Lincolnton Police Department

Restructured Workweek Pilot Program

Lincolnton Police-Pilot Program Guidelines

With the approval of the City of Lincolnton City Council, the Lincolnton Police Department will implement a "Restructured Workweek Pilot Program". The goals of the pilot program are:

- Increase efficiency and improve services
- Increase employee retention and recruitment
- Increase employee satisfaction and well-being
- Reduce overtime costs

A. Pilot Timeframe

The pilot program is scheduled for one year and will begin on November 4, 2025. At six months, the Lincolnton Police Department will give a status report on the Pilot program to City Council. At that time City Council can choose to allow the Pilot program to continue or discontinue the pilot program. At any point during the one-year Pilot, the program may be discontinued by the City Manager and/or the Chief of Police. At the end of the one-year program period, the Chief of Police will present a summary of the effectiveness of the pilot program and make a recommendation regarding the continuation to the City Council for consideration.

During the course of the Pilot program, the Chief of Police, with the City Manager's approval, reserves the ability to make modifications as deemed necessary to the Pilot Program.

B. Pilot Program Work Periods

1. *Law Enforcement Officers Work Period*
   During the Pilot program all officers, except for School Resource Officers, will work a restructured workweek schedule of 70 hours per two-week (14 day) work period. Officers will be paid straight time for the hours worked 70+ through 86 in a work period. The hourly rate will be calculated by dividing their annual salary by the new annual hours of 1820. Officers will be paid overtime at one and one-half (1-1/2) times their regular rate for any hours over 86 in a two-week work period as outlined under FLSA 7(k).

2. *School Resource Officers Work Period*
   During the pilot program, School Resource Officers (SRO) will have a workweek schedule of 80 hours per two-week (14 day) work period while school is in session. School is considered to be in session for all the days instruction is being conducted for students normally during the months of August through May.

SRO's will be paid for 70 hours during a two-week work period and hours 70+ through 80 will be applied to a "Non-FLSA Premium Compensatory Time" bank. Hours 80+ through 86 will be paid at straight time.

The hourly rate will be calculated by dividing the annual salary by the new annual hours of 1820. SRO's will be paid overtime at one and one-half (1-1/2) times their regular rate for any hours over 86 in a two-week work period as outlined under FLSA 7(k).

During the summer break, when school is no longer in session, SRO's will work and be paid for the same restructured schedule of 70 hours per 14-day work period as outlined in section B(1). SRO's will be eligible for overtime pay for any hours over 86 in the two-week work period.

3. *Non-FLSA Compensation Time Bank*

The implementation of the "Non-FLSA Compensation Time" bank gives SRO's the ability to bank hours which they have already worked to be used at a later date when school is not in session, and their services are not required.

The hours contained in an employee's "Non-FLSA premium comp time" bank are required to be used prior to the use of vacation or sick accruals.

In the event of a Family Medical Leave qualifying event, the non-FLSA comp time hours must be exhausted prior to the use of vacation and sick accruals. In addition, non-FLSA comp time hours must be exhausted prior to an employee entering into a FML approved leave without pay status.

If the SRO is reassigned to another position, and is no longer classified as an SRO, the "Non-FLSA premium comp time" hours must be exhausted prior to the use of vacation and sick accruals.

In the event an employee leaves the City's employment, the balance of the non-FLSA comp time hours will be paid out in the final pay from the City.

The maximum number of "Non-FLSA premium comp time" hours allowed to accumulate will be 200. Hours in excess of 200 will required to be used in the work period following the work period which created the excess hours. The SRO and their immediate supervisor are responsible for monitoring the non-FLSA comp-time bank to avoid this situation.

C. Pilot Program Salary Calculations

During the pilot program, officers will be paid their annual salary on an hourly rate based upon the new annual hours of 1820.

For example, the current starting salary for a Police Officer I is $50,732.95 or $23.2294 per hour based on 2184 Annual Hours.

$50,732.95/2184 = $23.2294 Per Hour

Under the pilot program the starting salary for a Police Officer I will still be $50,732.95 but the hourly rate will be based on 1820 Annual hours for $27.8752 per hour.

$50,732.95/2184 = $27.8752 Per hour.

Pay for overtime, holiday, vacation and sick will be based on the new hourly rate calculated using annual hours of 1820.

D. Pilot Program Accruals

During the pilot program accruals for holidays, vacation, and sick time will be converted to the new accrual based on 1820 Annual Hours schedule. The accruals will be as follows:

1. Holiday Pay

During the pilot program officer will be paid holiday pay for 13 holidays. Under the pilot program officers will earn holiday pay based on 1820 annual hours and the holiday pay will be calculated as follows:

35-hour per workweek employees will receive 7 hours pay for each holiday.

The 7 hours are calculated as follows:

35 hours per week /40 hours per week for regular employee = .875

.875 X 104 (13 holidays per year x 8 hours) = 91

91 hours/13 holidays = 7 hours of holiday pay

2. Vacation Accruals

70 Hour per Bi-Weekly Workweek Employee

Years of Service	Hours Accrued Per Pay Period
0 through 2 Years	3.24
3 through 5 Years	3.50
6 through 10 Years	4.58
11 through 15 Years	5.39

16 through 20 Years	6.20
21 through 25 Years	7.00
26 + Years	7.54

3. Sick Accruals

During the pilot program sick time will be earned at 3.24 hours per pay period.

E. Accrual Adjustments

At the beginning of the implementation of the Pilot Program, the current accrual banks of staff will need to be adjusted to reflect the new 1820 annual hour basis. The conversions will be calculated as follows:

1. Sick Accrual Conversion

2184 Annual Hour Employees – (Current accrual / 2184) X 1820

Example:

80 / 2184 = 0.03663

0.03663 X 1820 = 66.67 Hours

2080 Annual Hour Employees – (Current accrual / 2080) X 1820

Example:

80 / 2080 = 0.003846

0.03846 X 1820 = 70 Hours (69.97 Rounded Up)

2. Vacation Accrual Conversion

2184 Annual Hour Employees – Current Accrual / 2184 X 1820

Example:

80 / 2184 = 0.03663

0.03663 X 1820 = 66.67 Hours

2080 Annual Hour Employees – Current Accrual / 2080 X 1820

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0.03846 X 1820 = 70 Hours (69.97 Rounded Up)