



BURLINGTON POLICE DEPARTMENT

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Burlington, Vermont 05401

Michael E. Schirling
Chief of Police

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TO: Board of Finance
FROM: Walter Decker, Deputy Chief of Police
DATE: May 10th, 2011
RE: Recommendation – Step Placements for Officer Jason Bellavance & Officer Shannon Chiarito

Recently our agency was successful in recruiting two experienced Officers and we are seeking to appropriately compensate them for their previous experience in the recognized field. This has been done in the past with other employees and serves as an important recruiting tool.

Pursuant to the BPOA Collective Bargaining Agreement Article IX, section 9.4, experienced employees are recognized with a designated step increase on the anniversary of their date of hire with a one to one ratio, capped at five years. We are seeking to honor that same sentiment for a period of several months prior to the effective triggering date as both employees are currently only at step 1.

On his anniversary, Officer Jason Bellavance, will be placed on the Unified Pay scale at a step 5, providing credit for his 6 years of previous certified experience with the University of Vermont Police Department. Given his related experience level and past practice, we are seeking to place him immediately at a Step 4, allowing for the incremental step at the end of his probation.

Similarly, Officer Shannon Chiarito has 3 years of related experience. We are seeking to immediately place her at a step 2, thus providing for her incremental step at the end of her probation.

Respect ~ Honor ~ Remember

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



Human Resources Department

City of Burlington

131 Church Street, 2nd Floor, Burlington Vermont 05401

Voice (802) 865-7145

Fax (802) 864-1777

TTY (802) 865-7142

To: Board of Finance

From: Susan Leonard, Director of Human Resources

Re: Step Placement for Officers Jason Bellavance and Shannon Chiarito

Date: May 13, 2011

Attached please find the approved request, by the Board of Finance, for Officer Shannon Chiarito, a recommendation from Deputy Chief Walter Decker, and the FY11 Police Personnel Unified Payscale. Currently, both of the officers are being compensated at 3% below Step 1 of the Police Unified Pay Scale, the customary step for incoming probationary police officers. The attached requests asked for step placement upon completion of the probationary period. The updated recommendation request that step placement occur at date of hire. In both situations the officers will be compensated at one step less than their approved step placement for the probationary period. Upon successful completion of the probationary period, they will be placed at the step consistent with the step placement request.

I am recommending approval of this updated request for step placement, to be implemented effective on date of hire, for Officers Jason Bellavance and Shannon Chiarito. Specifically, Officer Shannon Chiarito, currently at \$43,068.90 (Probationary Step) annually, will move to \$45,251.47 (Step 2, reflective of her being a sworn officer with 3+ years of experience) effective upon her date of hire. Similarly, Officer Jason Bellavance, currently at \$43,068.90 (Probationary Step) annually, will move to \$50,222.38 (Step 4, reflective of him being a sworn officer with 5+ years of experience) effective upon his date of hire. Upon successful completion of probation each officer will advance one step.

This method of step placement has occurred in the two most recent hires starting with multiple years of experience. Additionally, this is an important recruiting tool for the Police Department.



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March 25, 2011

TO: Board of Finance

From: Susan Leonard, Director of Human Resources

Re: Step Placement for Officer Shannon Chiarito

I recommend that effective on Shannon Chiarito's date of hire, Shannon Chiarito be placed in the Police Unified Pay Scale at a Step 3 (\$49,310.11/year) Pursuant to the BPOA Collective Bargaining Agreement, Article IX, Section 9. Shannon Chiarito possesses 3+ years of relevant experience in excess of what the position requires.

Thank you

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The City is also committed to providing proper access to service, facilities, and employment opportunities. For accessibility information or alternative formats, please contact the Human Resources Department, 802-865-7145

Police - Sworn Personnel Unified Payscale FY11 Non-Union

NOTE: This chart is set to flow from BPOA Step 1 Hourly Rate re-calculate all pay rates from that anchor point.

Probationary Officer Pay: Pursuant to a Human Resource Committee action of Nov. 1, 2007 pay for probationary officers is set at 3% below BPOA Step 1.

FY11= 43068.91 828.25 20.7062

Year	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>
BPOA	21.3466	21.7555	23.7068	24.1454	24.5839	25.0224	25.4610	25.8429	26.2305	26.6240	27.0233	27.4287	27.8401	28.2577	28.6816	XXX	XXX	XXX
15 steps	853.86	870.22	948.27	965.81	983.35	1000.89	1018.44	1033.72	1049.22	1064.96	1080.93	1097.15	1113.60	1130.31	1147.26	XXX	XXX	XXX
	44400.93	45251.47	49310.10	50222.38	51134.44	52046.50	52958.78	53753.19	54559.49	55377.88	56208.55	57051.68	57907.45	58776.06	59657.71	XXX	XXX	XXX
Implementation: As bargained during the collective bargaining process with COLA and step adjustments as prescribed by contract.																		
STEP GRADIENT	1.0192	1.0897	1.0185	1.0182	1.0178	1.0175	1.0150	1.0150	1.0150	1.0150	1.0150	1.0150	1.0150	1.0150	1.0150	1.0150	1.0150	1.0150
Added 10-07 - Probationary pay for police officers will be fixed at 3% below that of BPOA Step 1.																		

Sergeant					26.3047	26.7740	27.2432	27.6518	28.0666	28.4876	28.9150	29.3486	29.7889	30.2357	30.6893	31.1496	31.6169	32.0911
14 potential steps					1052.19	1070.96	1089.73	1106.07	1122.66	1139.50	1156.60	1173.95	1191.56	1209.43	1227.57	1245.99	1264.68	1283.65
					54713.77	55689.95	56665.88	57515.75	58378.53	59254.24	60143.13	61045.16	61960.88	62890.23	63833.74	64791.24	65763.12	66749.56

Implementation: Upon promotion, Sergeants are placed in grade at their aggregate years of service INCLUDING STEPS FOR PRIOR SERVICE THEY MAY HAVE BEEN PREVIOUSLY GIVEN and proceed through the scale receiving steps on their date of hire annually (they are always receiving pay comensurate with their years of service). Sergeants retain shift differential, holiday pay, overtime compensation, as well as clothing and boot allowances. This scale floats with all BPOA pay raises, including COLAS and reflects a 7% gradient above the BPOA scale at each step.

Lieutenant's Executive Scale

<u>Annual</u>	<u>Weekly</u>	<u>Hourly</u>	<u>Gradient</u>
66980.19	1288.08	32.2020	1.5% down
68000.20	1307.70	32.6924	1.5% down
69035.73	1327.61	33.1903	1.5% down
70087.04	1347.83	33.6957	5% from top Sergeant Step (anchor point for scale)
71138.34	1368.05	34.2011	1.5% up
72205.42	1388.57	34.7141	1.5% up
73288.50	1409.39	35.2349	1.5% up

Implementation: Upon promotion Lieutenants are placed at the step that is at least 8% above their Sergeants pay and proceed through the scale in one step increments from their date of promotion. Lieutenants retain shift differential, holiday pay, clothing and boot allowances. While not eligible for overtime, Lieutenants may accrue flex time at a one to one accrual rate to a maximum of 40 hours. This scale floats with all BPOA pay raises, including COLAs and reflects a 5% gradient above the top step of the Sergeants scale at step 4 and 1.5% increments between steps in each direction from step 4, maintaining 7 steps. Lieutenants will be eligible for overtime pay only to cover special enforcement details not funded by City payroll (i.e. those funded by grants or private funds that require a supervisor be hired).

Deputy Chief's Executive Scale

<u>Annual</u>	<u>Weekly</u>	<u>Hourly</u>	<u>Gradient</u>
76952.93	1479.86	36.9966	5% from top Lieutenant step (anchor point for scale)
78107.22	1502.06	37.5515	1.5% up
79278.83	1524.59	38.1148	1.5% up
80468.01	1547.46	38.6865	1.5% up
81675.03	1570.67	39.2668	1.5% up
			FY 09 79752.13 1533.69 Step 5&6 in Pentamation

Implementation: Upon promotion Deputy Chiefs are placed at the step that is at least 8% above their Lieutenants pay and proceed through the scale in one step increments from their date of promotion. Deputy Chiefs retain premium holiday pay and clothing allowance.

This scale floats with all BPOA pay raises, including COLAs and reflects a 6% gradient above the top step of the Lieutenants scale to step one of this scale.

Additional Implementation Notes:

With implementation of this unified payscale, police managers (Sergeants, Lieutenants, and Deputy Chiefs) agree that one change to retirement compensation formulas is warranted.

All retirement benefits not mentioned herein remain unchanged from FY07 levels. Upon implementation of this scale a two-year phase-in of 5 year averaging for retirement compensation is adopted.

Beginning in July of 2007, managers who retire will add one month to the average retirement calculation for each month worked until July of 2009. In July of 2009 the average base compensation calculation will be based upon the highest 5 years rather than the highest three years of base salary.

The following examples illustrate the method of implementation.

1. If a manager retires in July 2007 their retirement calculation is based on the average of their highest 36 months of base wages.
2. If a manager retires in September 2007 their retirement calculation is based on the average of their highest 38 months of base wages.
3. If a manager retires in July of 2009 their retirement calculation is based on the average of their highest 60 months of base wages.

If an anomaly occurs during the phase-in period of 5 year retirement averaging and retirement calculations reveal that there is a net decrease in average base compensation using the phase-in formula, the employee adversely affected may opt to have their retirement based on the pre-existing three year average, using what their base compensation - including COLA's - would have been on the Willis scale.