



WOODSTOCK

MANY BENDS. *Virginia* PERFECT BREAK.

DIRECTOR OF COMMUNITY DEVELOPMENT



135 North Main Street, Woodstock, Virginia | 540.459.3621 | WoodstockVA.gov



Our Community

The Town of Woodstock, county seat of scenic Shenandoah County, has a population of 5,807 and boasts a historic, charming, safe, and bustling community. It is the center for retail, professional services, healthcare, and dining for the surrounding area. Woodstock is the fourth oldest town in Virginia and exemplifies the historic “main street” feel that many localities attempt to build. Community members and visitors are able to stroll in and out of locally-owned galleries, museums, restaurants, and shops, as well as take advantage of modern commercial conveniences.

Woodstock attracts a mixture of young families and retirees due to its close proximity to Washington D.C. and other Northern Virginia communities. And while many individuals still commute to Northern Virginia for employment, Woodstock has experienced increasing interest from young professionals, noting the friendly, small-town environment, recreational amenities in the area, and diverse housing stock. The quality of life Woodstock offers surpasses that of any town of comparable size and includes festivals, concerts, children’s activities and events, and a quality park system. Additionally, the North Fork of the Shenandoah River flanks Woodstock, along with Seven Bends State Park, and Shenandoah National Park. There are also numerous wineries and breweries, local artisans from potters to quilters, caverns, trails and scenic byways, kayaking, swimming, fishing, skiing, snowboarding, “pick your own” farms, farmer’s markets, plant and tree retail centers and nurseries, historic battlefields, corn mazes, geocaching, hot air balloon rides, and much more!

Our Government

The Town of Woodstock was founded in 1752 and operates under a council-manager form of government. The mayor is elected at-large for a term of four years, as are the six members of town council, with staggered terms. The town council acts as the Town’s legislative and policy-making body and hires a town manager, who is responsible for implementing the policies and programs adopted by the town council. The Town has 61 full-time employees as well as part-time and seasonal employees. The employees of the Town provide high quality services including police protection, planning and zoning, marketing and events, public works (streets, water and sewer distribution, water treatment, wastewater treatment, park maintenance), urban tree canopy development, finance, human resources, and administration. We foster a collaborative approach to opportunities and challenges, and members of our leadership team work well together.

Our organization has been the recipient of many outstanding achievement awards, notably from the Government Finance Officers’ Association, Virginia Department of Health, Virginia Downtown Development Association, the Arbor Day Foundation, Department of Forestry, Virginia Rural Water Association, and Valley Conservation Council.

On a routine basis, Town Council adopts a Strategic Plan, which guides the work plans of individual departments. The Town’s operating budget is approximately \$28 million, made up of a general fund, public utilities fund, and capital and debt service fund; and the Town’s Planning Commission and Council have adopted a nearly \$50 million, five-year comprehensive Capital Improvement Plan to guide future investments in neighborhood connections and amenities, infrastructure improvements, and the tools and equipment to provide the highest quality service to the community. Additionally, there is a temporary fund tracking funds from the American Rescue Plan Act, so there are several large projects being implemented over the next few years.



Our Plan for Woodstock

Woodstock's mission is to "provide high quality and efficient services, advance sustainable economic growth while emphasizing the Town's unique character, and promote a safe environment for an active and diverse community." After a pandemic and subsequent economic downturn, the Town is recovering with modest growth and a renewed interest in development. With a refreshed strategic plan, a comprehensive plan update nearing completion, and a newly adopted master plan for one of its beautiful parks, the Town balances strategy with projects and investments in water and sewer infrastructure and quality of life components. We want to continue to make those improvements, eyeing projects that increase walkability, emphasize green infrastructure, include quality building materials, and honor the beauty of our natural surroundings in our public spaces.

We continue to make investments in our talented staff, and recently conducted a classification and compensation study to inform our efforts to keep the Town above the industry standard for employee pay and benefits. We've also convened an employee engagement committee, which spearheaded an employee survey to inform its work into the future, and we offer high quality leadership and development opportunities to employees at every level. Because of these efforts, we are able to attract individuals who have specialized certifications and qualifications and rival larger localities in our region. We hope to continue human resources development by planning for staffing needs in the same way that we plan for capital needs.

Our Ideal Candidate

The Town of Woodstock has recently reorganized its community development department to more closely align with the strategic plan and better position the organization to address recent and expected residential growth, economic development opportunities, and downtown community development needs. The Director of Community Development position offers an exciting opportunity for someone to influence how to best achieve the goals set out for the department and the organization.

The Director of Community Development will be a forward-thinking leader who is able to foster a collaborative work environment and excellent working relationships with internal and external stakeholders. The ideal candidate will have a comprehensive knowledge of theory, principles, and practices of urban planning and zoning and the ability to manage complex development review processes. The successful candidate will be able to communicate complex ideas to a broad audience of varying levels of understanding in both oral and written formats. The ideal candidate should have a thorough knowledge of grant application and monitoring processes, as well as the ability to utilize geographic information systems. The successful candidate will also possess strong knowledge of economic development strategies and community engagement principles and is expected to maintain familiarization with current practices in land use design. The candidate will have the ability to make a meaningful and long-lasting impact on the growing Woodstock community!

Our ideal candidate will have a *genuine* interest in making the Town a better place to live, work, stay, shop, and play!



Director of Community Development

Required Essential Functions:

- Directs planning and zoning functions for the Town; administers activities within federal, state, and local planning regulations and laws.
- Performs long-range planning by preparing comprehensive and small area plans, design guidelines, evaluating and amending related ordinances; performing other studies and reports involving complex research and compilation of data for written or verbal presentation to the planning commission, town council, community groups and other boards and committees as required.
- Reviews and analyzes complex land use applications including rezonings, special use permits, subdivisions, site plans, and other community requests; conducts research and compiles reports, presentations, and correspondence for the Town Manager, Town Council, boards and commissions, and general public.
- Supervises the enforcement and interpretation of applicable town codes, zoning and subdivision ordinances; notifies and consults with violators to resolve problems and correct deficiencies.
- Oversees business retention, expansion, and attraction programs and related economic development initiatives.
- Fosters inclusive public participation in planning and development processes, ensuring diverse perspectives are represented; design and implement outreach initiatives to keep the community informed and involved in key projects and decisions.
- Supervises department employees; assigns and reviews work; acts on problems and complaints; instructs and trains employees; selects new employees; evaluates performance; recommends promotions, discipline, termination, and salary increases.
- Serves as staff liaison to Planning Commission; attends meetings of Town Council as needed and coordinates various planning- and zoning-related boards and committees; represents the Town in other local and regional meetings as directed.
- Prepares and monitors departmental budget; monitors and evaluates the effectiveness of department programs and services; and develops project recommendations for capital improvement program.
- Researches and applies for grants; oversees, coordinates, and manages applicable grant programs; manages projects as assigned.

Education and/or Experience:

Bachelor's degree in Planning, Landscape Architecture, Urban Design, Public Administration, or related field and considerable experience in planning or zoning administration, community development, landscape design, or equivalent combination of education and experience. Master's degree in Planning, Public Administration, Urban Design or related field preferred



Director of Community Development

Knowledge, Skills and Abilities:

Comprehensive knowledge of the theory, principles, and practices of urban and regional planning and zoning; ability to manage a complex development review process of rezoning applications, special use permits, and site plans to make comprehensive recommendations on complex land use decisions; ability to establish and maintain effective working relationships with town officials, associates, contractors, and the general public, ability to utilize geographic information systems; thorough knowledge of grant application and monitoring processes; ability to communicate ideas effectively in both oral and written formats; ability to write professional and technical planning reports and papers; strong knowledge of economic development strategies and community engagement principles ; and maintains familiarization with current best practices in land use design.

Physical Requirements:

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements:

Possession of a valid driver's license.



Our Compensation Package

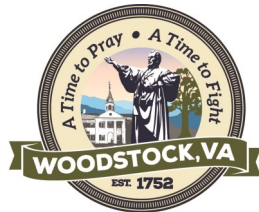
The Town of Woodstock offers an excellent benefit package, including full coverage of employee health insurance, and partial coverage for a dependent or family. In addition, the Town participates in the ICMA RC 457 deferred compensation plan, Virginia Retirement System (a defined benefit program), term life insurance, educational assistance, AFLAC, and competitive leave (vacation, sick, parental, bereavement, etc.). Employees with certification requirements can continue to maintain professional standards through continued training and education.

The anticipated hiring range for this FLSA exempt position is \$88,933 to \$115,613 and offer is commensurate with experience and/or special qualifications.

How to Apply

Qualified applicants should forward the Town of Woodstock application, resume, and a cover letter to:

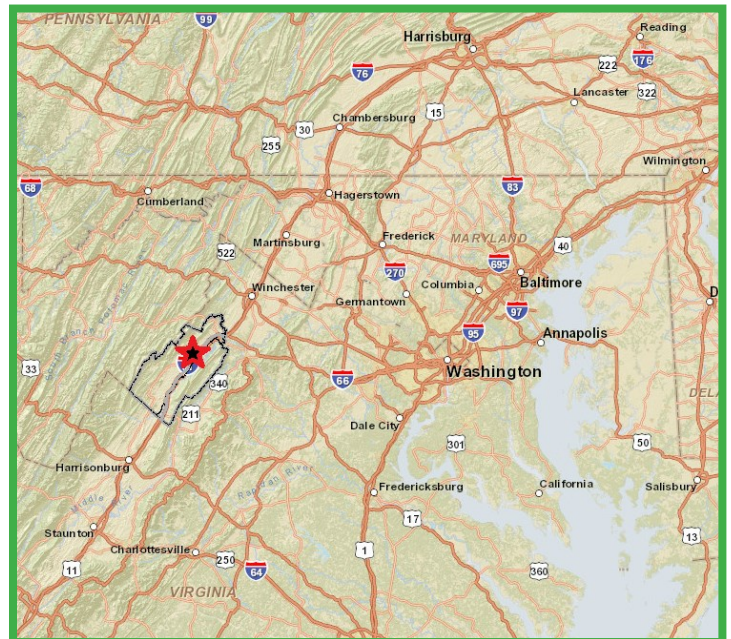
Carolyn Perry
Human Resources Manager
135 North Main Street
Woodstock, VA 22664
hr@woodstockva.gov

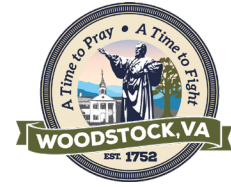


For more information:
www.woodstockva.gov/jobs
540.459.3621

This position is open until filled with the first review of applications anticipated for the week of **March 12, 2025**.

The Town of Woodstock is proud to be an equal opportunity employer.





Town of Woodstock, VA

Job Description

Performs difficult professional work in the administration of the community development activities for the Town; manages the application of planning, zoning, and land use regulations and laws; supervises the enforcement of the zoning ordinance and related codes; conducts long-range transportation and comprehensive planning; directs business attraction, retention, and expansion efforts; facilitates initiatives to support downtown revitalization; and oversees the community engagement efforts of the Town. Provides technical, planning, facilitation, and policy support to guide the land use, natural resource management, and development of the Town. Work is performed under the general direction of the Town Manager. Supervision is exercised over all personnel within the department.

DIRECTOR OF COMMUNITY DEVELOPMENT

Department: Community Development

Pay Grade: 14

FLSA Status: Exempt

Job Summary

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions

Essential Job Functions

- Directs planning and zoning functions for the Town; administers activities within federal, state, and local planning regulations and laws.
- Performs long-range planning by preparing comprehensive and small area plans, design guidelines, evaluating and amending related ordinances; performing other studies and reports involving complex research and compilation of data for written or verbal presentation to the planning commission, town council, community groups and other boards and committees as required.
- Reviews and analyzes complex land use applications including rezonings, special use permits, subdivisions, site plans, and other community requests; conducts research and compiles reports, presentations, and correspondence for the Town Manager, Town Council, boards and commissions, and general public.
- Supervises the enforcement and interpretation of applicable town codes, zoning and subdivision ordinances; notifies and consults with violators to resolve problems and correct deficiencies.

- Oversees business retention, expansion, and attraction programs and related economic development initiatives.
- Fosters inclusive public participation in planning and development processes, ensuring diverse perspectives are represented; design and implement outreach initiatives to keep the community informed and involved in key projects and decisions.
- Supervises department employees; assigns and reviews work; acts on problems and complaints; instructs and trains employees; selects new employees; evaluates performance; recommends promotions, discipline, termination, and salary increases.
- Serves as staff liaison to Planning Commission; attends meetings of Town Council as needed and coordinates various planning- and zoning-related boards and committees; represents the Town in other local and regional meetings as directed.
- Prepares and monitors departmental budget; monitors and evaluates the effectiveness of department programs and services; and develops project recommendations for capital improvement program.
- Researches and applies for grants; oversees, coordinates, and manages applicable grant programs; manages projects as assigned.

Qualifications

Education and Experience:

Bachelor's degree in Planning, Landscape Architecture, Urban Design, Public Administration, or related field and considerable experience in planning or zoning administration, community development, landscape design, or equivalent combination of education and experience. Master's degree in Planning, Public Administration, Urban Design or related field preferred.

Knowledge, Skills and Abilities:

Comprehensive knowledge of the theory, principles, and practices of urban and regional planning and zoning; ability to manage a complex development review process of rezoning applications, special use permits, and site plans to make comprehensive recommendations on complex land use decisions; ability to establish and maintain effective working relationships with town officials, associates, contractors, and the general public; ability to utilize geographic information systems; thorough knowledge of grant application and monitoring processes; ability to communicate ideas effectively in both oral and written formats; ability to write professional and technical planning reports and papers; strong knowledge of economic development strategies and community engagement principles; and maintains familiarization with current best practices in land use design.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Valid driver's license.

The Town of Woodstock has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

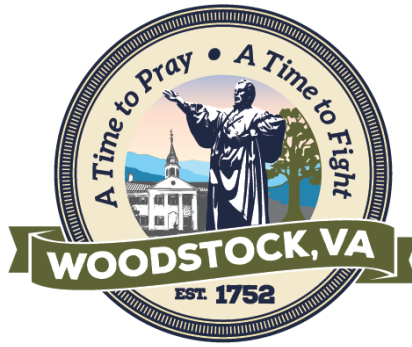
Employee Signature

Date

Supervisor Signature

Date

The Town of Woodstock commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The Town's policy is to employ qualified persons without discrimination regarding race, color, religion, age, sex, country of origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status of any other group protected by federal/state/local law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



THE TOWN OF
WOODSTOCK
Virginia

**APPLICATION
FOR
EMPLOYMENT**

**FOR THE
TOWN OF WOODSTOCK**

Town of Woodstock
135 North Main Street
Woodstock, Virginia 22664
Phone: 540.459.3621
Fax: 540.459.3085
www.woodstockva.gov

**AN EQUAL OPPORTUNITY EMPLOYER
ADA REASONABLE ACCOMMODATIONS UPON REQUEST**

Instructions: Please complete the entire application. Incomplete applications WILL NOT be considered. Mail or bring your completed application to the Town of Woodstock Municipal Office at 135 North Main Street, Woodstock, Virginia 22664.

POSITION APPLYING FOR _____ DATE OF APPLICATION _____

PRINT NAME _____
 (LAST) (FIRST) (MIDDLE)

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE Home (____) _____ Work (____) _____

EMAIL _____ Best Time to Contact You? __:___AM/PM

Are you legally eligible to work in the U.S.? Yes No Are you a veteran? Yes No
(Proof of citizenship or immigration status will be required upon employment)

Do you have a valid driver's license? Yes No Commercial Drivers License? Yes No

Expiration date: _____ Driver's License Number: _____

Have you previously filed an application with the Town of Woodstock? Yes No

If "YES" give position applied for and date _____

Are you currently employed? Yes No May we contact your present employer? Yes No

Date available for work ____/____/____ What is you desired salary range? _____

EDUCATION: Name and location of high school attended: _____

Did you graduate? Yes No If not, have you passed a G.E.D. test? Yes No

| | School & Location | From | To | Date Graduated | Degree | Major Area of Study |
|-----------------------|-------------------|------|----|----------------|--------|---------------------|
| College Or University | | | | | | |
| | | | | | | |
| | | | | | | |
| Other Education | | | | | | |
| | | | | | | |
| | | | | | | |

SPECIAL QUALIFICATIONS AND SKILLS (please describe any specialized training and skills, professional licenses and certificates, publications, scholastic honors, foreign languages, etc.):

PROFESSIONAL, TRADE, BUSINESS, OR CIVIC ACTIVITIES AND OFFICES HELD (you may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status):

EMPLOYMENT EXPERIENCE: Start with your present job and work back, include military and volunteer experience. Additional experience should be listed by attaching separate sheets of paper or a personal resume. Be sure to include all requested information.

Present Employer _____

Address _____

Phone Number (____) _____ Fax (____) _____

Job Title _____ Starting Salary _____ Present/Ending Salary _____

Dates of Employment: From _____ to _____ Hours per week _____

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

Employer _____

Address _____

Phone Number (____) _____ Fax (____) _____

Job Title _____ Starting Salary _____ Present/Ending Salary _____

Dates of Employment: From _____ to _____ Hours per week _____

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

Employer _____

Address _____

Phone Number (____) _____ Fax (____) _____

Job Title _____ Starting Salary _____ Present/Ending Salary _____

Dates of Employment: From _____ to _____ Hours per week _____

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

Have you ever been dismissed or forced to resign a position? Yes No

Have you ever been convicted of any offense against the law? Please omit juvenile offenses and minor traffic violations. Include convictions by general court martial while in the military service. Yes No

If "YES", give date, place, charge, court, and fine or sentence. _____

(A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all the facts so that a decision can be made.)

How did you learn about the position for which you are applying? _____

ADDITIONAL INFORMATION: State any additional information that you feel may be helpful to us in considering your application. Please also feel free to include your personal resume with this application.

REFERENCES:

1. Name _____

Address _____

Phone Number (____) _____

2. Name _____

Address _____

Phone Number (____) _____

3. Name _____

Address _____

Phone Number (____) _____

Note to Applicants: Please do not answer this question unless you have been informed about the requirements of the job for which you are applying:

Can you perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation? Yes No

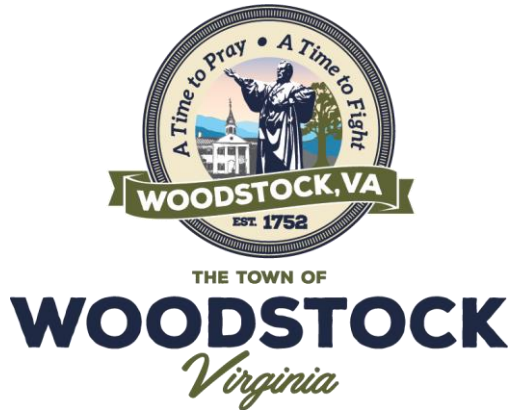
ATTENTION: THIS STATEMENT MUST BE SIGNED.

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge, and that misrepresentation or omissions may result in the rejection of my application, permanent ineligibility for appointments, or dismissal.

Signature of Applicant

Date

Thank you for your interest in the Town of Woodstock!



EQUAL EMPLOYMENT OPPORTUNITY SURVEY

TO ALL APPLICANTS:

The Town of Woodstock, Virginia is an equal opportunity employer and values diversity. We are requesting that you provide us with the information indicated below. This information is kept for statistical reporting only and is treated in a highly confidential manner. It will not be used by or shared with the selection committee, and it will be maintained separately from your application file. Your cooperation by providing this information on a strictly **voluntary** basis is greatly appreciated. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Date: _____ Name: _____

Position applying for: _____

Gender: Male Female

Ethnicity (check only one):

- Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
- American Indian or Alaskan Native (not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Equal Employment Opportunity Survey, continued

Disability Status:

- Individual with Disabilities**
- Not Disabled

** Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).

Veteran Status:

- Vietnam Era Veteran – Defined as a veteran who (a) served on active duty in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (c) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed between August 5, 1964 and May 7, 1975.
- Special Disabled Veteran – Defined as a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (i) rated at 30% or more, or (ii) rated at 10% or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a service-connected disability.
- Other Eligible Veteran – Defined as any veteran who served in a “war” declared by Congress, in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded.
- Not a Veteran

How did you learn about this position?

- Employee
- Newspaper
- Town website
- Other website _____
- Other _____

EMPLOYEE BENEFITS



ABOUT US

The Town of Woodstock is committed to delivering reliable, innovative and collaborative public services through a high performing organization. We do this by attracting the highest quality workforce, creating a collaborative culture and benchmarking our performance.

WHY CHOOSE US

- ✓ **HIGH QUALITY WORKFORCE**
We work hard to recruit the highest quality workforce and then keep them around through respect, recognition, and an outstanding culture.
- ✓ **COLLABORATIVE CULTURE**
We actively create an environment in which collaboration is the norm, teamwork is expected, and interdepartmental pursuits are sought after.
- ✓ **BENCHMARKED PERFORMANCE**
Our team uses data to compare our current performance with previous goals and industry standards to meet or exceed a benchmarked performance level.

OVERVIEW

WORK/LIFE BALANCE



Annual leave, sick leave, paid holidays, paid maternity/paternity/adoption leave, educational assistance (\leq \$3,000/year), training opportunities, professional memberships & CPE support, employee assistance program

HEALTH & WELLNESS



Medical, dental, vision, and prescription insurance, telemedicine option, 24/7 nurse line access, optional AFLAC coverage, free employee gym facility access, outdoor pool admission, special Anthem programs

FINANCIAL WELLNESS



Virginia Retirement System (defined benefit program), Mission Square 457 deferred compensation plan (Town match up to \$35/month), term life insurance, optional life insurance, short & long term disability (hybrid employees), EAP resources

INSURANCE PREMIUM INFORMATION

| KEY ADVANTAGE EXPANDED | | TOWN CONTRIBUTION | EMPLOYEE COST |
|-------------------------------|-------------|-------------------|---------------|
| COMPREHENSIVE | SINGLE | \$842 | \$0 |
| | 1 DEPENDENT | \$1,199 | \$358 |
| | FAMILY | \$1,546 | \$727 |
| PREVENTATIVE | SINGLE | \$823 | \$0 |
| | 1 DEPENDENT | \$1,173 | \$350 |
| | FAMILY | \$1,523 | \$699 |

| KEY ADVANTAGE 250 | | TOWN CONTRIBUTION | EMPLOYEE COST |
|--------------------------|-------------|-------------------|---------------|
| COMPREHENSIVE | SINGLE | \$767 | \$0 |
| | 1 DEPENDENT | \$1,092 | \$326 |
| | FAMILY | \$1,418 | \$651 |
| PREVENTATIVE | SINGLE | \$747 | \$0 |
| | 1 DEPENDENT | \$1,065 | \$318 |
| | FAMILY | \$1,365 | \$652 |

| ANNUAL LEAVE ACCRUAL RATES | |
|----------------------------|---------------------------|
| LENGTH OF SERVICE (MONTHS) | ACCRUAL PER MONTH (HOURS) |
| 0 - 24 | 8 |
| 25 - 60 | 10 |
| 61 - 120 | 12 |
| 121 - 180 | 14 |
| 181 - 240 | 16 |
| OVER 240 | 18 |

| DEPARTMENT SPECIFIC BENEFITS |
|---|
| <p>POLICE DEPARTMENT</p> <ul style="list-style-type: none"> Line of Duty Death & Health Benefits trust fund (LODA Fund) Enhanced VRS coverage including the Hazardous Duty Supplement Town provided uniform Uniform cleaning stipend |
| <p>PUBLIC WORKS DEPARTMENT</p> <ul style="list-style-type: none"> Town provided uniform Paid uniform cleaning |