ORDINANCE 1650

AN ORDINANCE ESTABLISHING THE 2015 PAY PLAN FOR THE TOWN OF MUNSTER, INDIANA (2015 SALARY ORDINANCE)

WHEREAS, The Munster Town Council must establish annually a salary for all elected officials and certify the Police Pension Base prior to January 1 of the ensuing year; and

WHEREAS, The Munster Town Council will consider the Classified Employees Pay Plan and will take formal action after January 1, 2015; now therefore, be it

ORDAINED, By the Munster Town Council, that the 2015 Salary and Pay Plan for elected officials, certain appointed officials, the 2015 Police Pension Base, and other compensation matters is hereby adopted:

SECTION I. ELECTED AND CERTAIN APPOINTED OFFICIALS

	Number Authorized	Biweekly Salary
President of Town Council	1	$ 498.31
Members of Town Council	4	$ 472.05
Town Manager	1	$ 4,153.85
Clerk-Treasurer	1	$ 3,457.61
Town Attorney	1	$ 553.66

For elected officials not already covered by the Indiana Public Retirement System (INPRS), the Town shall contribute to one of the approved deferred compensation programs administered by the Town an amount equal to the current actuarial assessment for the Town's INPRS contribution, plus the employee's contribution currently paid by the Town.

The Town Manager and Clerk-Treasurer shall participate in all other aspects of the employee benefits programs, less mandated deductions and withholdings.

SECTION II. CERTAIN APPOINTED OFFICIALS

Members of the Plan Commission, Board of Zoning Appeals, and Park Board shall receive a stipend of $600.00/year, payable quarterly in arrears.

Members of the Board of Safety shall receive a stipend of $600.00/year, payable monthly in arrears.

Members of the Nominating Committee shall receive a stipend of $50.00/meeting attended, payable quarterly in arrears, not to exceed $600/year.

Notes: Members of the Town Council are not entitled to receive additional compensation for service on boards or commissions.
The annual stipend will be prorated if the member's service does not total a full year.

SECTION III. PENSION

Employer Payment of Employee Contribution

Employees participating in the Civilian INPRS shall have their employee contribution (3.00%) paid by the Town per Ordinance 863, adopted December 21, 1987.

Alternative Retirement Programs

Program Managers and other regular employees, including paid-on-call members of the fire department, not covered by INPRS or the 1925 or 1977 Police Pension Plans shall have an amount paid by the Town equal to:

1. The employer contribution rate (11.2%, effective January 1, 2015) as established by INPRS, plus
2. The employee contribution rate (3.00%).

These amounts shall be contributed to the ICMA-RC Section 457 Deferred Compensation program as administered by the Town.

2015 Certified Police Pension Rate

The Certified Police Pension Base for 2015 is $ 63,003.20 plus $2,790.00 longevity, for an annual total of $ 65,793.20.

Pension Board Secretary

The Police Pension Board Secretary shall receive an annual stipend of $600.00, payable monthly. This amount shall not be added to the employee's base salary for the purpose of calculating merit pay or leave.

SECTION IV. CONTINUATION OF BENEFITS

Until the 2015 pay plan is finalized for classified and other employees, the following shall continue.

A. LONGEVITY

Longevity – General

The Town Council's policy is to award longevity bonus payments to those employees with more than five years of service with the Town. Longevity bonus amounts shall be reviewed by the Town Council every twenty-four months. The Town Council shall determine if the amounts are to be modified, based on budget constraints, market forces, and cost of living since the last adjustment. Longevity amounts remain unchanged since 2012; the next review is scheduled for fiscal year 2015.

Inclusion of Longevity in Police Pension

For Police Pension purposes, the twenty-year level shall be used to determine the longevity portion of the Police Pension certified salary.

Longevity Payment Non-Fire Personnel

Payments shall be made in a lump sum, from which shall be withheld all taxes and deductions payable on the last pay date in January of each year. Longevity shall be calculated and paid retroactively for overtime calculations. Employees that separate in good standing after January 1, 2015, shall receive their prorated longevity payment at the time of separation. Longevity payments are based on length of service rendered up to December 31 of the previous fiscal year.

Longevity for Paid-on-Call Fire Personnel

Paid-on-call members of the Fire Department shall be eligible for longevity bonuses based on a pro-rata number of hours worked, on fire department-related activities, when compared to the normal 2,080-hour work year. Employees of the Town, who are members of the Fire Department, shall be also given credit for the hours they respond to fire calls during regular work hours. This shall be in addition to their regular longevity accrual.

Longevity Payment Schedule

Years of Service	Annual Longevity Benefit
0 through 5	$ -0-
6 through 8	$ 90.00
9 through 11	$ 150.00
12 through 14	$ 180.00
15 through 17	$ 210.00
18 through 20	$ 300.00

B. MISCELLANEOUS BENEFITS & PROVISIONS

Health Insurance – Employees will contribute 17.50 % of the total premium cost for medical and 100% of dependent dental insurance costs.

Life Insurance – The Town will provide life insurance for all regular, full-time employees and the Town Council at 1.5 times the annual salary amount of the employee to a maximum of $125,000.00 in coverage. A minimum of $30,000.00 of coverage per employee will be provided.

Holiday Bonus – The Clerk-Treasurer and all other eligible Town employees shall receive a holiday bonus in the form of a single payment of $100.00, less mandated deductions and withholdings. The bonus will be prorated for those eligible employees whose employment began during 2015. Town Council members, the Town Manager, and the Town Attorney are exempt from the holiday bonus.

Pool Discounts – All regular employees, including members of the Fire Department, crossing guards, and members of Boards and Commissions, are eligible for a $50.00 discount off the Early Bird resident rate for any selected level of annual pass to the Munster Pool. The Town Manager and Clerk-Treasurer are authorized to establish procedures for payment of passes by payroll deduction. Employees choosing to utilize this benefit shall have the value of the discount included as imputed income. Only one discount per employee is allowed. Discounts only apply to members of the employee's immediate family. Employees of the Munster Community Pool are eligible for a 10% discount on employee only concession stand purchases while working, including immediately preceding or following the scheduled work shift.

Uniforms & Clothing Allowance – The Town provides certain employees with an initial complement of uniforms, specialty work clothes, and items with the Town or departmental logos. These employees are awarded an annual clothing allowance for the purpose of clothing maintenance beginning in the year after receiving the initial complement of clothing. The first year of the clothing allowance will be pro-rated based on full months of service in the previous year. Clothing allowances and the value of certain uniforms and clothing provided by the Town shall be subject to taxes and other deductions as established by law. Those receiving a clothing allowance are:

1. **Police Department** – Payment to each sworn officer of $1,700.00 per year, payable during January.
2. **Fire Department** – Clothing for a newly hired firefighter shall be provided by the Town at its expense. This does not include "Class A" uniforms. After one year of service, an annual payment of $300.00 shall be provided to the firefighter.
3. **Public Works/Parks Maintenance/Community Service Officer** – Clothing for initial appointment shall be provided to the employee by the Town at its expense. After the first year of service, an annual payment of $800.00 shall be provided.

Automobile – The Town provides active and participating members of the Munster Fire Department a vehicle allowance (see Fuel Stipend, below). This allowance is paid in arrears based upon participation of the member. Certain employees are provided vehicles in accordance with the Town's vehicle policy. All employees provided allowances or the

use of Town-owned vehicles are subject to reporting requirements, taxes, and other deductions as established by law.

Centennial Park Benefits – All regular employees, including members of the Fire Department, crossing guards, and members of Boards and Commissions, are eligible for a 20% discount from the current resident rates for golf-related charges, dog park memberships, clothing, and pro-shop merchandise. A 10% discount will be given on room and facility rentals. A 20% discount will be given at The View on food and beverages.

The Town Manager and Director of Parks & Recreation are authorized from time to time to establish approved discount packages for employees. The Town Manager and Clerk-Treasurer are authorized to establish procedures for payment of annual passes and facility/room charges by payroll deduction. Employees choosing to utilize this benefit shall have the value of the discount included as imputed income when required by IRS regulations. Discounts apply only to members of the employee's immediate family.

Mileage Reimbursement Rate – Employee use of a privately owned vehicle driven on official Town business shall be reimbursed at the standard mileage rate established by the latest Internal Revenue Service determination for business miles driven.

SECTION V. FIRE DEPARTMENT

Authorized Personnel – There are authorized sixty (60) paid-on-call fire personnel. This does not include Town employees.

Compensation – The compensation schedule for the Fire Department shall be approved as listed below. The monthly or annual stipends are in addition to the regular hourly rate.

Daytime Firefighter Stipend – Those employees who serve the Munster Fire Department in addition to their designated position shall receive a stipend to be paid along with any other departmental compensation for Firefighter response(s) throughout the month. This stipend shall be provided to any employee who serves the Fire Department consistent with the essential duties and responsibilities of the Daytime Firefighters. The stipend payment shall be graduated to reflect the experience of the Firefighter.

DAYTIME FIREFIGHTER STIPEND

Probationary Status	$103.00/month
Firefighter I Certification	$140.00/month
Firefighter II Certification	$160.00/month
Firefighter II plus one additional year of experience or more	$185.00/month

ANNUAL STIPENDS

Fire Chief	$12,706.08
Emergency Management Director	$ 6,180.00
Deputy Chief	$ 3,720.36
Battalion Chiefs	$ 2,978.76
Captains	$ 2,286.60
Lieutenants	$ 1,236.00

Hourly pay scales listed below apply to Officers and Fire personnel of the Department.

1. Emergency Response	$ 13.99
2. Training/Drills	$ 13.99
3. Specials/Building, Vehicle Maintenance, Fire Prevention, Training, Planning – P.O.C.	$ 13.99
4. Inspections P.O.C.	$ 13.99
5. Stand-by for Emergency Conditions	$ 13.99

Town employees shall be paid their normal compensation during regular scheduled work periods.

Fuel Stipend – An annual stipend of $150.00 shall be paid to each firefighter in February for fuel expenses incurred by individuals responding to emergencies. This stipend is provided for the previous year's fuel expenses. Public Works employees who respond to calls during regular, daytime working hours are not eligible for this stipend. A Public Works employee is eligible for the stipend if the employee responds outside regular, daytime working hours. Employees without a full year of service as of January 1, 2015, shall receive a pro-rated fuel stipend based on full months of service.

SECTION VI. SEASONAL EMPLOYEES – RECREATION

The Park Board shall adopt the compensation ranges for all recreational instructors, counselors, pool, and other non-maintenance employees. Recreational employees may be compensated by the hour, per class, or per game. The 2015 rates are attached as Exhibit A-1.

SECTION VII. SEASONAL & NON-RECREATIONAL EMPLOYEES

Employees not listed below and not accounted for elsewhere in this ordinance who are appointed shall be paid based upon the market demand for the type of work being performed. Employees shall be paid at least the existing federal minimum wage. The maximum rate shall not exceed 150% of the lowest paid regular employee in the job classification.

School Crossing Guards	$9.40/hour
Maintenance Laborers	$7.25 - $12.00/hour
Office	$7.25 - $12.00/hour
Emergency Snow Removal	$15.00 - $25.00/hour
Sandbagging and other Public Works-related work activities	$15.00 - $25.00/hour

SECTION VIII. ADDITIONAL PROVISIONS

- Job titles, pay ranges, and number of authorized positions for all regular and classified employees are contained in the pay matrix as finally adopted through the 2014 Pay Plan and are attached as Exhibit B. This pay matrix shall remain in effect in 2015 until amended by ordinance.

- Salary ranges do not include overtime compensation, holiday bonus, deferred compensation, cash bonuses, insurance and retirement contributions paid by the Town, tax liability added for personal use of Town vehicles, compensation for accrued vacation liability, and reimbursement for business related expenses.

- All regular full-time employees that are below step three (3) of their respective salary grade shall advance one step on their employment anniversary date until they achieve step three (3). In 2015, employees below step three will receive their step increase on the date of their employment/promotion anniversary date. Advancement beyond step three shall be in accordance with overall increases granted by the Town Council. Employees in these positions shall also receive any global increases granted to other employees.

- When employees are promoted to higher job classifications, they shall be placed at the step in the higher grade that provides a minimum percentage increase of five percent (5.00%). Employees may receive greater than a 5.00% increase in salary if promoted multiple grades.

- When an employee performs the duties of a higher job classification for an expected period of twenty or more working days, the employee shall be compensated at the minimum of the higher job grade, or 5% more than the employee's current hourly compensation, whichever is greater. Advancement to the maximum rates subsequent to the promotion will be based on the application of merit principles.

- Salaried employees who work in excess of 50 hours per work-week during a severe weather-related event shall receive a flat $250.00 stipend if and only if at least 10 of the hours in excess of 40 hours were in direct response to the severe weather-related event.

- Pay rate increases for elected employees and the Town Attorney will be effective January 1, 2015.

- A tip sharing policy was adopted by the Park Board on December 16, 2014, and is incorporated into this salary ordinance as Exhibit D.

- In cases when the current salary ordinance is silent, the adopted personnel rules, as amended, shall prevail.

- In the case of a conflict between the current salary ordinance, as amended, and the adopted personnel rules, as amended, the salary ordinance shall prevail.

ORDAINED and ADOPTED by the Town Council of the Town of Munster, Indiana, on the 22nd day of December 2014, by a vote of 4 in favor and 0 opposed.

TOWN COUNCIL OF THE TOWN OF MUNSTER, LAKE COUNTY, INDIANA

John P. Reed, President

ATTEST:

David F. Shafer, Clerk-Treasurer

Exhibit A-1

MUNSTER PARKS & RECREATION
SALARY/WAGE SCHEDULE - PART-TIME EMPLOYEES
2015

Program Positions	Salary/Wage Range (per hour unless indicated)
Adult Fitness Instructor	$ 8.00 - $ 25.00
Computer Education Instructor	$ 15.00 - $ 30.00
Enrichment Program Instructor	$ 15.00 - $ 35.00
Enrichment Program Supervisor	$ 8.00 - $ 10.00
Enrichment Program Assistant/Tutor	$ 7.25 - $ 8.00
Farmer's Market Supervisor	$ 7.25 - $ 10.00
Golf Instructor	$ 25.00 - $ 50.00 (varies according to percentage, hourly or per student)
Leisure Education Instructor	$ 10.00 - $ 50.00 (varies according to percentage, hourly or per student)
Social Center Supervisor	$ 7.25 - $ 7.50
Sport League Supervisor	$ 7.25 - $ 8.00
Summer Intern	$ 7.25 - $ 10.00
Tennis Director	$ 20.00 - $ 32.00
Tennis Instructor	$ 7.25 - $ 20.00
Youth Education Instructor	$ 7.25 - $ 25.00 (varies according to percentage, hourly or per student)
Youth Sports Supervisor	$ 8.00 - $ 15.50
Youth Sports Official	$ 11.00 - $ 15.00 (per game)

Munster Community Pool	Salary/Wage Range (per hour)
Pool Manager	$ 13.00 - $ 16.00
Assistant Pool Manager	$ 9.00 - $ 12.00
Concession Stand Manager	$ 10.00 - $ 16.00
Assistant Concession Stand Manager	$ 8.00 - $ 10.00
Lifeguards	$ 7.75 - $ 10.00
Concession Stand Workers	$ 7.25 - $ 9.00
Cashier/Admission Personnel	$ 7.25 - $ 9.00
Pool Maintenance	$ 7.25 - $ 9.00
Swim Lesson Coordinator	$ 8.00 - $ 13.00

Summer Camp Staff	Salary/Wage Range (per hour)
Camp Directors	$ 8.75 - $ 13.00
Camp Coordinator	$ 7.75 - $ 11.00
Camp Counselors	$ 7.25 - $ 10.00

Park Maintenance	Salary/Wage Range (per hour)
Part-Time Maintenance (Seasonal and Summer)	$ 7.25 - $ 10.00

Centennial Park Clubhouse	Salary/Wage Range (per hour)
Event Setup/Custodial	$ 8.00 - $ 12.00
Site Supervisor	$ 10.00 - $ 15.00
Bartender	$ 7.50 - $ 9.00

Centennial Park Maintenance	Salary/Wage Range (per hour)
Part-Time Maintenance	$ 8.00 - $ 12.00

Centennial Park Golf Course/Driving Range	Salary/Wage Range (per hour)
Golf Course/Driving Range Maintenance	$ 8.00 - $ 11.00
Golf Course Starter/Ranger	$ 7.25 - $ 9.00
Pro Shop Personnel	$ 7.25 - $ 10.00
Seasonal Supervisor	$ 9.00 - $ 12.00

Centennial Park Restaurant	Salary/Wage Range (per hour)
Assistant Manager	$ 10.00 - $ 14.00
Bartender	$ 7.25 - $ 8.00
Cashier/Waitress	$ 3.00 - $ 7.00
Cook	$ 8.00 - $ 12.00
Dishwasher	$ 7.25 - $ 8.00
Hostess	$ 7.25 - $ 7.50
Beverage Cart Operator	$ 7.25 - $ 7.00

Park Board Approved: October 2014

EXHIBIT B
ORDINANCE 1650

Hourly Equivalents by Step and Grade, Full-Time and Part-Time Classified Employees

Grade	Title	Authorized Personnel	Step 1	2	3	4	5	6	7	8	9	10	11	Max
4	Building Maintainer (PW) (vacant)	1	$ 11.03	$ 11.47	$ 11.91	$ 12.36	$ 12.79	$ 13.24	$ 13.61	$ 13.96	$ 14.33	$ 14.69	$ 15.06	$ 15.44
	Building Maintainer (Centennial Park) (vacant)	1												
6	Deputy Clerk II (C-T)	4	$ 14.05	$ 14.59	$ 15.17	$ 15.73	$ 16.30	$ 16.86	$ 17.33	$ 17.79	$ 18.25	$ 18.72	$ 19.18	$ 19.67
	^^Police Records Clerk (PD)	4												
	Secretary (P&R)	1												
6.5	Police Communications (part-time) (PD)	1	$ 14.46	$ 15.09	$ 15.70	$ 16.34	$ 16.97	$ 17.58	$ 18.09	$ 18.60	$ 19.12	$ 19.63	$ 20.14	$ 20.69
7	Administrative Secretary (TM)	2	$ 15.55	$ 16.18	$ 16.78	$ 17.42	$ 18.05	$ 18.66	$ 19.17	$ 19.68	$ 20.20	$ 20.71	$ 21.22	$ 21.77
	Administrative Secretary (PW)	2	*$ 1,244.00*	*$ 1,294.40*	*$ 1,342.40*	*$ 1,393.60*	*$ 1,444.00*	*$ 1,492.80*	*$ 1,533.60*	*$ 1,574.40*	*$ 1,616.00*	*$ 1,656.80*	*$ 1,697.60*	*$ 1,741.60*
	Administrative Secretary (BCD)	1												
	Administrative Secretary (P&R)	2												
	Maintainer II (PW)	20												
	Maintainter II (P&R)	3												
	Maintainer II (P&R Centennial Park)	2												
	^^Police Communications (PD)	[redacted]												
	^^^Police Records Clerk (PD)	[redacted]												
	Recreation Supervisor (P&R) ±	3												
	Facilities Maintenance Manager	1												
8	Administrative Assistant (TM)	1	$ 17.08	$ 17.76	$ 18.44	$ 19.13	$ 19.81	$ 20.49	$ 21.05	$ 21.61	$ 22.18	$ 22.74	$ 23.30	$ 23.90
	Administrative Assistant (PD)	1												
	Deputy Clerk III (C-T)	2												
	Maintainer III (PW)	14												
	Maintainer III (Centennial Park)	2												
	Maintainer III (P&R)	1												
9	Maintainer IV (PW)	2	$ 18.57	$ 19.32	$ 20.07	$ 20.81	$ 21.56	$ 22.30	$ 22.89	$ 23.51	$ 24.12	$ 24.74	$ 25.34	$ 26.00
	Mechanic (PW)	5												
	Mechanic (Centennial Park)	1												
	Multi-Discipline Inspector (BCD)	4												
	Community Service Officer (PD)	1												
10	Crew Leader (PW)	4	$ 20.09	$ 20.90	$ 21.70	$ 22.50	$ 23.30	$ 24.11	$ 24.77	$ 25.43	$ 26.10	$ 26.77	$ 27.43	$ 28.13
	Public Information Officer (TM)	1												
	Accounting Analyst (C-T)	1												
	Golf Course Manager (Centennial Park)	1												
PD-10	Probationary Police Officer (PD)	30	$ 20.09											
	Second Class Police Officer (PD)			$ 22.10										
	First Class Police Officer (PD)				$ 24.11	$ 24.77	$ 25.43	$ 26.10	$ 26.77	$ 27.43	$ 28.13	$ 28.83	$ 29.55	$ 30.29

±Salaried positions due to FLSA Exempt status
^Position is temporary until such time the Public Works Director/Director of Operations position is filled.
^^Position is available until consolidated dispatch is completed at Lake County.
^^^Position available after consolidated dispatch is completed at Lake County.

EXHIBIT B
ORDINANCE 1650

Hourly Equivalents by Step and Grade, Full-Time and Part-Time Classified Employees

Grade	Title	Authorized Personnel	Step 1	2	3	4	5	6	7	8	9	10	11	Max.
	Positions below are exempt from overtime and salaries reflect bi-weekly rates.													
11	Superintendent of Park Maintenance (P&R)	1	$ 1,728.31	$ 1,796.66	$ 1,866.10	$ 1,934.45	$ 2,003.89	$ 2,072.24	$ 2,130.83	$ 2,188.33	$ 2,244.74	$ 2,302.25	$ 2,358.66	$ 2,419.42
	Superintendent of Recreation (P&R)	1												
	Chief Building Inspector (BCD)	1												
	Facilities Manager (Centennial Park)	1												
	Food Service Manager (Centennial Park & Pool)	1												
	Water Superintendent^	1												
	Street Superintendent^ (vacant)	1												
12	Data Processing Specialist (TM)	1	$ 1,847.66	$ 1,922.52	$ 1,995.21	$ 2,070.07	$ 2,143.84	$ 2,217.62	$ 2,278.38	$ 2,339.13	$ 2,400.98	$ 2,461.73	$ 2,522.49	$ 2,587.59
	Information Technical Specialist (TM)*	1	*$ 23.10*	*$ 24.03*	*$ 24.94*	*$ 25.88*	*$ 26.80*	*$ 27.72*	*$ 28.48*	*$ 29.24*	*$ 30.01*	*$ 30.77*	*$ 31.53*	*$ 32.34*
	^^MIS & Communicaiton Supervisor (PD)	1												
13	Assistant to Town Manager (TM)** (vacant)	0	$ 1,970.25	$ 2,047.29	$ 2,126.49	$ 2,205.69	$ 2,284.89	$ 2,361.92	$ 2,429.18	$ 2,493.20	$ 2,558.29	$ 2,623.39	$ 2,688.49	$ 2,757.92
	Sergeant (PD)*	8	*$ 24.63*	*$ 25.59*	*$ 26.58*	*$ 27.57*	*$ 28.56*	*$ 29.52*	*$ 30.36*	*$ 31.17*	*$ 31.98*	*$ 32.79*	*$ 33.61*	*$ 34.47*
14	Centennial Park Maintenance Superintendent (P&R)	1	$ 2,090.68	$ 2,173.14	$ 2,256.68	$ 2,341.30	$ 2,424.85	$ 2,507.30	$ 2,577.82	$ 2,646.17	$ 2,715.61	$ 2,785.05	$ 2,853.40	$ 2,927.17
	General Maintenance Superintendent (PW)	1												
	Golf Course Superintendent (P&R)	1												
	Administrative Aide to COP (PD)	1												
15	Assistant Town Manager (TM)** (vacant)	1	$ 2,210.03	$ 2,297.91	$ 2,385.79	$ 2,475.84	$ 2,564.80	$ 2,652.68	$ 2,725.37	$ 2,798.07	$ 2,871.84	$ 2,944.53	$ 3,017.22	$ 3,094.25
	Accounting Supervisor (C-T)	1												
	Lieutenant (PD)	2												
17	~~Fire Chief (FD) - vacant~~	0	$ 2,451.97	$ 2,550.70	$ 2,647.26	$ 2,744.90	$ 2,843.63	$ 2,942.36	$ 3,023.73	$ 3,104.02	$ 3,185.39	$ 3,265.68	$ 3,347.05	$ 2,432.76
18	Chief of Police (PD)	1	$ 2,572.40	$ 2,676.55	$ 2,779.62	$ 2,881.61	$ 2,984.68	$ 3,087.74	$ 3,172.37	$ 3,257.00	$ 3,342.71	$ 3,427.33	$ 3,511.96	$ 3,602.01
	Town Engineer (TM)	1												
	Director of Operations	1												
	Director of Parks & Recreation (P&R)	1												

*Hourly Position
**The Assistant to the Town Manager and Assistant Town Manager positions are authorized one full-time-equivalent. Only one position will be filled at any given time.
±Salaried positions due to FLSA Exempt status
^Position is temporary until such time the Public Works Director/Director of Operations position is filled.
^^Position is available until consolidated dispatch is completed at Lake County.

EXHIBIT C to Ordinance 1650
2015 Distribution of Payroll By Fund as Adopted December 22, 2014

Grade	Title	General 101	MVH 201	Parks 204	Tech 247	Sewer 280	CCD 402	Redev. 406	Redev 471	Water 601	SW 623
4	Building Maintainer I			100%							
6	Deputy Clerk II--Customer Service	60%	5%			10%				15%	10%
	Deputy Clerk II-- Clerical	40%	5%	20%		10%				15%	10%
	Deputy Clerk II--Accts Payable	35%	20%	20%		10%				10%	5%
	Deputy Clerk II--Water					30%				60%	10%
	Records Clerk	100%									
	Secretary-- TM	25%	10%	5%	30%	10%				20%	
	Secretary-- Parks			100%							
	Secretary-- part-time TM	25%	20%			25%				25%	5%
6.5	Part-time Communications Operators--PD	100%									
7	Administrative Secretary-BD	60%				20%				20%	
	Administrative Secretary--PD	100%									
	Administrative Secretary--PW	20%	20%			20%				20%	20%
	Administrative Secretary--PW garage		25%			25%				25%	25%
	Administrative Secretary--Parks			100%							
	Administrative Secretary--TM	25%	10%	5%	30%	10%				20%	
	Cable Television Coordinator				100%						
	Maintainer II--PW		40%			30%				30%	
	Maintainer II--PW water					50%				50%	
	Maintainer II PW/SW		30%			15%				15%	40%
	Maintainer II--Parks			100%							
	Facilities Maintenance Manager		70%			10%			10%	10%	
	Rec Supervisor			100%							
	Police Communications	100%									
8	Town Manager's Administrative Assistant	25%	10%			15%		25%		20%	5%
	Deputy Clerk III	40%	10%	30%		5%				10%	5%
	Maintainer III--PW		30%			30%		10%		30%	
	Maintainer III--PW water					50%				50%	
	Maintainer III--Parks			100%							
9	Maintainer IV--PW water					50%				50%	
	Mechanic--Parks			100%							
	Mechanics--PW		40%			30%				30%	
	Multi-Disciplined Inspectors	60%				20%				20%	
	Community Service Officer	100%									
	Maintainer IV--PW		40%			30%				30%	
10	Crew Leader--Mechanics		40%			30%				30%	
	Crew Leader--Streets		30%			30%				30%	10%
	Crew Leader--Utilities					50%				50%	
	Public Information Officer	25%	10%	10%	30%	10%				10%	5%
P-10	Probationary Police Officer	100%									
	1st Class Police Officers	100%									
	2nd Class Police Officer	100%									
	Accounting Analyst	35%	20%	10%		10%			5%	10%	10%
	Golf Course Manager--Pro			100%							
11	Supt of Park Maintenance			100%							
	Supt of Recreation			100%							
	Facilities Manager			100%							
	Chief Building Inspector	60%				20%				20%	
	Food Service Manager - Vacant			100%							
12	Data Processing Specialist				50%	20%				25%	5%
	Technical Specialist				50%	20%				25%	5%
	MIS Director--PD	100%									
13	Asst. to TM - Vacant	25%	10%		25%	10%		15%		10%	5%
	Police Sergeant	100%									
14	General Maintenance Supt--PW		40%			30%				30%	
	Golf Course Superintendent			100%							
	Centennial Maintenance Superintendent			100%							
	Administrative Aide--PD	100%									
15	Accounting Supervisor	30%	10%	15%		5%		10%		25%	5%
	Assistant Town Manager	25%	10%		25%	10%		15%		10%	5%
	Police Lieutenant	100%									
18	Chief of Police	100%									
	Town Engineer	5%		5%		35%		10%		20%	25%
	Director of Operations		25%			25%				25%	25%
	Director of Parks - Vacant			100%							
UNCL	Town Council	25%	10%			25%				25%	15%
	Special Advisory Board	100%									
	Clerk-Treasurer	30%				25%		10%		30%	5%
	Clerk-Treasurer Part-Time	100%									
	Town Manager	10%	10%	10%		15%		30%		20%	5%
	Town Attorney - Stipend	30%				15%	15%			25%	15%

Exhibit D to Ordinance 1650
Tip Sharing Policy

MEMO

To: President and Members of Council
From: Town Manager
Re: Gratuity Policy for Centennial Park Catering Events
Date: December 3, 2014

Currently Centennial Park does not have a set gratuity policy as it relates to banquet and catered events. The following tip sharing policy as presented is not intended to be applied to gratuities that are related to daily transactions in The View. While reviewing this proposed policy, it is important to note that certain employees work in preparation or ahead of scheduled events and may not be onsite during the actual event. Nevertheless, they are a critical part of putting the event on.

A "gratuity" is defined in the Indiana Labor Code as a tip, gratuity, or money that has been paid or given to or left for an employee by a patron of a business over and above the actual amount due for services rendered or for goods, good, drink, articles sold or served to patrons. Whether voluntary or mandatory, tip pooling/tip sharing is permitted by restaurant/food service employees as long as:

- Tip pool participants are limited to those employees who contribute to the chain of service bargained for by a patron
- No employer or agent of the employer takes or receives any part of the tips intended for employees;
- The tips are distributed among the pool participants in a fair and reasonable manner.

At the suggestion of the Centennial Park Facilities Manager, The Town is proposing a set percentage split for events. 80% to bartenders and 20% to support staff based on scheduled shift hours. The gratuity would be split proportionally based on total hours worked on the each respective event. Locked tip jars would be placed at a location for cash gratuities, these jars would be emptied throughout the event by either the facility manager or senior event supervisor. Two staff members would count the money in the presence of the security officer if available. Each employee would sign a receipt acknowledging the total event amount. The money would then be distributed to staff and recorded on an approved document that is then signed by staff verifying they have received the documented dollar amount. This document would then be attached to every event order and submitted with payroll for tax purposes. This is the best internal and immediate solution to the problem without adding any additional costs to our clients.

Some events at Centennial Park include a gratuity, other do not and are transaction-based. It was contemplated that perhaps all events could move to the automatically included gratuity. It is the Town's recommendation that we not switch every event over to an automatic gratuity system. One of the reasons our clients choose Centennial Park is the absence of service fees and

additional gratuity charges that are added on top of fixed fees. Adding this additional expense will put our prices above our competition and hurt our bottom line. This will also not solve the gratuity issue until 2016 as it cannot be changed on any contract already signed and in place.

Catering events will share the same split percentage as long as additional staff is scheduled and contributes to the chain of services rendered to the client. This would apply to employees who may not work the actual day of the event, but have contributed services that are in preparation of a scheduled event prior to the event date. This would not include employees whose job tasks are only office oriented, but work scheduled shifts that coincide with an event. Almost all catering events are paid ahead of time via credit card or check and are dispersed through payroll.

Recommendation: To approve the tip sharing policy as stated above, without adding an automatic gratuity charge to all events.