

I, Austin Thomas West, am presenting this notice on 1/30/2024 as my official notice of resignation for my position as public safety officer. My last day of employment for the Mount Carmel Police Department will be 2/15/2024.

X Austin West

3.7 CALL OUT PAY

Employees in Public Works and Wastewater may be required to return to the Town to. When a non-exempt employee, after departing from his or her regularly schedule work place, reports back to work for unscheduled service after hours, the Town will pay him or her a minimum of two (2) hour's wages from the time he or she begins work at the worksite until the time he or she leave the worksite. Each non-exempt employee called out will be paid at one and one-half (1 1/2) times their regular hourly rate while on call-out duty.

3.8 MANDATORY UNIFORM ALLOWANCE

1. Uniforms, when required, will be provided by the Town. The cost to maintain those uniforms will also be paid by the Town
2. Personal Protective Equipment. Full-time employees may be reimbursed for the purchase of safety-toe protective footwear (including steel-toe shoes or steel-toe boots) and non-specialty prescription safety eye wear as Personal Protective Equipment, or other equipment as defined in departmental SOP or as adopted otherwise. Cost will be reimbursed up to \$200 for steel toe boots and a winter coat one time per fiscal year.

SECTION IV: LEAVE POLICIES

4.1 VACATION LEAVE

Each full-time regular employee shall earn vacation time in accordance with the following schedule (unless additional benefits were negotiated at the time of job acceptance):

Years of Service	Hours per pay period	Days/hrs earned per year	Police hrs earned per pay period / yearly
1	3.08 hr	10 Days (80hr)	3.23 hr / 84 hr
8	4.62 hr	15 Days (120hr)	4.85 hr/ 168 hr
14	6.16 hr	20 days (160hr)	6.47 hr/ 168 hr
20+	7.70 hr	25 Days (200hr)	8.08 hr/ 210 hr

Vacation time can be carried over by no more than 80 hours into the next anniversary year. If carry over exceeds 80 hours, unused vacation leave will be converted into sick leave. Employees may be paid for one week of unused vacation per year (anniversary). Vacation leave shall be taken on a normal workweek basis. Paid holidays falling within a period of vacation leave shall not be counted as vacation. Each employee, upon retirement or voluntary separation including a 2 week, worked notice from the town, shall be paid for unused vacation leave.

Unless there is an emergency, all employees shall provide their supervisor with at least two weeks' notice when requesting vacation time. Department heads must apply for vacation leave to the Town Administrator for approval.