

ORDINANCE 1854

AMENDMENT #1 TO THE 2022 SALARY ORDINANCE

WHEREAS, The Town Council adopted Ordinance 1849 which established the 2022 Pay Plan for the Town of Munster at their meeting of November 15, 2021; and

WHEREAS, The Town Council believes in paying employees fairly and equitably; and

WHEREAS, The 2022 Pay Plan has been reviewed and found to need adjustment to be competitive in the current job market and that certain pay inequities exist; and

WHEREAS, The Town Council wants to implement certain changes to the pay plan in order to pay employees rates that are both in line with the current job market and equitably; now, therefore, be it

ORDAINED, By the Town Council of the Town of Munster, Lake County, Indiana, that Ordinance 1849 be amended by removing Sections IX and X in their entirety and replacing them with the following.

SECTION IX. ADDITIONAL PROVISIONS

- Job titles, pay ranges, and number of authorized positions for all regular and classified employees are contained in the pay matrix attached as Exhibit A.
- Salary ranges do not include overtime compensation, holiday bonus, deferred compensation, longevity, cash bonuses, insurance and retirement contributions paid by the Town, tax liability added for personal use of Town vehicles, compensation for accrued vacation liability, reimbursement for business related expenses, and imputed income derived from employee discounts and other benefits.
- When employees are promoted to higher job ~~classifications~~ **grade**, they shall be placed at 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.
- Pay rates for classified employees at Grades 4 and 12 through 18 of Exhibit A must be paid at least the minimum of that pay grade. Employees at or above the maximum of the range of the current pay grade for their position shall not suffer reductions in pay. However, they shall not be eligible for an increase in their current base wage until subsequent adjustments to the pay scale cause their salary or hourly wages to fall within the range for their job grade.
- During the implementation of the 2022 Grade and Longevity plan, a "true-up" may be necessary within job grades to correct inequities. Any true-up amounts will be determined jointly between the Town Manager and the Clerk-Treasurer. Employees receiving a true-up increase may be paid a wage not on a defined step during the implementation.
- An active sworn law enforcement officer within the Town of Munster of a higher rank shall not make less than \$1,000 in base annual wages or salary than an officer of the next lower rank.
- When ~~an employee~~ **a Classified Employee in Grades 4 and 12 through 18** performs the duties of a higher job ~~classification~~ **grade** 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.
- When a Sworn Police Officer or a Classified Employee in Grades 6 through 11 performs the duties of a higher job ~~classification~~ **grade** 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. When employees are promoted to higher job ~~classifications~~ **grades**,

they shall be placed at the step in the higher grade that provides a minimum percentage increase of five percent (5.00%) above their non-promoted rate. As a result, employees may receive greater than a 5% increase.

- ~~Water Department employees who obtain their Water Operator License certification will be rewarded with a one time, 5% wage increase. A copy of the certificate must be presented to the Town Manager and the Clerk-Treasurer for the increase to go into effect.~~
- Salaried employees who work in excess of 50 hours per workweek 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 firefighters, will be effective January 1, 2022. ~~The 3.00% cost-of living increase~~ Pay rate increases for all other biweekly paid employees will be effective beginning with the second payroll of 2022. ~~Ordinance 1854 pay rate increases will be effective with the pay period beginning February 20, 2022.~~
- In cases when the current salary ordinance is silent, the adopted personnel rules, as amended, shall prevail.
- If a conflict exists between the current salary ordinance, including any amendment or amendments, and the adopted personnel rules as amended, then the salary ordinance and its amendment or amendments shall prevail.
- The Town of Munster Employee Manual, as amended, is hereby incorporated into and made a part of this annual salary ordinance by reference.

SECTION X. LISTING OF EXHIBITS

~~Exhibit I – Clarifying Language for Implementation of Amendment #1 to the 2022 Salary Ordinance~~

Exhibit A – 2022 Pay Ranges for Classified Employees (Pay ranges from 2021 are increased 3.00%.)

Exhibit B – Pay Step and Grade for Sworn Police Officers (each step increased by 3.00%)

Exhibit C – Munster Parks & Recreation Salary/Wage Schedule – Part-time Employees, 2022

Exhibit D – 2022 Distribution of Payroll by Fund (modified from 2021)

Exhibit E – Police Department Take-Home Vehicles and Stipend (modified from 2021)

Exhibit F – Understanding of elected Officials' Compensation

ADOPTED AND PASSED this ____ day of _____ 2022, by a vote of ____ in favor and ____ opposed.

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

Chuck Gardiner, President

ATTEST:

Wendy Mis, Clerk-Treasurer