

ORDINANCE 1926  
2024 SALARY ORDINANCE  
EXHIBIT A: PAY RANGES FOR CLASSIFIED EMPLOYEES

Grade	Position Title	Department	Authorized Personnel	Minimum of the Range	Maximum of the Range	Frequency	Step	Description	Starting Year	Pay Rate
6	Deputy Clerk II	Clerk-Treas.	4 total for all grades			hourly	6.1	Start of year 1	2024	\$ 17.09
						hourly	6.2	Start of year 2	2023	\$ 20.73
						hourly	6.3	Start of year 3	2022	\$ 22.03
						hourly	6.4^	Start of year 6	2019	\$ 22.47
						hourly	6.5	Start of year 10	2015	\$ 24.34
7	Administrative Secretary	Town Mgr.	1 total for all grades			hourly	7.1	Start of year 1	2024	\$ 18.79
	Administrative Secretary	Public Works	1 total for all grades			hourly	7.2	Start of year 2	2023	\$ 22.80
	Administrative Secretary	Park & Rec.	1 total for all grades			hourly	7.3	Start of year 3	2022	\$ 24.23
	Administrative Secretary	Fire Dept.	0.5 total for all grades			hourly	7.4^	Start of year 6	2019	\$ 24.73
	Administrative Secretary	Bldg. Com. Dev.	0.5 total for all grades			hourly	7.5	Start of year 10	2015	\$ 26.78
	Maintainer II	Public Works	15 total for all grades							
	Maintainer II	Park & Rec.	3 total for all grades							
8	Police Records Clerk	Police Dept.	2 total for all grades							
	Administrative Assistant	Town Mgr.	1 total for all grades							
	Administrative Assistant	Police Dept.	1 total for all grades			hourly	8.1	Start of year 1	2024	\$ 20.64
	Administrative Assistant	Bldg. Com. Dev.	1 total for all grades			hourly	8.2	Start of year 2	2023	\$ 25.03
	Administrative Assistant	Public Works	1 total for all grades			hourly	8.3	Start of year 3	2022	\$ 26.61
	Deputy Clerk III	Clerk-Treas.	2 total for all grades			hourly	8.4^	Start of year 6	2019	\$ 27.15
	Maintainer III	Public Works	8 total for all grades			hourly	8.5	Start of year 10	2015	\$ 29.41
9	Maintainer III	Park & Rec.	2 total for all grades							
	Marketing Coordinator	Park & Rec.	1 total for all grades							
	* Recreation Supervisor	Park & Rec.	2 total for all grades							
	Maintainer IV	Public Works	5 total for all grades							
	Maintainer IV	Park & Rec.	1 total for all grades			hourly	9.1	Start of year 1	2024	\$ 22.24
	Mechanic	Public Works	2 total for all grades			hourly	9.2	Start of year 2	2023	\$ 26.98
	**Multi-Discipline Insp.	Bldg. Com. Dev.	1 total for all grades			hourly	9.3	Start of year 3	2022	\$ 28.66
10	*** Zoning Enfor. Insp.	Bldg. Com. Dev.	1 total for all grades			hourly	9.4^	Start of year 6	2019	\$ 29.24
	Community Service Off.	Police Dept.	1 total for all grades			hourly	9.5	Start of year 10	2015	\$ 31.68
	Civilian Accreditation/ Public Records Manager	Police Dept.	1 total for all grades							
	Crew Leader	Public Works	3 total for all grades			hourly	10.1	Start of year 1	2024	\$ 24.04
	Accounting Analyst	Clerk-Treas.	1 total for all grades			hourly	10.2	Start of year 2	2023	\$ 29.17
11	Chief Building Inspector	Bldg. Com. Dev.	1 total for all grades			hourly	10.3	Start of year 3	2022	\$ 30.99
						hourly	10.4^	Start of year 6	2019	\$ 31.63
						hourly	10.5	Start of year 10	2015	\$ 34.26
12	Data Processing Spec.	Town Mgr.	1	\$ 2,315.85	\$ 3,308.15	biweekly	11.1	Start of year 1	2024	\$ 2,101.77
						biweekly	11.2	Start of year 2	2023	\$ 2,549.11
						biweekly	11.3	Start of year 3	2022	\$ 2,709.19
						biweekly	11.4^	Start of year 6	2019	\$ 2,764.57
						biweekly	11.5	Start of year 10	2015	\$ 2,994.73
14	Supt. of Recreation	Park & Rec.	1	\$ 2,620.46	\$ 3,742.30	biweekly				
	Supt. of Operations	Park & Rec.	1	\$ 2,620.46	\$ 3,742.30	biweekly				
	Supt. of Operations	Public Works	1	\$ 2,620.46	\$ 3,742.30	biweekly				
17	Fire Chief	Fire Dept.	1	\$ 3,043.75	\$ 4,346.46	biweekly				
	Deputy Town Manager	Town Mgr.	1	\$ 3,043.75	\$ 4,346.46	biweekly				
	Planning Director	Bldg. Com. Dev.	1	\$ 3,043.75	\$ 4,346.46	biweekly				
	Controller	Clerk-Treas.	1	\$ 3,043.75	\$ 4,346.46	biweekly				
18	Director of Operations	Public Works	1	\$ 3,193.25	\$ 4,560.76	biweekly				
	Director of Parks & Rec.	Park & Rec.	1	\$ 3,193.25	\$ 4,560.76	biweekly				

^Longevity begins accruing per Ordinance 1926, Section V. (A) Longevity.

\* Salaried positions due to FLSA exempt status

\*\* Each authorized position may be filled by a FTE or 2 part-time up to the total authorized

\*\*\* Position may be filled by 2 part-time employees or 1 FTE

ORDINANCE 1926  
EXHIBIT B  
PAY STEP AND GRADE FOR SWORN POLICE OFFICERS

Grade	Position Title	Department	Description	Authorized Personnel	Starting Year	Pay Rate	Frequency
PD 10.1	Probationary Police Off.	Police Dept.	Year 1	32 total for all five PD 10 titles	2020	\$ 25.93	hourly
PD 10.2	2nd Class Police Officer	Police Dept.	Year 2		2019	\$ 31.44	hourly
*PD 10.3	1st Class Police Officer	Police Dept.	Start of yr. 3 w/ Munster PD. Or Yr. 1 as Lateral Hire		2018	\$ 32.38	hourly
PD 10.4	1st Class Regular Off.	Police Dept.	Start of yr. 6 w/ Munster PD.		2015	\$ 34.09	hourly
PD 10.5	1st Class Veteran Off.	Police Dept.	Start of yr. 10 w/Munster PD.		2011	\$ 36.92	hourly
**PD 10.6	Special 1st Class Off.	Police Dept.	After 34 yrs. LE & 20 yrs. w/Munster	Pension Salary		\$39.10 + 20 yr. Longevity	hourly
PD 13.1	Sergeant	Police Dept.	Starting	9 total for all 3 titles		\$ 38.83	hourly
PD 13.2	1st Class Sergeant	Police Dept.	Start of yr. 6 as Sgt.		2015	\$ 40.52	hourly
PD 13.3	Veteran Sergeant	Police Dept.	Start of yr. 10 as Sgt.		2011	\$ 42.20	hourly
PD 16.2	1st Class Lieutenant	Police Dept.	Starting	2 total for both titles		\$ 3,713.84	biweekly
PD 16.3	Veteran Lieutenant	Police Dept.	Start of yr. 5 as Lt.		2016	\$ 3,955.90	biweekly
PD 19.1	Chief of Police	Police Dept.		1		\$ 4,560.76	biweekly

\*\*There is established a pay grade styled as Special 1st Class Officer. An officer possessing the rank of 1st Class Police Officer, that possesses at least thirty-four years of service as a police officer, the last twenty-five of which have been served consecutively and successfully with the Munster Police Department, shall be paid the identified hourly salary as base pay. For the purposes of establishing pension benefits under IC 36-8-1-11, IC 36-8-6-9, IC 36-8-6-9.6, IC 36-8-8.5, and IC 36-8-8-11, employee contributions under IC 36-8-6-4(3) and IC 36-8-8-8, or employer contributions under IC 36-8-8-6, the salary of the Special 1st Class Officer plus the longevity pay fixed for twenty years shall be used.

Updated: 11/20/23

## Exhibit C to Ordinance 1926

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

<u>Positions</u>	<u>Salary/Wage Range</u> (per hour unless indicated)
Fitness Instructor	\$10.00-\$25.00
Computer Education Instructor	\$15.00-\$30.00
Program Instructor	\$15.00-\$35.00
Program Supervisor	\$12.00-\$14.00
Program Aide	\$10.50-\$13.00
Special Event Supervisor	\$10.50- <del>\$14.00</del> \$15.00
Office Clerk	\$11.00- <del>\$14.00</del> \$15.00
Leisure Education Instructor	\$10.00-\$50.00 (varies according to percentage, hourly or per student)
Social Center Supervisor	\$10.00-\$14.00
Intern	\$600/week stipend
Tennis Director	\$20.00-\$32.00
Tennis Instructor	\$11.00-\$20.00
Education Instructor	\$11.00-\$25.00 (varies according to percentage, hourly or per student)
Sports Supervisor	\$10.50-\$17.50
Sports Official	\$11.00-\$17.00 (per game)
<u>Munster Community Pool</u>	<u>Salary/Wage Range (per hour)</u>
Pool Manager	\$18.00- <del>\$24.00</del> \$27.00
Assistant Pool Manager	\$14.00- <del>\$18.00</del> \$21.00
Head Lifeguard	\$13.00- <del>\$17.00</del> \$20.00
Lifeguards	\$13.00- <del>\$16.00</del> \$19.00
Cashier/Admission Personnel	\$10.50- <del>\$12.00</del> \$15.00
Pool Maintenance	\$13.00- <del>\$16.00</del> \$19.00
Swim Lesson Coordinator	\$15.00- <del>\$20.00</del> \$23.00
Swim Instructor	\$13.00- <del>\$16.00</del> \$19.00
<u>Summer Camp Staff</u>	<u>Salary/Wage Range (per hour)</u>
Camp Directors	\$15.00-\$20.00
Camp Coordinator	\$11.00-\$14.00
Camp Counselors	\$10.50-\$12.00
<u>Park Maintenance</u>	<u>Salary/Wage Range (per hour)</u>
Part-Time Maintenance (Seasonal and Summer)	\$14.00-\$17.00
<u>Centennial Park Maintenance</u>	<u>Salary/Wage Range (per hour)</u>
Part-Time Maintenance	\$14.00-\$17.00
Park Attendant	\$14.00-\$17.00

ORDINANCE 1926  
2024 SALARY ORDINANCE

EXHIBIT D: DISTRIBUTION OF PAYROLL BY FUND

Grade	Position Title	Department or Area	General 101	MVH 201	Parks 204	Tech. 247	Sewer 280	CCD 402	Redev. Oper. 406	Water 601	Solid Waste 623
6	Deputy Clerk II	CT - Cust. Srv.	60%				10%			20%	10%
	Deputy Clerk II	CT - Clerical	40%		25%		10%			20%	5%
	Deputy Clerk II	CT - Accts. Pay.	35%		25%		10%			25%	5%
	Deputy Clerk II	CT - Water					30%			60%	10%
7	Administrative Secretary	Town Mgr.	25%		5%	30%	10%			30%	
	Administrative Secretary	Bldg. Com. Dev.	60%				20%			20%	
	Administrative Secretary	Public Works	10%				30%			30%	30%
	Administrative Secretary	Park & Rec.			100%						
	Administrative Secretary	Fire Dept.	100%								
	Maintainer II	Public Works		40%			30%			30%	
	Maintainer II	PW - Water					50%			50%	
	Maintainer II	PW - SW		30%			15%			15%	40%
	Maintainer II	Park & Rec.			100%						
8	Police Records Clerk	Police Dept.	100%								
	Administrative Assistant	Town Mgr.	30%				15%		25%	25%	5%
	Administrative Assistant	Police Dept.	100%								
	Administrative Assistant	Bldg. Com. Dev.	60%				20%			20%	
	Administrative Assistant	Public Works	10%				30%			30%	30%
	Deputy Clerk III	CT - Payroll	40%		30%		5%			20%	5%
	Deputy Clerk III	CT - Water					30%			60%	10%
	Maintainer III	Public Works		40%			30%			30%	
	Maintainer III	PW - Water					50%			50%	
	Maintainer III	Park & Rec.			100%						
	Recreation Supervisor	Park & Rec.			100%						
	Marketing Coordinator	Park & Rec.			100%						
9	Maintainer IV	Public Works		40%			30%			30%	
	Maintainer IV	PW - Water					50%			50%	
	Maintainer IV	Parks			75%						25%
	Mechanic	Public Works		40%			30%			30%	
	Multi-Discipline Inspector	Bldg. Com. Dev.	60%				20%			20%	
	Zoning Enfor. Insp.	Bldg. Com. Dev.	60%				20%			20%	
	Community Service Off.	Police Dept.	100%								
	Civilian Accreditation/ Public Records Manager	Police Dept.	100%								

Grade	Position Title	Department or Area	General 101	MVH 201	Parks 204	Tech. 247	Sewer 280	CCD 402	Redev. Oper. 406	Water 601	Solid Waste 623
10	Crew Leader Crew Leader Crew Leader Accounting Analyst	PW - Mechanics PW - Streets PW - Utilities Clerk-Treas.	40%	40% 30%	15%		30% 30% 50% 15%			30% 30% 50% 20%	10% 10%
PD 10.1	Probationary Police Officer	Police Dept.	100%								
PD 10.2	2nd Class Police Officer	Police Dept.	100%								
PD 10.3	1st Class Police Officer	Police Dept.	100%								
PD 10.4	1st Class Regular Off.	Police Dept.	100%								
PD 10.5	1st Class Veteran Off.	Police Dept.	100%								
PD 10.6	Special 1st Class Officer	Police Dept.	100%								
11	Chief Building Inspector	Bldg. Com. Dev.	60%				20%			20%	
12	Data Processing Spec.	Town Mgr.				50%	20%			25%	5%
PD 13.1	Sergeant	Police Dept.	100%								
PD 13.2	1st Class Sergeant	Police Dept.	100%								
PD 13.3	Veteran Sergeant	Police Dept.	100%								
14	Supt. of Operations Supt. of Operations Sup. of Recreation	Park & Rec. Public Works Park & Rec.		25%	95% 100%		25%			25%	5% 25%
PD 16.1	1st Class Lieutenant	Police Dept.	100%								
PD 16.2	Veteran Lieutenant	Police Dept.	100%								

Grade	Position Title	Department or Area	General 101	MVH 201	Parks 204	Tech. 247	Sewer 280	CCD 402	Redev. Oper. 406	Water 601	Solid Waste 623
17	Fire Chief Deputy Town Manager Planning Director Controller	Fire Dept. Town Mgr. Bldg. Com. Dev. Clerk-Treas.	100% 10% 10% 30%		10% 10% 20%		20% 20% 10%		30% 15% 10%	25% 25% 25%	5% 20% 5%
18	Director of Operations Director of Parks & Rec.	Public Works Park & Rec.		25%	100%		25%			25%	25%
19	Chief of Police	Police Dept.	100%								
Uncl.	Town Council Clerk-Treasurer C-T part-time staff Town Manager		35% 30% 100% 10%		10%		25% 25% 20%		10% 30%	25% 30% 25%	15% 5% 5%

Updated: 11/20/23

## EXHIBIT E

### ORDINANCE 1926

#### Police Department Take-Home Vehicles and Stipend

All employees provided allowances, or the use of Town-owned vehicles are subject to reporting requirements, taxes, and other deductions as established by law.

Police officers at the rank of Chief and Lieutenant will be granted the use of a take-home vehicle as permitted in IC 36-8-4-3. Only the Police Chief shall be granted unlimited personal use of a take-home vehicle.

Police officers at or above the rank of First-Class Officer or below the rank of Lieutenant will receive an annual stipend of \$5,000.00 to be paid in quarterly installments. If a sworn officer is promoted to an eligible rank during the course of the year, that officer will receive the eligible prospective per-diem equivalent of the stipend in the next quarterly installment. If an eligible officer separates from the organization voluntarily during the course of the year, that officer will receive the eligible per-diem equivalent of the stipend payable at the time of the next quarterly installment.

If an officer is assigned to a K-9 unit, the officer is authorized the take-home use of the K-9 vehicle for purposes of transporting the dog or transportation to and from work or meetings, and the officer is deemed eligible to receive the annual stipend.

If a member of the Police Department Administration is required to take home a vehicle for purposes of responding directly to scenes and meetings, these employees are permitted the personal use of the take home vehicle within the boundaries as established by State Law IC 36-8-4.5-4 Residence Requirements for Police without any required reimbursements and supersedes any and all previous Vehicle Policies regarding the Police Department.

Ordinance 1926 states, in part, a Munster police officer who serves as an Assistant Commander in Charge of Operations of the Northwest Indiana Regional SWAT is granted the use of a take-home vehicle in order to transport specialized equipment, weapons, and explosives for which he or she is responsible for by that organization. See Ordinance 1926 for more information including the requirement for an annual evaluation to determine necessity and eligibility.

**EXHIBIT F**  
**ORDINANCE 1926**

**Understanding of Elected Officials' Compensation**

***The Statute:***

**IC 36-5-3-2 Compensation for officers and employees; fixing of annual compensation; determining increases or decreases in compensation**

Sec. 2. (a) As used in this section, "compensation" means the total of all money paid to an elected town officer for performing duties as a town officer, regardless of the source of funds from which the money is paid. The term includes all employee benefits paid to an elected town officer, including life insurance, health insurance, disability insurance, retirement benefits, and pension benefits. For purposes of determining an increase or decrease in compensation of an elected town officer, the term does not include any of the following:

- (1) Payment of an insurance premium.
- (2) Payments in recognition of:
  - (A) longevity;
  - (B) professional certifications; or
  - (C) educational advancements;that are separately identified on a salary ordinance or resolution.
- (3) Payment of a stipend or per diem allowed by statute.
- (4) A payment authorized under subsection (d).

(b) The town legislative body shall, by ordinance, fix the compensation of its own members, the town clerk-treasurer, and the town marshal. An ordinance adopted under this subsection that fixes the annual compensation of an elected town officer shall provide for an annual, monthly, or biweekly salary schedule. An elected town officer is not required to report hours worked and may not be compensated based on the number of hours worked. The legislative body shall provide reasonable compensation for other town officers and employees.

(c) The compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year.

(d) The legislative body may provide that town officers (including elected town officers) and employees receive additional compensation for services that:

- (1) are performed for the town;
- (2) are not governmental in nature; and
- (3) are connected with the operation of a municipally owned utility or function.

Subject to the approval of the legislative body, the administrative agency operating the utility or function shall fix the amount of the additional compensation, which shall be paid from the revenues of the utility or function.

[Pre-Local Government Recodification Citations: Part new; 18-3-1-34.]

*As added by Acts 1980, P.L.212, SEC.4. Amended by Acts 1981, P.L.17, SEC.26; P.L.351-1983, SEC.1; P.L.15-1993, SEC.4; P.L.209-2019, SEC.15.*

***The Employee Manual:***

From the *Town of Munster Employee Manual*, March 2018, Chapter 3.3 Leave, Section 4A: "Regular Full time and Part-time employees whose normal work week is twenty-four (24) hours or more shall be able to utilize vacation."

From the *Town of Munster Employee Manual*, March 2018, Chapter 3.3 Leave, Section 4E Vacation Leave Accumulation: "Vacation leave shall be earned on a daily basis. A vacation account shall be kept on each employee



with bi-weekly deposits and deductions when leave is taken. The maximum vacation accrual allowed is two (2) times an employee's annual rate of accrual. Accumulation in excess of this is addressed in Pay-in-Lieu-of-Leave."

From the *Town of Munster Employee Manual*, March 2018, Chapter 3.3 Leave, Section 4F Pay-In-Lieu-of-Leave: "Vacation accrued in excess of twice an employee's annual accrual shall be paid out at the employee's current hourly rate. The vacation accrual adjustment will take place twice annually. The first adjustment will take place on the first paycheck in January. The second adjustment will be on the first paycheck in July. An employee may request payment of accrued vacation leave to cover family financial emergencies. The employee must submit a request in writing to the Town Manager. The Town Manager may approve such a request and authorize the payment for the next regular payroll. In addition, an employee may use their vacation or compensation time for the use of employees who qualify for emergency leave. No other additional salary shall be paid to an employee in lieu-of-vacation."

### ***Understanding:***

Members of the Munster Town Council are elected officers and are not "regular full-time or part-time employees whose normal work-week is twenty-four hours or more." As such, members of the Munster Town Council are not eligible to receive Town-provided medical, dental, vision care, or long-term disability insurance; vacation allowance or payment in-lieu-of-vacation; sick leave; or payments in recognition of longevity, professional certifications, or educational advancements. Members of the Munster Town Council are eligible to receive a biweekly salary defined in the annual salary ordinance; employer contributions to a retirement plan; mileage reimbursement for use of a personal vehicle on Town business, but not commuting to/from home; per diem allowance for travel on Town business; life insurance premiums; and Park Department discounts defined in the annual salary ordinance.

The Clerk-Treasurer is both an elected officer and a regular full-time employee. In addition to the biweekly salary defined in the annual salary ordinance, the Clerk-Treasurer is eligible to receive Town-provided medical, dental, vision care, life, and long-term disability insurance; employer contributions to a retirement plan; mileage reimbursement for use of a personal vehicle on Town business, but not commuting to/from home; per diem allowance for travel on Town business; Park Department discounts defined in the annual salary ordinance; clothing, payments in recognition of professional certifications or educational advancements and other items granted to full-time employees as defined in the annual salary ordinance. Although the Clerk-Treasurer is not required to report hours worked, if the Clerk-Treasurer voluntarily reports hours worked in the same manner as other regular full-time employees, then the Clerk-Treasurer will also be eligible to receive vacation allowance or payment in-lieu-of-vacation; sick leave; and payments in recognition of longevity.

Exhibit G to Ordinance 1926  
Clarifying Language for Implementation of  
the 2024 Salary Ordinance

Positions listed on Exhibit A: *Pay Ranges for Classified Employees, Grades 12 through 18* will be paid at least the minimum amount listed on the matrix and no more than the maximum amount listed.

The following applies to all positions listed on Exhibit A: *Pay Ranges for Classified Employees, Grades 6 through 11* and Exhibit B: *Pay Step and Grade for Sworn Police Officers*.

1. Movement from one step to the next is based on years of service ***in the position***.
2. New employees who are not sworn officers may begin at step 1, 2, or 3 of their grade. Employees do not move beyond step 3 until the start of their 6<sup>th</sup> year.
3. Probationary, 2<sup>nd</sup> Class, and 1<sup>st</sup> Class Police Officers are each considered a different position, and an employee can be hired in at whichever he or she qualifies for based on State of Indiana and Departmental regulations.
4. If a cost-of-living increase is given, all employees will receive it at the same time regardless of time in their position.
5. Pay rates must be at one of the defined steps of the pay matrix with exception of Item 6.
6. As the new steps are implemented, some employees will not be eligible for a wage increase and the wages of some of these employees will be at or above their step of the current pay grade for their position. Employees in this situation will 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 or their years of service cause their salary or hourly wages to fall within the range for their job grade. Employees in this situation are eligible for an annual percentage lump-sum payment based on the approved percent increase to their Grade. In some instances, an employee will receive both a lump sum and an increase in base wages. This happens when the matrix “catches up” to the employee pay rate and the two come into balance. The percent of the new wage and lump sum will not exceed the percent granted to the Grade of the employee.
7. One of the primary goals of the Step and Longevity system is to create equity within the individual grades and between the various grades. At the time of implementation, it was known that there were instances where the new system did not correct an inequitable situation. In these cases, a “true-up” was made to correct the inequity and increased the base wage of the employee. Employees who received a true-up increase may be paid a wage not on a defined step until the matrix and the wage come into balance. Employees in this situation are subject to Item 6 for any wage increases after the initial true-up of 2022.

## Exhibit H to Ordinance 1926 Transitional Employees

There are times when the Town knows well in advance that leadership personnel are leaving employment with the Town due to retirement or other opportunities. For higher grade positions, it is beneficial for the successor employee to have time to shadow and train with the outgoing employee. To allow a smoother transition in these situations, the number of Authorized Personnel listed in Exhibit A: *Pay Ranges for Classified Employees* or Exhibit B: *Pay Step and Grade for Sworn Police Officers* can be exceeded with the following stipulations.

1. The Department Head, Town Manager, and Clerk-Treasurer must approve, in writing, all Transitional Employees prior to recruitment efforts for the separating employee. A *Transitional Employee* Form will be created for these purposes for documentation and internal control.
2. Only positions at Grades 10 and higher on Exhibits A (non-sworn personnel) and B (sworn personnel) are eligible for consideration. The Clerk-Treasurer and the Town Manager positions are not eligible for a Transitional Employee.
3. No Transitional Employee will be authorized if adequate funding is not available and verified.
4. The separating employee must formally commit to separating employment from the Town on a specific date. Employment will not continue beyond the stated separation date.
5. Only one Transitional Employee will be assigned to a departing employee. In other words, there cannot be multiple Transitional Employees competing for the same position. The determination of who will replace the departing employee must be made prior to applying for Transitional Employee status.
6. The number of Transitional Employees in a department at any given time cannot be so great that operations are hindered.
7. During the transition period, the pay rate of the Transitional Employee must be less than the separating employee, must be in keeping with Section IX: Additional Provisions, and does not need to be on a specific step.
8. Once the Transitional Employee is permanently placed in the higher position, the pay rate will be set based on the provisions of the Salary Ordinance for a regular, permanent, full-time employee.
9. The separation date will be the last day the separating employee worked. No form of leave time will be used for the separation date.
10. The time-in-position date for the incoming employee will be the first day after the separation date of the separating employee.
11. Transitional Employees can be in place for a period of thirty days or less.