

ORDINANCE 1688

**AN ORDINANCE AMENDING ORDINANCE 1672, THE 2016 PAY PLAN
FOR THE TOWN OF MUNSTER, INDIANA
(AMENDMENT NUMBER 4 TO THE 2016 SALARY ORDINANCE)**

WHEREAS, The Munster Town council adopted Ordinance 1672, the 2016 Salary Ordinance, on December 28, 2015 authorizing, among other things, a Water Superintendent and a Streets Superintendent in the Public Works Department at Grade 11; and

WHEREAS, It is necessary from time to time to add, subtract, modify, or otherwise amend the terms of an adopted ordinance; and

WHEREAS, Since April 2016, the current Interim Superintendent for Operations has fulfilled the duties of both the Water Superintendent and the Streets Superintendent, serving at salary Grade 11; and

WHEREAS, Analysis of internal equity and external market comparisons reveal that the Superintendent of Operations should be earning a salary between \$55,111 and \$79,510; now, therefore, be it

ORDAINED, By the Munster Town Council, that the 2016 Salary Ordinance 1672, as adopted and amended, is further amended to eliminate the positions of Water Superintendent and Streets Superintendent and to authorize a new position of Superintendent for Operations in the Public Works Department at salary Grade 14 with salary range \$55,988-\$78,390 effective upon the adoption of Ordinance 1688.

ORDAINED AND ADOPTED by the Town Council of the Town of Munster, Indiana on the 21st day of July, 2016, by a vote of 4 in favor and 0 opposed.

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

ATTEST:


David F. Shafer, Clerk-Treasurer


John P. Reed, President

**EXHIBIT B
ORDINANCE 1672**

Grade	Title	Hourly Equivalents by Step and Grade, Full-Time and Part-Time Classified Employees												
		Authorized Personnel	Step 1	2	3	4	5	6	7	8	9	10	11	Max
4	Building Maintainer (PW) Building Maintainer (Centennial Park)	1 1	\$ 11.36	\$ 11.81	\$ 12.27	\$ 12.73	\$ 13.17	\$ 13.64	\$ 14.02	\$ 14.38	\$ 14.78	\$ 15.13	\$ 15.51	\$ 15.90
6	Deputy Clerk II (C-1)	4	\$ 14.47	\$ 15.03	\$ 15.63	\$ 16.20	\$ 16.79	\$ 17.37	\$ 17.85	\$ 18.32	\$ 18.80	\$ 19.28	\$ 19.76	\$ 20.28
7	Administrative Secretary (TM) Administrative Secretary (PW) Administrative Secretary (BCD) Administrative Secretary (P&R) Administrative Secretary (FD) Maintainer II (PW) Maintainer II (P&R) Maintainer II (P&R Centennial Park) Police Records Clerk (PD) Facilities Maintenance Manager	2 2 1 2 0.5 20 3 2 2.5 1	\$ 18.02	\$ 18.67	\$ 17.28	\$ 17.94	\$ 18.59	\$ 19.22	\$ 19.75	\$ 20.27	\$ 20.81	\$ 21.33	\$ 21.86	\$ 22.42
8	Administrative Assistant (TM) Administrative Assistant (PD) Deputy Clerk II (C-1) Maintainer III (PW) Maintainer III (Centennial Park) Maintainer III (P&R) Recreation Supervisor (P&R)	1 1 2 14 2 1 3	\$ 17.59 \$ 1,407.20	\$ 18.29 \$ 1,453.20	\$ 18.99 \$ 1,519.20	\$ 19.70 \$ 1,576.00	\$ 20.40 \$ 1,632.00	\$ 21.10 \$ 1,688.00	\$ 21.69 \$ 1,734.40	\$ 22.26 \$ 1,780.80	\$ 22.85 \$ 1,828.00	\$ 23.42 \$ 1,873.60	\$ 24.00 \$ 1,920.00	\$ 24.62 \$ 1,969.60
9	Maintainer IV (PW) Mechanic (PW) Mechanic (Centennial Park) Multi-Discipline Inspector (BCD) Zoning Enforcement Inspector (BCD) Community Services Officer (PD)	5 5 1 4 1 1	\$ 19.13	\$ 19.90	\$ 20.67	\$ 21.43	\$ 22.21	\$ 22.97	\$ 23.58	\$ 24.22	\$ 24.84	\$ 25.48	\$ 26.10	\$ 26.78
10	Crew Leader (PW) Accounting Analyst (C-1) Golf Course Manager (Centennial Park)	5 1 1	\$ 20.69	\$ 21.53	\$ 22.35	\$ 23.18	\$ 24.00	\$ 24.83	\$ 25.51	\$ 26.19	\$ 26.88	\$ 27.57	\$ 28.25	\$ 28.97
PD-10	Probationary Police Officer (PD) Squad Class Police Officer (PD) First Class Police Officer (PD)	30	\$ 20.69	\$ 22.76	\$ 24.63	\$ 25.51	\$ 26.19	\$ 26.88	\$ 27.57	\$ 28.25	\$ 28.97	\$ 29.69	\$ 30.44	\$ 31.20

*Salaried positions due to FLSA Exempt status

**This position may be filled by 2 part-time employees or 1 FTE's

***Authorized staffing will return to a Crew Leader upon retirement of current Head Mechanic

Pay Matrix with proposed PW Superintendent

EXHIBIT B ORDINANCE 1672

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 biweekly rates														
11	Superintendent of Park Maintenance (P&R) Superintendent of Recreation (P&R) Chief Building Inspector (BCD) Facilities Manager (Centennial Park) Food Service Manager (Centennial Park & Pool) Master Superintendent (PW) Street Superintendent (PW) Intelligence Analyst (PD)	1 1 1 1 1 4 4 1	\$ 1,780.16	\$ 1,850.56	\$ 1,922.08	\$ 1,992.48	\$ 2,064.01	\$ 2,134.41	\$ 2,194.75	\$ 2,253.98	\$ 2,312.08	\$ 2,371.32	\$ 2,429.42	\$ 2,482.00
12	Data Processing Specialist (TM) Information Technical Specialist (TM)	1 1	\$ 1,903.09	\$ 1,980.20	\$ 2,055.07	\$ 2,132.17	\$ 2,208.16	\$ 2,284.15	\$ 2,346.73	\$ 2,409.30	\$ 2,473.01	\$ 2,535.58	\$ 2,598.16	\$ 2,665.22
13	Sergeant (PD)	8	\$ 2,029.36	\$ 2,108.71	\$ 2,190.28	\$ 2,271.86	\$ 2,353.44	\$ 2,432.78	\$ 2,502.08	\$ 2,568.00	\$ 2,635.04	\$ 2,702.09	\$ 2,769.14	\$ 2,840.66
14	Centennial Park Maintenance Superintendent (P&R) Golf Course Superintendent (P&R) Administrative Aide to COP (PD) Superintendent of Operations (PW)	1 1 1 1	\$ 2,153.40	\$ 2,236.33	\$ 2,324.38	\$ 2,411.54	\$ 2,497.60	\$ 2,582.52	\$ 2,655.15	\$ 2,725.59	\$ 2,797.08	\$ 2,868.60	\$ 2,939.00	\$ 3,014.99
15	Accounting Supervisor (C-T) Lieutenant (PD)	1 3	\$ 2,276.33	\$ 2,368.86	\$ 2,457.36	\$ 2,550.12	\$ 2,644.74	\$ 2,732.26	\$ 2,807.13	\$ 2,882.02	\$ 2,958.00	\$ 3,032.87	\$ 3,107.74	\$ 3,187.08
17	Fire Chief (FD) Deputy Chief of Police (PD) Human Resources Director (TM) Director of Community Development (BCD)	1 1 1 1	\$ 2,526.53	\$ 2,627.22	\$ 2,726.58	\$ 2,827.26	\$ 2,928.94	\$ 3,030.63	\$ 3,114.44	\$ 3,197.14	\$ 3,280.95	\$ 3,363.65	\$ 3,447.46	\$ 3,535.74
18	Chief of Police (PD) Director of Operations (PW) Director of Parks & Recreation (P&R)	1 1 1	\$ 2,649.57	\$ 2,756.65	\$ 2,863.01	\$ 2,968.06	\$ 3,074.22	\$ 3,180.37	\$ 3,267.54	\$ 3,354.71	\$ 3,442.99	\$ 3,530.15	\$ 3,617.32	\$ 3,710.07

**Hourly Position

*Salaried positions due to FLSA Exempt status

^Number authorized will be 6 if all Lieutenants slots are filled

^Position is temporary until such time as the Deputy Chief (PD) is filled

EXHIBIT C to Ordinance 1672
2016 Distribution of Payroll By Fund as Adopted December 28, 2015

Grade	Title	General	MVH	Parks	Tech	Sewer	CCD	Redov.	Redov	Water	SW	
		101	201	204	247	280	402	406	471	601	623	
4	Building Maintainer I			100%								
6	Deputy Clerk II--Customer Service	80%	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%	
7	Administrative Secretary--BCD	60%				20%				20%		
	Administrative Secretary--FD	100%										
	Administrative Secretary--PW	20%	20%			20%				20%	20%	
	Administrative Secretary--PW garage		25%			25%				25%	25%	
	Administrative Secretary--Parks			100%								
	Maintainer II--TM	25%	10%	5%	30%	10%				20%		
	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%		
	Records Clerk--PD	100%				10%						
8	Town Manager's Administrative Assistant	25%	10%			15%		25%		20%	5%	
	Administrative Assistant--PD	100%										
	Deputy Clerk III - Payroll	40%	10%	30%		5%				10%	5%	
	Deputy Clerk III - Water					30%				60%	10%	
	Maintainer III--PW		30%			30%		10%		30%		
	Maintainer III--PW water					50%				50%		
	Maintainer III--Parks			100%								
	Recreation Supervisor--Parks			100%								
9	Maintainer IV--PW water					50%				50%		
	Mechanics--Parks			100%								
	Mechanics--PW		40%			30%				30%		
	Multi-Disciplined Inspectors	60%				20%				20%		
	Zoning Enforcement 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%		
	Accounting Analyst	35%	20%	10%		10%			5%	10%	10%	
	Golf Course Manager--Pro			100%								
P-10	Probationary Police Officer	100%										
	1st Class Police Officers	100%										
	2nd Class Police Officer	100%										
11	Supt of Park Maintenance			100%								
	Supt of Recreation			100%								
	Facilities Manager			100%								
	Chief Building Inspector	60%				20%				20%		
	Food Service Manager			100%								
	Water Superintendent					50%				50%		
	Street Superintendent		40%			30%				30%		
	Intelligence Analyst	100%										
12	Data Processing Specialist				50%	20%				25%	5%	
	Technical Specialist				50%	20%				25%	5%	
13	Asst. to TM - Vacant	25%	10%		25%	10%		15%		10%	5%	
	Police Sergeant	100%										
14	Golf Course Superintendent			100%								
	Centennial Maintenance Superintendent			100%								
	Administrative Aide--PD	100%										
	Superintendent for Operations		25%			25%				25%	25%	
15	Accounting Supervisor	30%	10%	15%		5%		10%		25%	5%	
	Police Lieutenant	100%										
17	Fire Chief	100%										
	Deputy Chief of Police	100%										
	Human Resources Director	12.5%	12.5%	12.5%	12.5%	12.5%		12.5%		12.5%	12.5%	
	Director of Community Development	5%		5%		35%		10%		20%	25%	
18	Chief of Police	100%										
	Director of Operations		25%			25%				25%	25%	
	Director of Parks			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%	