



**HUMAN RESOURCES
DEPARTMENT**
City of Burlington

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To: Board of Finance

From: Benjamin Pacy, Human Resources Generalist
Susan Leonard, Human Resources Director

Date: January 8, 2013

Re: Burlington Police Department – Police Officer Kratchovil Rate of Pay
Adjustment

Pursuant to Deputy Chief Higbee's request in the attached memo, we respectfully request and recommend that Officer Kratchovil's pay be increased from the probationary rate \$45,426 which is PO1(-3%) in the Police Unified Pay Scale (PUPS) to a PUPS step PO2 with a corresponding annual salary of \$47,728.

As detailed in the attached memo, this adjustment will place Officer Kratchovil at the pay level that accurately reflects his twenty (27) months of service to the Burlington Police Department and is consistent with a verbal agreement made with him by former Deputy Chief Decker. Although there is no written documentation of this agreement, we are in support of honoring it.

We request that the adjustment be made retroactively to October 31, 2012, when Officer Kratchovil successfully completed his probationary period. The FY13 financial impact upon the General Fund will be approximately \$1,300.00. Officer Kratchovil's anniversary date will change to July 26 and he will move to a PUPS step PO3 July 26, 2013.

This retroactive adjustment will be made following City Council approval and the Mayor's signing of the resolution.



BURLINGTON POLICE DEPARTMENT

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MEMO

TO: HUMAN RESOURCES
FROM: ANDI L. HIGBEE, DEPUTY CHIEF
DATE: NOVEMBER 6, 2012
RE: OFFICER ERIC KRATOCHVIL, RATE OF PAY

I am offering this memo in support of adjusting Officer Eric Kratochvil's rate of pay from his current rate of Probationary PO (PO1-3% below), to a one-time adjustment to a pay rate of PO2, with step increases to follow annually thereafter on the anniversary of his original date of hire, which was July 26, 2010.

Officer Kratochvil was originally hired July 26, 2010 and was terminated June 26, 2011, (11 months) due to an unforeseen medical condition. During that time he was paid at a Probationary PO (PO1-3% below), and was considered a probationary employee. Without a break in service, he was hired as a temp in the Identification Unit on June 27, 2011 and was employed in that position until January 29, 2012, (7 months) when he was re-hired as a Probationary Police Officer after he was declared medically fit.

Officer Kratochvil served an agreed upon shortened probationary period for observational purposes that commenced January 29, 2012, and ended October 31, 2012, (9 months). Essentially, Officer Kratochvil served a total of a 20 month probationary period and performed at an acceptable level throughout.

Adjusting Officer Kratochvil to PO2 will make his placement commensurate with his time in service.

Respect ~ Honor ~ Remember

Officer James P. McGrath, end of watch May 12, 1904; Officer J. Albert Fisher, end of watch December 15, 1947