

**SYSTEMIC PAY PLAN FOR EAST HARTFORD TOWN EMPLOYEES  
4/28/2022**

The East Hartford Town Charter authorizes the Town Council to approve a systemic plan for town director and all employees in the classified service. East Hartford Town Charter sections 5.25, 7.2

For classified service employees who are represented by a labor union, the Town Council meets this requirement through its establishment of pay ranges in the classified service job description and the approval of the labor contracts which contains the salary and benefits for each position.

For the directors and other positions outside the classified service, Appendix A provides the most recent approved compensation plan for those positions.

For the non-bargaining unit, classified employees not covered under Appendix A, the compensation for those positions are set out in Appendix B.

## **APPENDIX A**

### **UNIFORM COMPENSATION PLAN FOR DIRECTORS, POLICE AND FIRE CHIEFS AND CHIEF OF STAFF**

**January 1, 2022**

#### **SCOPE**

This compensation plan shall apply to the following positions: the mayor's chief of staff, the police chief, the fire chief and all directors appointed by the mayor pursuant to the provisions of the Charter of the Town of East Hartford.

#### **SALARY COMPENSATION**

The salary ranges for each position subject to this compensation plan are set out in Appendix A-1 and shall be reviewed annually and amended as the Town Council deems appropriate.

The minimum rate of the assigned pay grade shall normally be paid upon appointment to the position provided the mayor may assign a higher rate as the mayor deems appropriate in light of the appointee's experience and qualifications.

#### **HOURS OF WORK**

The workweek is a minimum of 40 hours. However, the above positions are expected to work in excess of 40 hours as necessary to fulfill and maintain the workload of the department. This may include working evenings and weekends to attend meetings, hearings, budget workshops, or as deemed necessary by the mayor.

The above positions are considered exempt salaried professional employees under the Fair Labor Standards Act. Accordingly, these positions are ineligible to earn any compensatory time or overtime.

**Holidays** - The following shall constitute the holidays to be observed by the Town:

New Year's Day; Martin Luther King Jr.'s Birthday; Lincoln's Birthday; Washington's Birthday; Good Friday; Memorial Day; Independence Day; Labor Day; Indigenous People's Day; Veterans Day; Thanksgiving Day; Christmas Day.

When one of the holidays falls on Saturday or Sunday it shall be observed on the preceding Friday or following Monday, respectively. Nothing in this rule is to be construed as preventing the mayor, with the approval of the Town Council, from substituting another day for one of the holidays.

### **VACATION POLICY**

The above positions shall receive a 15 annual days of vacation effective upon initial date of appointment. At the mayor's discretion, up to an additional 10 annual vacation days may be granted. An incumbent in an above position hired before January 1, 2022 is eligible to accumulate up to 75 vacation days, payable upon separation. Individuals hired after January 1, 2022 for an above position are eligible to accumulate up to 50 vacation days, payable upon separation.

### **SICK LEAVE POLICY**

It is acknowledged that from time to time, sickness, family emergency, bereavement leave or medical treatment will cause individuals in the above positions to miss time from work. When such a situation exists, the individual shall promptly notify the Office of Mayor of such absence.

On an annual basis, the mayor shall review the absences taken by each individual as provided by Novatime and in the event of abuse; the mayor shall take the necessary administrative action, up to and including termination.

### **HEALTH INSURANCE BENEFITS**

Health insurance is provided and the individual in an above position's share is paid through a weekly pre-tax payroll deduction, 14% of the allocated rate of items A, B and D below.

- A. High Deductible Health Plan with HSA or HRA (as applicable). The HDHP deductibles will be \$1500/\$3000. Effective July 1, 2022, the deductibles will be \$2000/\$4000
- B. Prescription Drug Coverage
- C. Three-Tier Dental Program
- D. Vision care rider for employee and enrolled dependents

Individuals may choose not to enroll in items A, B, and D and receive a monetary payment instead. The Town of East Hartford will offer a "Health Benefit Opt Out Incentive Program." This plan will offer such individuals a financial incentive to drop Town sponsored health insurance (excluding dental) if they have or can get health benefits through another plan. The other health plan must not be a Town or East Hartford Board of Education sponsored plan.

Payments to be made to such individuals who drop their Town sponsored health insurance plan, excluding dental, will be as follows: for individual \$1,000; for individual plus one dependent \$1500; for individual plus two or more dependents \$2000. No payment will be made for a reduction in the number of dependents. The individual's entire contract must be canceled by the individual to qualify for payment. One-quarter of the above amounts will be paid at the end of the fiscal quarter for which the plan is canceled. Prorated payments will be made if an individual's plan is canceled partway through a quarter. The mayor reserves the right to reduce or eliminate any of the above payments for any quarter due to lack of funds. Individuals wishing to take advantage of this option will fill out the change form provided by their plan and the "Health Benefit Opt-Out Form," and will provide written evidence of health insurance coverage by another plan. Individuals who are eligible but are not now on a Town-sponsored insurance plan will be qualified for this incentive upon presentation of proof of coverage by another health insurance plan.

Individuals who are eligible for Town coverage upon appointment to an above position but choose not to enroll will be eligible for this incentive upon presentation of written evidence of health insurance coverage by another plan. Prorated payments will be made to such individuals if they begin employment partway through a quarter. Such individuals who opt-out of their Town-sponsored plan and then find that the other source of coverage is no longer available may re-enroll in a Town plan subject to the rules of that plan.

#### **OTHER INSURANCE BENEFITS**

Individuals in the above positions may choose to purchase Long-Term Disability Insurance through the Town's designated provider. They will have a 90-day waiting period and will receive 60% of pre-disability earnings to a maximum of \$5,000 per month.

Life insurance coverage is provided at the rate of 2.5 times their total compensation to the nearest \$1,000 to a maximum of \$350,000 as funded by the East Hartford Town Council.

#### **OTHER BENEFITS**

**Motor Vehicle:** At the mayor's sole discretion, the police chief, the fire chief and the public works director shall have use of a Town of East Hartford motor vehicle provided that they follow and adhere to the Town of East Hartford's Motor Vehicle Use Policy.

**Training and Professional Development:** In addition to the benefits provided herein and by Town Charter, the police chief and fire chief shall receive \$3,000 for travel and training.

**Dual Employment:** Subject to approval by the mayor, individuals in the above positions may be permitted to secure other outside employment provided such employment does not interfere with the director's responsibility to the Town and is consistent with state law, the Town Charter, and the Town of East Hartford Ordinances. Approval needs to be granted before securing employment.

#### **SEPARATION BENEFITS**

Any individual in an above position who is not reappointed or is terminated without cause shall receive salary continuation for two weeks. Such salary continuation increases one week per year on the employment anniversary date to a maximum of eight weeks. Such individual shall continue to receive health insurance subject to the co-pay provisions as set out in "Health Insurance Benefits" for six months after such individual's separation date. Individuals who voluntarily resign or are terminated for just cause are ineligible to receive separation benefits.

The police chief and fire chief shall not be terminated without cause, as set out in the Connecticut General Statutes and the Town of East Hartford Charter.

#### **RETIREE BENEFITS**

Individuals in the above positions may participate in the Deferred Compensation 457 Plan whereby the Town contributes 10%, and the individual contributes 4%, of such individual's salary.

The term "retiree" will mean a former individual in the above positions who is at least 55 years old and was a contributing member of the Town's 457 Director's Deferred Compensation plan, and who has worked for the Town for a minimum of ten years.

Effective July 1, 2020, a \$50,000 life insurance policy will be provided for each retiree.

The Town shall provide and pay for the insurance benefits A-D, under either of the following terms:

1. Individuals who retire at 55 years of age or under will pay 50% of the cost of employee-only coverage until the retiree becomes eligible for Medicare.
2. Individuals who retire at 56 through 59 years of age will pay 25% of the cost of employee-only coverage until the retiree becomes eligible for Medicare.
3. Individuals who retire at 60 through 64 years of age will pay 0% of the cost of employee-only coverage until the retiree becomes eligible for Medicare.
4. For individuals who retire at age 65 or older, or retirees who become eligible for Social Security Parts A & B, Supplemental coverage shall be provided in place of the foregoing medical coverage.

**OR**

An Other Post Employment Benefit (OPEB) deduction of 1% of the individual's current base salary deducted weekly on a pre-tax basis. Effective July 1, 2022, the OPEB deduction will increase to 3%.

To select either option, individuals in an above position prior to January 1, 2018 must make an irrevocable election by January 1, 2018 selecting either a premium share into retirement or an OPEB deduction with the deduction beginning on July 1, 2018. New hires must make an irrevocable election within 90 days of appointment to an above position.

For individuals in an above position who are eligible to retire on or after July 1, 2018 and selected the OPEB option, the Town shall offer the same medical benefits to the spouse.

For individuals in an above position who are eligible to retire on or after January 1, 2018 and selected the premium share option into retirement, the Town shall offer the same medical benefits to the spouse, subject to the following:

1. Individuals who retire at 55 years of age or under will pay 100% of spousal coverage until the spouse becomes eligible for Medicare.
2. Individuals who retire at 56 through 59 years of age will pay 75% of spousal coverage until the spouse becomes eligible for Medicare.
3. Individuals who retire at 60 through 64 years of age will pay 50% of spousal coverage until the spouse becomes eligible for Medicare.
4. When the retiree's spouse reaches age 65 and enrolls in Medicare, the Town will pay 100% of the cost for Parts A & B Supplemental coverage.

**SPECIAL BENEFITS FOR ACTING POLICE CHIEF OR ACTING FIRE CHIEF**

The temporary appointment of an employee to the position of acting police chief or acting fire chief from a bargaining unit position shall be subject to the terms and conditions of employment set forth in this Section. During such temporary service, the provisions of this plan applicable to the police chief or fire chief shall apply to the acting chief unless otherwise provided in this section.

The mayor shall have the discretion to implement an annual salary for the acting chief within the salary range designated for the position of chief. Retirement benefits are subject to the terms and conditions of the Retirement Plan for Full-Time Employees of the Police or Fire Department of the Town of East Hartford (as applicable).

An acting chief will receive the following benefits, applicable to such employee's regular bargaining unit position, subject to the terms and conditions in the current collective bargaining agreement between the Town of East Hartford and East Hartford Police Officer's Association or IAF Local #1548 (as applicable).

- a. Sick Leave;
- b. Injury Leave;
- c. Vacation;
- d. Funeral Leave;
- e. Holidays; and
- f. Insurance

The employee shall serve in the position of acting chief at the discretion of the mayor and may be removed from that temporary position at any time, for any reason, with or without prior notice.

At the mayor's sole discretion, an acting chief may have use of a Town of East Hartford motor vehicle provided that they comply with the Town of East Hartford's Motor Vehicle Use Policy.

## APPENDIX A-1

### SALARY RANGES

OFFICE	GRADE	MINIMUM	MAXIMUM
Director of Youth Services	A	\$80,000	\$119,262
Chief of Staff	A	\$80,000	\$119,262
Town Clerk	A	\$80,000	\$119,262
Director of Parks and Recreation	B	\$100,914	\$131,188
Director of Development	B	\$100,914	\$131,188
Corporation Counsel	C	\$111,005	\$144,307
Director of Health/Social Services	C	\$111,005	\$144,307
Director of Public Works	C	\$111,005	\$144,307
Director of Human Resources	C	\$111,005	\$144,307
Library Director	C	\$111,005	\$144,307
Director of Inspections/Permits	C	\$111,005	\$144,307
Director of Finance	D	\$122,106	\$165,000
Fire Chief	D	\$122,106	\$165,000
Police Chief	D	\$122,106	\$165,000

## APPENDIX B

### UNIFORM COMPENSATION PLAN FOR NON-BARGAINING UNIT CLASSIFIED SERVICE OF THE TOWN OF EAST HARTFORD

January 1, 2022

#### SALARY AND HEALTH INSURANCE FOR ALL NON-BARGAINING UNIT CLASSIFIED EMPLOYEES

The following positions within the classified service are not represented by a bargaining unit. Each position has a designated grade level and the step on that pay range will be determined by the mayor in consultation with the position's director.

DEPARTMENT	POSITION	GRADE
Library	Administrative Aide	4
Library	Library Specialist	4
Library	Librarian 1	6
Library	Librarian 2	7
Mayor	Executive Secretary	5
Corporation Counsel	Legal Administrative Assistant	5
Youth Services	Youth Task Coordinator (40 hrs.)	7
Human Resources	Human Resources Administrator (40 hrs.)	8
Human Resources	Benefits Administrator (40 hrs.)	8
Information Technology	Chief Information Security Officer	12
Corporation Counsel	Assistant Corporation Counsel (40 hrs.)	13
Fire	Assistant Fire Chief	14
Police	Deputy Police Chief	14
Police	Assistant Police Chief	15

**Town of East Hartford  
 Non-Union Non-Director Wage Chart  
 As Adopted July 1, 2023**

FY 2023-24 (plus 2%)

(Non-Union Non-Directors - 35 Hours)

GRADE	Step 1	Step 2	Step 3	Step 4
1	43,156	44,883	46,678	48,545
2	45,314	47,127	49,012	50,972
3	47,581	49,484	51,463	53,522
4	49,959	51,957	54,035	56,197
5	54,955	57,154	59,440	61,817
6	60,450	62,868	65,383	67,998
7	66,494	69,154	71,920	74,797
8	73,145	76,071	79,114	82,279
9	80,187	83,395	86,730	90,200
10	88,640	92,186	95,873	99,708
11	97,355	101,250	105,300	109,512
12	107,091	111,375	115,830	120,463
13	117,800	122,512	127,412	132,509

FY 2023-24 (plus 2%) Public Safety

(Non-Union Non-Directors - 40 Hours T06)

GRADE	Step 1	Step 2	Step 3	Step 4
1	49,321	51,295	53,347	55,480
2	51,788	53,859	56,013	58,254
3	54,378	56,554	58,815	61,168
4	57,096	59,379	61,755	64,225
5	62,807	65,319	67,931	70,648
6	69,086	71,849	74,723	77,713
7	66,495	69,154	71,920	74,798
8	83,594	86,939	90,416	94,033
9	91,643	95,308	99,121	103,085
10	101,303	105,355	109,569	113,952
11	111,263	115,714	120,343	125,156
12	122,391	127,286	132,378	137,672
13	117,800	122,511	127,412	132,508
14	115,614	120,239	125,048	130,050
15	124,863	129,858	135,052	140,454

\*Project Manager (PMO) approved salary of \$102,000  
 (Grade 10, Step 1)

## **Active Employee Insurance Benefits**

The Town shall offer the following insurance benefits for all active, full-time Non-Bargaining Unit Town employees and their enrolled eligible dependents. Effective July 1, 2018 employees will contribute, through a weekly pre-tax payroll deduction, 14%, of the allocated rate of items A, B and D below.

- A. High Deductible Health Plan with HSA or HRA (as applicable) The HDHP deductibles will be \$1500/\$3000.
  - B. Prescription Drug Coverage
  - C. Three-Tier Dental Program
  - D. Vision care rider for employee and enrolled dependents
  - E. The Town shall provide and pay for a Fifty Thousand (\$50,000) Life Insurance policy for each employee, with Accidental Death and Dismemberment coverage in the principal sum with double indemnity in the event of accidental death. The Assistant Police Chief, Deputy Police Chief and Assistant Fire Chief shall receive life insurance coverage at the rate of 2.5 times their total compensation to the nearest \$1,000 to a maximum of \$350,000 as funded by the East Hartford Town Council.
  - F. The Town reserves the option to change insurance carriers from time to time, but not more than once in any calendar year, through competitive bidding, for all insurance benefits.
  - G. Current and new employees may choose not to enroll in items A, B, and D and receive a monetary payment instead. The Town of East Hartford will offer a "Health Benefit Opt-Out Incentive Program." This plan will offer employees a financial incentive to drop Town-sponsored health insurance (excluding Dental) if they have or can get health benefits through another plan. The other health plan must not be a Town or East Hartford Board of Education sponsored plan.
1. Effective April 2, 2009, the payments to be made to employees who drop their Town-sponsored health insurance plan, excluding Dental, will be as follows:

<b>Coverage Type</b>	<b>Payment Amount</b>
Individual	<b>\$1000</b>
Individual plus one dependent	<b>\$1500</b>
Individual plus two or more dependents	<b>\$2000</b>

No payment will be made for a reduction in the number of dependents. The employee's entire contract must be canceled by the employee to qualify for payment.

2. One-quarter of the above amounts will be paid at the end of the fiscal quarter for which the plan is canceled. Prorated payments will be made if an employee's plan is canceled

partway through a quarter. The Mayor reserves the right to reduce or eliminate any of the above payments for any quarter due to lack of funds.

3. Employees wishing to take advantage of this option will fill out the change form provided by their plan and the "Health Benefit Opt-Out Form," and will provide written evidence of health insurance coverage by another plan.
4. Current employees who are eligible but are not now on a Town-sponsored insurance plan will be qualified for this incentive upon presentation of proof of coverage by another health insurance plan.
5. New employees who are eligible for Town coverage upon employment but choose not to enroll will be eligible for this incentive upon presentation of written evidence of health insurance coverage by another plan. Prorated payments will be made to new employees if they begin employment partway through a quarter.
6. Employees who opt-out of their Town-sponsored plan and then find that the other source of coverage is no longer available may re-enroll in a Town plan subject to the rules of that plan.

### **Retiree Insurance Benefits**

The term "retiree" will mean a former employee who has met the requirements of the defined benefit retirement plan to receive Normal, Early or Disability Retirement benefits from the Town and is receiving such benefits or a former employee who is at least 55 years old, was a contributing member of the Town's 457 Director's Deferred Compensation plan, and who has worked for the Town for a minimum of ten years.

Effective July 1, 2020, A Fifty Thousand Dollar (\$50,000) Life Insurance policy will be provided for each Non-Bargaining Unit Town retiree.

The Town shall offer the insurance benefits listed in Active Employee Insurance Benefits, A – D above, under either of the following terms:

1. Employees who retire at 55 years of age or under will pay 50% of the cost of employee-only coverage until the retiree becomes eligible for Medicare.
2. Employees who retire at 56 through 59 years of age will pay 25% of the cost of employee-only coverage until the retiree becomes eligible for Medicare.
3. Employees who retire at 60 through 64 years of age will pay 0% of the cost of employee-only coverage until the retiree becomes eligible for Medicare.
4. For employees who retire at age 65 or older, or retirees who become eligible for Social Security Parts A & B, Supplemental coverage shall be provided in place of the foregoing medical coverage.

**OR**

5. An Other Post Employment Benefit (OPEB) deduction of 1% of the employee's current base salary deducted weekly on a pre-tax basis.

To select either option, current employees must make an irrevocable election by January 1, 2018 selecting either a premium share into retirement or an OPEB deduction with the deduction beginning on July 1, 2018. New hires must make an irrevocable election within 90 days of employment.

**For employees who are eligible to retire and selected the premium share option into retirement, the Town shall offer the same medical benefits to the spouse, subject to the following:**

5. Employees who retire at 55 years of age or under will pay 100% of spousal coverage until the spouse becomes eligible for Medicare.
6. Employees who retire at 56 through 59 years of age will pay 75% of spousal coverage until the spouse becomes eligible for Medicare.
7. Employees who retire at 60 through 64 years of age will pay 50% of spousal coverage until the spouse becomes eligible for Medicare.
8. When the retiree's spouse reaches age 65 and enrolls in Medicare, the Town will pay 100% of the cost for Parts A & B Supplemental coverage.

**For employees who are eligible to retire on or after July 1, 2012 and selected the OPEB option, the Town shall offer the same medical benefits to the spouse.**

**2. OTHER COMPENSATION: NON-BARGAINING UNIT CLASSIFIED EMPLOYEES EXCLUDING PUBLIC SAFETY**

**Vacation Leave**

Annual vacation leave with pay shall be earned by all classified full-time employees in the following manner:

<b>Full Years Of Service</b>	<b>Vacation Days</b>
1 to 4 years	10
5 to 9 years	15
10 to 14 years	20
15 years	21
16 years	22
17 years	23
18 years	24
19 years and over	25

1. The maximum accumulation of vacation leave will be ten weeks (50 days). Earned vacation leave will be credited to the employee's record on his/her anniversary date. No vacation beyond eight weeks (40 days) will be paid by the Town at retirement or separation.
2. The employee's anniversary date will be used to determine vacation time due.
3. Vacation schedules shall be established by department heads but if the workload of an employee's organizational unit makes adherence to this schedule impractical or undesirable, vacation leave may be postponed at the discretion of the department head.
4. In requiring such postponement, employees having the greatest length of service in their respective classifications shall be given preference over those with less service in said classification. Vacation leave so postponed shall accrue to the employee's credit notwithstanding the above provision for a maximum of such leave. For the purpose of computing vacation leave only dismissal or resignation will break the continuity of service; other leave except sick leave will defer vacation leave accrual during such leave.
5. Vacation leave shall not be granted to employees with less than six (6) months' service; however, upon completion of six months of service, employees shall have the benefit of using pro rata vacation earned from their original date of employment.
6. In the event of illness during an employee's vacation period, the employee shall be given an option of charging the sick day to his/her sick leave, provided a doctor's certificate verifies the illness. An employee leaving on vacation may be granted pay due him/her for his/her accrued vacation time, provided he/she submits a request for such pay to his/her department head not less than twelve (12) calendar days in advance; however, such accrued vacation payment shall be within the present fiscal year's budget. If a holiday occurs while an employee is on vacation, the employee shall have an additional day off with pay.

7. When an employee has no sick leave available, he/she may elect to use vacation leave in lieu of sick leave.

### **Sick Leave**

Sick leave shall not be considered as an entitlement which an employee may use at his/her discretion, but shall be allowed only in case of necessity arising from actual sickness or disability of the employee, exposure to contagious disease, to meet medical appointments, and to permit the absence of an employee for a reasonable period to make arrangements to care for a member of the immediate family. Sick leave with pay shall accrue to the credit of each classified employee as follows and subject to the restrictions listed below:

1. After completion of thirty days' employment, all employees shall earn paid sick leave at the rate of 1.25 days per month, which shall be credited to the employee on the first of each month with no maximum accumulation.
2. No provision of these rules is to be construed as preventing any department head, with the concurrence of the Human Resources Director, from withholding sick leave for just cause from any employee under his/her jurisdiction.
3. Notwithstanding the foregoing provision regarding maximum accrual of paid sick leave, any employee may be granted additional paid sick leave upon joint approval of the employee's department head, the Human Resources Director and the Mayor. Consideration of such approval shall take into account personal hardship, the nature of the illness, the employee's service record and length of service and needs of the Town service.
4. In all cases sick leave with pay in excess of five (5) consecutive work days will be granted only when a certificate from a regularly licensed practitioner of medicine or surgery, or both, verifying the need for sick leave has been submitted to the department head. However, a department head may require such a certificate for sick leave of any duration.
5. If an employee has unused sick leave at the time of retirement under the Town Pension Plan, the employee shall be paid at his/her regular rate for each day of unused sick leave accrued to his/her credit up to a maximum of ninety (90) working days. Employees hired after September 30, 2017 will not be paid lump accrual at retirement.
6. If an employee has unused sick leave at the time of his/her death, their spouse and/or dependent children shall receive, on the basis of the employee's current wages, full compensation for any of the employee's unused accumulation of sick leave up to a maximum of ninety (90) days.

### **Retirement**

Permanent employees shall be eligible for participation in a Town retirement plan and to elect those retirement options to which they may be eligible in accordance with the plan to be administered by the Finance Department. Non-bargaining unit, classified employees hired on or after January 1, 2006 will participate in the Defined Contribution Plan and is not eligible to participate in the Defined Benefit pension plan.

### **3. OTHER COMPENSATION: PUBLIC SAFETY NON-BARGAINING UNIT CLASSIFIED POSITIONS**

#### **Assistant Police Chief, Deputy Police Chief and Assistant Fire Chief**

**Workweek:** The workweek is a minimum of 40 hours, however, the above positions are expected to work in excess of 40 hours as necessary to fulfill and maintain the workload of the department. This may include working evenings and/or weekends to attend meetings, hearings, budget workshops, etc., or as deemed necessary by the Chief or the Mayor.

**Compensatory Time:** The above positions are considered exempt salaried professional employees under the Fair Labor Standards Act. Accordingly, these positions are ineligible to earn any compensatory time or overtime.

**Sick Days:** It is acknowledged that from time to time, sickness, family emergency, bereavement leave or medical treatment will cause these employees to miss time from work. When such a situation exists, the employee shall promptly notify the Chief of such absence.

**Retirement:** Director's Deferred Compensation 457 Plan whereby the Town contributes 10% and the employee contributes 4% of salary.

**Vacation:** A minimum of 15 annual days of vacation effective upon initial date of appointment. At the Mayor's discretion, an additional 10 annual vacation days may be granted to Assistant Chiefs and Deputy Chiefs. Employees are eligible to accumulate up to 75 vacation days, payable upon separation.

**Separation from Service:** the Assistant Chiefs and Deputy Chiefs shall not be terminated without cause, as defined by Connecticut Statute or Town of East Hartford Charter.

**Motor Vehicle Use:** at the Mayor's sole discretion the Assistant Police Chief, Police Deputy Chiefs and Assistant Fire Chiefs shall have use of a Town of East Hartford motor vehicle provided that they follow and adhere to the Town of East Hartford's Motor Vehicle Use Policy.

#### **Acting Assistant Police Chief, Acting Deputy Police Chief and Assistant Fire Chief**

The temporary appointment of an employee to the position of Acting Assistant Chief or Acting Deputy Chief from a bargaining unit position shall be subject to the terms and conditions of employment set forth in this Section. During such temporary service, the employee also shall enjoy all of the other applicable benefits provided by these Rules and by Town Charter.

**Salary:** As defined within the salary schedule approved annually by Town Council. The Mayor, however, shall have the discretion to implement an annual salary within the salary range designated for the position of Acting Assistant Chief or Acting Deputy Chief.

**Workweek:** A standard workweek is 40 hours, however, an Acting Assistant Chief or Acting Deputy Chief shall work additional hours as necessary to fulfill and maintain the workload of the department. This may include working evenings and/or weekends to attend meetings, hearings, budget workshops, etc., or as deemed necessary by the Chief or the Mayor.

**Compensatory Time and Overtime:** An Acting Assistant Chief or Acting Deputy Chief is considered an exempt salaried employee and is ineligible to earn any compensatory time or overtime. An Acting Assistant Chief or Deputy Chief will need to account for their use of sick days and vacation days.

**Retirement:** Retirement benefits are subject to the terms and conditions of the Retirement Plan for Full-Time Employees of the Police or Fire Department of the Town of East Hartford.

**Miscellaneous Benefits:** An Acting Assistant Chief or Acting Deputy Chief will receive the following benefits, applicable to his/her regular bargaining unit position, subject to the terms and conditions in the current collective bargaining agreement between the Town of East Hartford and the union:

- Sick Leave;
- Injury Leave;
- Vacation;
- Funeral Leave;
- Holidays; and
- Insurance

**Termination of Employment:** The employee shall serve in the position of Acting Assistant Chief or Acting Deputy Chief at the discretion of the Mayor or Chief, respectively, subject to Section 30.1(D)(3) of the Personnel Rules, and may be removed from that temporary position at any time, for any reason, with or without prior notice.

**Motor Vehicle Use:** At the Mayor's sole discretion, an Acting Assistant Chief or Acting Deputy Chief may have use of a Town of East Hartford motor vehicle provided that they comply with the Town of East Hartford's Motor Vehicle Use Policy.