



Policy Revision Request

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This revision applies to Existing Policy

If new, recommended section _____

This revision is necessary to comply with Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ 0

Brief reason for the revision:

The existing APD Policy outlines two distinct methodologies for calculating service tenure for sworn personnel. Firstly, the computation can commence from the date of employment, incorporating the academy duration primarily for retirement considerations. Alternatively, the calculation can begin post-academy graduation, relevant for purchasing your badge upon separation or determining service duration related to awards like honorable conduct.

The forthcoming policy revision aims to refine the vocabulary, ensuring clarity and eliminating potential ambiguities.

801 Equipment and Uniform Regulations

801.4 REQUIRED AND AUTHORIZED UNIFORM RAIMENTS

801.4.5 OFFICER RECOGNITION CHEVRONS

Employees in the rank of officer for ten (10) cumulative years of commissioned service with the Department may be issued a single chevron with a single star centered below them to be worn centered on each uniform shirt and jacket sleeve, five and one half inches (5 1/2) below the shoulder seam of each sleeve.

922 Awards and Commendations

922.3 AWARD GUIDELINES

922.3.2 AWARD NOMINATION PROCEDURES

For purposes of this policy, calculation of service time will be commissioned service with the Department.

951 Pay Differential

951.3 PROCEDURES

If a sworn supervisor will be absent for an entire day or longer (e.g., vacation, sick leave, FMLA leave, injury leave, training), the next higher supervisor in the chain-of-command is authorized to designate an officer to temporarily serve as an acting supervisor. This provision also applies to 7-day a week units which are only assigned one sergeant, but need supervisory coverage on the regular days off of that supervisor.

(a) The consideration should be based on the following criteria:

1. If it is in the best interests of the Department for an acting supervisor to be temporarily assigned.
 2. If there is another on-duty supervisor who can assume the supervisory duties within the Department's established span of control.
- (b) In order to initiate pay differential, a "Pay Differential Assignment Form" must be completed by the employee's supervisor and submitted to the APD-HR office.
- (c) The calculation for pay differential is based on years of [commissioned](#) service with the Department.
1. Employees will be compensated as if they were at the higher rank with the same years of service.
 2. If years of service do not equal the minimum number of years required before attaining the higher rank, the base salary of that rank will be used for the calculations.

955 Attendance and Leave

955.3 GENERAL LEAVE GUIDELINES

955.3.2 LEAVE PAYOUT UPON SEPARATION

- (a) Employees who separate from the Department may be paid up to the following maximum allowable amounts (which may be different than the maximum allowable accrual amount):
- (b) Vacation Leave
1. Civilian employees may be paid up to 240 hours provided the employee has completed their probationary period and given a 10 day notice of intent to separate as required by City of Austin policy.
 2. Sworn employees may be paid up to 240 hours.
- (c) Exception Vacation Leave - Up to 160 hours.
- (d) Compensatory Time - Up to 120 hours.
- (e) Sick Leave
1. Sworn employees with sixteen (16) or more years of continuous [commissioned](#) service [with the Department](#) and who leave in good standing may be paid for accumulated sick leave hours as outlined in ~~the~~ [Meet and Confer Agreement, Chapter 143 of the Texas Local Government Code, or as established by City Ordinance.](#)