

Exhibit F to Ordinance 1972
Clarifying Language for Implementation of
the 2025 Salary Ordinance

The Town of Munster is implementing a new pay system for non-sworn personnel. The system was developed as the result of a lengthy salary study performed in 2024. The following applies to all positions listed on Exhibit A: *Salary Grades and Ranges*.

1. Positions listed will be paid at least the minimum amount listed and no more than the maximum amount listed.
2. All employees will receive at least 3.00% either in a base rate increase, lump sum bonus, or combination of the two.
3. 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 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 bonus based on the approved percent increase to sworn personnel (e.g. 3.00%). In some instances, an employee will receive both a lump sum and an increase in base wages. This happens when the Salary Range “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.
4. As the new system is implemented, employees will be placed in their correct equity position. This can result in some employees receiving greater than 3.00%.