you will receive notice of the changes by email. We reserve the right to make such changes as deemed necessary, and reserve the right to make changes in the manual without notice, subject to notice requirements imposed by law.

## **4.) PROBATIONARY PERIOD**

Customary practice recognizes a period of probation for new employees. During such a period, the employer has an opportunity to determine whether or not a new employee will be able to do the job in the way the employer requires to be done. The employee, likewise, has an opportunity to determine whether or not he or she likes the job and the township. Employees are classified as "probationary" during the period of probation and as "permanent" after they have successfully completed the period of probation.

A twelve (12) month probationary period, dating from the first day worked on a full time basis, will be considered as a trial term. All new employees will accrue all fringe benefits from the date he or she first worked on a full time basis, however, new employees will not be permitted to use the benefits until after the expiration of a successful probationary period, e.g., take vacation days. During this period, you will be given every opportunity to prove your ability. If you should be found unsuited for the job, an effort will be made to aid in your development. If you or we decide during this period that either is not suited to the other, it is understood that we may part without any hard feelings.

## **5.) PAY WEEK**

The workweek starts at 07:00 hours Thursday and continues until 07:00 hours Thursday of the next week. Pay day is on Friday. Pay checks are distributed on a bi-weekly basis.

## **6.) PAY PERIODS**

All employees will be paid bi-weekly on Friday following the last day of the regular workweek. When a Holiday falls on Friday, every effort will be made to advance the pay date to Thursday following the last day of the regular workweek. Checks are issued on that Friday during business hours.

## **7.) NORMAL WORKING HOURS**

Shift starts at 07:00 hours and ends at 07:00 hours the following day. Lieutenants and Captains will work 06:30 hours - 06:30 hours.

## **8.) WORK SCHEDULE**

Operations personnel shall work a rotating shift of 24 hours on-duty followed by 48 hours off-duty. Twenty-four (24) consecutive hours shall constitute one (1) shift. Shifts shall begin at 07:00 hours and end at 07:00 hours the next morning.

Administrative staff personnel shall generally work from 08:00 hours to 16:30 hours Monday – Friday.

## **9.) PAY INCREASES**

General pay level increases are made only on authority of the Decatur Township Board. Such increases are usually based on Township finances, labor market conditions, cost of living changes and similar changes.

## **10.) PAYROLL DEDUCTIONS**

Payroll deductions are automatically made for federal income tax, state income tax, social security tax, Medicare tax, and county tax. Other deductions may be made with your written permission. Deductions from an employee's pay are made for taxes required by law to be withheld from his or her pay and for certain other items for which he or she has specifically authorized the township to make such deductions. The deductions are made as required by federal, state, and local governments or for the convenience of both the employee and the employer in the administration of certain employee benefit plans made available by the employer.

If and when authorized by employees, the township also makes payroll deductions for other purposes, such as: insurance premiums under the plan for group hospitalization insurance, pension funds, union dues, House Dues, Etc.

## **11.) WORKMEN'S COMPENSATION**

While employed for Decatur Civil Township, you are covered by workmen's compensation insurance purchased by the township. (If you are injured on the job or contract an occupational disease during the proper performance of your duties you should be entitled to benefits specified by the state workmen's compensation act.) Occupational injury or workmen's compensation benefits are payments made to, or on behalf of, an employee who sustains injury or disease arising out of and in the course of his or her employment. Law requires such payments. All benefits required by law will be provided by insurance.

Workmen's compensation can provide for your medical care and weekly benefits if you are disabled. To be sure you do not forfeit your rights under this law, report every accident to your supervisor immediately.

## **12.) LIFE INSURANCE**

The group insurance plan includes life insurance. The township pays a portion of the premium costs for this insurance coverage for the employee. There are other coverage's listed in the summary of benefits listed in the Group Benefit Plan Handbook provided to each employee.

Insurance coverage is offered to each full-time employee, effective at the start date of full time employment.

## **13.) HEALTH AND HOSPITALIZATION**

The township has arranged for a group insurance plan under which non-occupational hospitalization and surgical benefits are provided for permanent employees and covered dependents. The township pays a portion of the cost as a benefit to the employee. The employee portion will be reviewed and adjusted on an annual basis.

## **14.) VISION PROGRAM**

A vision care discount program is available to employees who participate in the group health program at no additional cost. (See schedule of benefits)

## **15.) DENTAL INSURANCE**

Dental insurance is offered with the group insurance plan at no additional cost. (See schedule of benefits)

## **16.) NON-OCCUPATIONAL ACCIDENTAL DEATH AND DISMEMBERMENT BENEFITS**

See schedule of benefits.

## **17.) RETIREMENT / PENSION BENEFITS**

Decatur Township participates in the Indiana Public Employees Retirement Fund, known as PERF. Each employee is required to contribute a percentage of their income to this fund. The Township is also required to contribute a percentage in your behalf.

For civilian employees, the employee is required to contribute 3% of their gross income and the township will contribute an amount usually around 6% but can vary from 4% to 8%. This amount is determined by PERF and can change each year.

For Fire Personnel in operations, the township participates in the "1977 Police and Firemen's Pension Plan". The payment amounts are determined by the "Pension Base". Pension Base is defined as the base pay received by a 1<sup>st</sup> class firefighter with 20 years seniority and longevity pay. Each firefighter

contributes 6% of the pension base and the township contributes an amount that can vary from 19% to 21%.

As part of our benefit package for civilian employees, the township will pay, on behalf of the employee, the entire 3% employee portion. For Firefighters in the 1977 fund, the township will pay 3% of the pension base on behalf of the employee.

For terms and conditions of the Indiana Public Employees Retirement Fund, please contact them directly.

### **18.) VACATION**

Paid time off from work is considered a benefit to both the firefighters and the department as it gives an individual a chance to rest and spend quality time with family and friends. It is the purpose of this policy to ensure the equal distribution of vacation. Employees shall be eligible for vacation days after completing one calendar year (probationary year) with the department. Annual vacation days shall be based on the calendar year.

Vacation days are time allowed off duty with pay for eligible employees based upon the number of entire years of service with the Decatur Township Fire Department.

The amount of vacation available to you each year based upon completed years of service is as follows:

<b>Years of Service</b>	<b>Number of Vacation Days</b>	<b>Hours of Vacation Days</b>
Administration / Operations	Administration / Operations	Administration / Operations
1 - 7 years	10 days / 5 days	80 hours / 120 hours
8 – 14 years	15 days / 8 days	120 hours / 192 hours
15 or more years	20 days / 10 days	160 hours / 240 hours

Operations employees may carry over up to a maximum of 48 – hours of unused vacation time to the following year.

Administration employees may carry over up to a maximum of 16 – hours of unused vacation time to the following year.

Employees shall be eligible for vacation leave beginning on the one-year anniversary hire date. Part-time, temporary, or extra help will not be granted vacation time.

Choices for vacation time for the next year may be submitted between December 1 – 15. Request will be honored based on seniority. All other vacation requests must be submitted at least two weeks in advance. The Shift Officer may waive the two week requirement based on the situation. Officers will schedule vacations for their respective personnel, per their requests.

The Officer will have the responsibility to see that all of their firefighters receive and comply with the vacation time allotted to them for that year.

Only two (2) on-duty career personnel will be allowed to take time off, unless approved by the Chief.

The Officer will schedule the necessary fill in vacation personnel throughout the year and if necessary, reassign personnel to fulfill staffing needs during vacations.

You will not be compensated for unused vacation time upon termination of employment.

## **19.) HOLIDAYS**

The holidays observed are listed below. The township will pay an amount specified by the board to each firefighter. The pay will be based on available funds for the budget year. In order to be paid for a holiday you must work the entire 24 – hour shift day. The holiday schedule may be changed each year. Part-time, temporary, or extra help will not be granted holiday pay.

Recognized holidays are: New Years Day, Martin Luther King Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

## **20.) BEREAVEMENT LEAVE**

There arise unplanned and unforeseen events, which do not allow for the application of preplanning for needed days off. Generally, these arise concerning death of a family member. It is the intent of this policy to provide a method for being away from the work place with pay for a short period of time when this happens.

Operations Firefighters are allowed one (1) 24-hour day for bereavement leave. Administration employees are allowed three (3) 8-hour days for bereavement leave. Please inform your officer as far in advance as practical concerning it.

If additional time off is needed, which exceeds this policy, one may elect to use vacation time, personal time, or trade time. Additional time off may be at the discretion of the Chief upon written request.

Part-time, temporary, or extra help will not be granted bereavement leave.

## **21.) SICK TIME**

All full time employees of Decatur Civil Township accrue ½ of a sick day each month (12 hours for Operations, 4 hours for Administration). No sick time will be allowed before the completion of 90 days of full-time employment. Sick time may be used for illness of the employee or for illness in the employee's immediate family including children, spouse, or legal dependents of the employee.

Sick time may not be used in advance of accrual. Request for special consideration must be made in writing to your supervisor and a physician's verifying statement may be required. Unused sick time may be carried over from year to year. Employees may accumulate up to a maximum of 720 hours.

You must contact your Company Officer before your shift begins, in accordance with department policy, to inform him or her of your illness.

Compensation will not be made for holiday time, if sick time is used the day before, or the day after the holiday.

You will not be compensated for unused sick time upon termination of employment.

### **21.1) DECATUR CIVIL TOWNSHIP PAID LEAVE DONATION POLICY**

#### **A. Policy**

1. Employees who have been stricken with an extended illness or injury and are without accrued paid leave may receive a paid leave donation from other Township employees. The Township shall maintain paid leave donation consisting of a maximum cap of 1 year, 365 calendar days. Paid leave donations may only be granted upon approval of the Township Trustee.
2. The paid leave donation program shall be administered on a pay period to pay period basis and the Trustee's clerk shall maintain such records as necessary for the administration of the paid leave donation program.
3. An employee may receive donated paid leave equivalent up to the number of hours the employee is normally scheduled to work each pay period who:
  - a. Has no accrued paid leave available (i.e., sick, vacation, or personal time.); and
  - b. Has no abuse or patterned use of sick leave as determined by township policy. (4 occurrences for Fire Department Operations Personnel.)
  - c. Has provided acceptable verification that the illness or injury exists. (Note: The birth or placement of a child with the employee shall not constitute illness with the exception of a female employee who has been verifiably placed on non-work restrictions.); and
  - d. Agrees to accept the leave under the terms of this policy; and
  - e. Completes an Application to Receive Donated Leave form prior to the end of the pay period.
  - f. Once an employee is released to light duty, they must report to light duty. They may still receive donated time to achieve a 56 hour work week. If the employee fails to report for light duty they will no longer be allowed to participate in the time donation.
4. An Employee may donate paid leave of sick time, if the donating employee:
  - a. Voluntarily elects to donate; and
  - b. Donates a minimum of hours equivalent to one (1) of the donors regularly scheduled workdays; and
  - c. Retains a sick leave balance of at least 480 hours for operations and 320 for administrative and civilian employees after donation; and

- d. Completes a Donation of Paid Leave form.
5. It is the policy of the Decatur Civil Township that no employee be forced, coerced, or expected to donate paid leave. The donation of paid leave shall occur on a strictly voluntary and confidential basis.
6. Employees who donate paid leave shall forfeit any and all rights to the paid leave donated. Such paid leave will not be returned to the donor.

**B. Procedure**

1. If an employee who has exhausted all available benefit time wishes to receive donated paid leave, the employee shall complete an Application to Receive Donated Paid Leave form and shall submit such form to the Trustee or Fire Chief prior to the end of the current paid period.
2. Upon receipt of an approved Application to Receive Donated Paid Leave form, the Trustee's clerk will notify all full time Township Employees of the request. Employees who wish to voluntarily donate paid leave may complete and return the form to the Trustees Clerk. Employees who wish to donate paid leave shall certify:
  - a. The number of hours to be donated [No more than two hundred and forty (240) per calendar year];
  - b. The employee donating time, must have a sick leave balance of at least 480 hours for fire department operations or 320 for all others and
  - c. The paid leave must be voluntary

Employees who donate accrued sick leave shall continue to earn sick leave during the same calendar month that they are donating.

3. Donations of paid leave will be recorded and will be awarded one workday at a time. The donation will not be considered donated or deducted from the donor's accrued balance or credited to the employee in need of paid leave, until the end of the pay period such leave is actually used. If more than one person donates time, the time will be divided equally among the donors. Example, if 24 hours are needed and three people submit to donate, each donor will be charged 8 hours. The balance of each donor will remain in the recipient's bank until he/she returns to work. Any unused donated time will be returned to the donor.
4. The trustee's clerk shall maintain the paid leave donation and verify the amount of the donation and obtain approval from the Trustee and or Fire Chief. At no time will any employee awarded paid leave donations be advised of the total amount of paid leave donations and only informed that there is sufficient amount of paid donations to cover the estimated extended leave approved for by the Trustee and or Fire Chief.

5. The Trustee and or Fire Chief Reserves the right to decline further donations of paid leave at anytime.

## **22.) PERSONAL TIME**

All full time employees of Decatur Civil Township accrue  $\frac{1}{4}$  of a personal day each month (6 hours for Operations, 2 hours for Administration). Personal time shall be scheduled in advance and must have the approval of your supervisor.

Personal time in excess of three (3) working days (72 hours for Operations, 24 hours for Administration) is automatically converted to sick time and added to the employee's accumulated sick leave. Unused personal time up to three (3) working days may be accumulated and carried over from year to year.

You will not be compensated for unused personal time upon termination of employment.

## **23.) ADDITIONAL TIME OFF**

Ant time off other than as provided for in this handbook shall be at the discretion of your Officer after consultation with the appropriate officials. Any such time off allowed will be either with or without pay at the discretion of your Officer after consultation with the appropriate officials.

## **24.) OVERTIME**

Overtime compensation for exempt employees working a 53-hour average workweek will be given for hours worked over 212, in a designated 28-day period. Overtime compensation for non-exempt administrative employees working a 40-hour workweek will be given in excess of 160 hours in a 28-day work cycle.

Premium Overtime:

Personnel may accumulate additional overtime hours outside their normal shift. This overtime will be compensated for at a rate of  $1\frac{1}{2}$  times. Overtime will be paid for; request for additional manpower by Incident Commanders, and for Call Back, as provided by guidelines. This overtime must be presented and approved during that particular shift. All overtime will be paid at the end of the 28-day period.

Non-Premium Overtime:

This is the mandatory amount accumulated each 28-day cycle for each employee on each shift. Maximum allowable number of hours worked at regular time shall be 212 hours during a 28-day period. Non-Premium overtime occurring during the normal scheduled shifts will be paid at a rate of half time. Non-Premium overtime is paid at the end of the 28-day period.

Educational leave submitted on shift will be counted as working time.