

receive retirement service credit pursuant to the provisions of Section 180 (d) and (e) of the Town Charter.

4. Upon discharge from active duty the employee shall be subject to the provisions of Section 701.1, Sections C, D and E and the provisions of the Uniformed Services Employment and Reemployment Rights Act.

5. The information that follows provides clarification of the calculation to determine the amount of Town compensation due each eligible employee serving on active military service for Operation Enduring Freedom or Iraqi Freedom.

a. **COVERED SERVICE:** Military service time for those employees who volunteer for or are activated for military duty during the remainder of “Operation Enduring Freedom” and “Operation Iraqi Freedom”.

b. Departments who have personnel that serve in the military service as described in Covered Service above shall complete an **Application and Compensation Form** for each eligible employee. The **Application and Compensation Form** will be forwarded to the Town of Greenwich Human Resources Department for verification. Following verification by Human Resources, the employee serving in the military shall be paid his or her Town compensation based on the amount of military pay indicated on the Application and Compensation Form and **the calculation described in Appendix A of this addendum.**

c. Town employees who are covered under this addendum shall receive the difference between the basic military compensation for military service and his or her regular Town base pay. The method for determining the basic military compensation shall be the ‘daily rate’ calculation described below and repeated in Appendix A.

Daily Rate Calculation - The individual employee’s monthly basic military pay shall be divided by 30. The result is the ‘daily rate’.

The military daily rate shall be multiplied by the number of days the employee would be scheduled to work while employed by the Town of Greenwich during each pay period. For non-public safety employees this is normally two weeks or ten days. For public safety personnel it is the number of days the employee would be normally scheduled to work. The total of the military compensation for each pay period will be deducted from the employee’s town compensation for the same period. The difference is the amount of compensation that will be paid by the Town for the pay period.

An example of this calculation is shown on Appendix A.

d. When an employee returns to employment with the Town of Greenwich s/he shall provide to the Town of Greenwich Payroll Department verification of wages paid by the United States Government while s/he was in active military service. This verification must be provided to the Town within sixty (60) days of the employee's return to Town employment.

APPENDIX A

DAILY RATE CALCULATION - The employee's monthly basic military pay shall be divided by 30. The result is the 'daily rate'.

The military daily rate shall be multiplied by the number of days the employee would be scheduled to work while employed by the town of Greenwich during each pay period. For non-public safety employees this is normally two weeks or ten days. For public safety personnel it is the number of days the employee would be normally scheduled to work. The total of the military compensation for each pay period will be deducted from the employee's town compensation for the same period. The difference is the amount of compensation that will be paid by the town for the pay period.

An example of this calculation is provided below.

EXAMPLE OF PAY RATE CALCULATION:

Town of Greenwich Pay For Police Officer

Annual salary = \$48,592

Bi-weekly rate = \$ 1,868.92

Military Pay

Annual compensation = \$41,320.

Monthly Compensation = \$3,443.

(\$41,320 divided by 12)

Daily Rate = \$ 114.77

(\$3,443 divided by 30)

Once daily rate of military Pay has been established the number of days scheduled to work for the Town in a given pay period should be established and the calculations performed as follows:

Officer's scheduled pay period during a particular month is nine (9) days.

Nine times the military daily rate of \$114.77 = \$1,032

The officer's town pay for the pay period = \$1,868.92

The difference between town pay and military pay = \$835.98 (\$1,868.92 - \$1,032.93).

The town of Greenwich pays the officer \$ 835.98

The military pay for this period is \$1,032.92 (9 x daily rate of \$114.77)

Total compensation for this pay period = \$1,868.90

Application and Compensation Determination for Military Leave

Employee Name: _____ Dept: _____

Branch of Service: _____

Rank: _____

The employee listed above has been called for active duty effective _____.

Employee's base monthly military pay: _____

Daily military pay rate: _____

(Monthly base rate divided by 30)

If available provide the date the tour of active duty is scheduled to terminate on
_____.

The employee has been placed on military leave pursuant to the terms of Section 701.1 Military Leave Policy Addendum. The employee will be paid the differential between his base salary and the amount of military pay in accordance with the provisions of the Military Leave Policy Addendum for Operation Enduring Freedom and Iraqi Freedom.

Department Head Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Please attach the following documents if available:

Military Orders

Military pay schedule indicating the military rate of pay for the employee.

Submit this form with attachments to the Department of Human Resources.