

ORDINANCE 2000

EXHIBIT A: SALARY GRADES AND RANGES (non-SWORN PERSONNEL)

Salary Grade	Salary Grade Minimum	Salary Grade Midpoint	Salary Grade Maximum	# Approved Positions per Ordinance	Position Title	Department
1	\$14.00	\$17.50	\$21.01	1	Maintenance Level I - Public Works	Public Works
2	\$17.81	\$22.27	\$28.56	2	Administrative Secretary	Town Mgr.
				1	Administrative Secretary	Public Works
				2	Administrative Secretary	Park & Rec.
				1	Administrative Secretary	Fire
				1.5	Administrative Secretary	Bldg. Com. Dev.
				3	Accounting/Counter Deputy Clerk	Clerk-Treas.
				4	Maintenance Level II - Parks & Recreation	Park & Rec.
				23	Maintenance Level II - Public Works	Public Works
				2	Police Records Clerk	Police
3	\$20.40	\$25.50	\$30.60	1	Deputy Clerk - Accounts Payable	Clerk-Treas.
				2	Maintenance Level III - Parks & Recreation	Park & Rec.
				10	Maintenance Level III - Public Works	Public Works
				1	Maintenance Level III - MS4	Public Works
				1	Marketing Coordinator	Park & Rec.
	\$1,632.00	\$2,040.00	\$2,448.00	2	Recreation Supervisor	Park & Rec.
4	\$21.27	\$27.86	\$33.43	1	Administrative Assistant	Town Mgr.
				1	Administrative Assistant	Police
				1	Administrative Assistant	Public Works
				1	Administrative Assistant	Bldg. Com. Dev.
				1	Apprentice Mechanic	Public Works
				1	Deputy Clerk - Bookkeeping	Clerk-Treas.
				1	Deputy Clerk - Fleet	Clerk-Treas.
				1	Deputy Clerk - Payroll	Clerk-Treas.
				1	Deputy Clerk - Water Billing	Clerk-Treas.
5	\$24.95	\$31.19	\$37.42	1	Benefits Specialist	Clerk-Treas.
				2	Community Service/Code Enforcement Officer	Police
				2	Maintenance Level IV - Parks & Recreation	Park & Rec.
				5	Maintenance Level IV - Public Works	Public Works
				2	Mechanic	Public Works
				1	PD Technical Support Specialist	Police
				1	Zoning Enforcement Inspector	Bldg. Com. Dev.
6	\$25.67	\$33.34	\$41.01	1	Accounting Analyst	Clerk-Treas.
				1	Crew Leader - Mechanic	Public Works
				1	Crew Leader - Street	Public Works
				1	Crew Leader - Water & Sewer	Public Works
				1	Multi Discipline Inspector	Bldg. Com. Dev.
7	\$2,274.40	\$2,954.40	\$3,633.60	1	Deputy Controller	Clerk-Treas.
				1	Licensed Social Worker	Police
				1	Director of Economic Development	Town Mgr.
				1	Director of Communications & Community Relations	Town Mgr.
	\$28.43	\$36.93	\$45.42			
8	\$2,519.20	\$3,272.00	\$4,024.00	1	Chief Building Inspector	Bldg. Com. Dev.
9	\$2,770.40	\$3,597.60	\$4,424.80	1	Assistant Town Manager	Town Mgr.
				1	Superintendent of Operations - Parks & Recreation	Park & Rec.
				1	Superintendent of Recreation	Park & Rec.
				1	Superintendent - Special Projects	Public Works
				1	Superintendent of Operations - Public Works	Public Works
	\$34.63	\$44.97	\$55.31			
10	\$3,232.00	\$4,197.60	\$5,163.20	1	Fire Chief	Fire
				1	Director of Operations - Public Works	Public Works
	\$40.40	\$52.47	\$64.54	1	Director of Parks & Recreation	Park & Rec.
11	\$3,444.00	\$4,472.00	\$5,500.80	1	Controller	Clerk-Treas.
	\$43.05	\$55.90	\$68.76	1	Planning Director	Bldg. Com. Dev.

Updated:10/28/2025

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EXHIBIT B
PAY SCHEDULE FOR SWORN POLICE OFFICERS

Rank/Position Title	Authorized Personnel	Pay Rate	Frequency
Probationary Police Officer	35 total for all Probationary and 1st Class Officers	\$ 33.03	hourly
1st Class Police Officer		\$ 41.31	hourly
Sergeant	11	\$ 46.86	hourly
Lieutenant	2	\$ 4,357.79	biweekly
Deputy Chief	1	\$ 4,575.68	biweekly
Chief of Police	1	\$ 5,799.63	biweekly

A portion of the payroll and benefits will be paid from the TIF Allocation Fund by making a transfer into the General Fund.

Updated: 10/28/25

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EXHIBIT C

**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-\$14.00-\$15.00
Office Clerk	\$11.00-\$14.00-\$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>	
Pool Manager	<u>Salary/Wage Range (per hour)</u> \$18.00-\$24.00 \$27.00
Assistant Pool Manager	\$14.00-\$18.00 \$21.00
Head Lifeguard	\$13.00-\$17.00 \$20.00
Lifeguards	\$13.00-\$16.00 \$19.00
Cashier/Admission Personnel	\$10.50-\$12.00 \$15.00
Pool Maintenance	\$13.00-\$16.00 \$19.00
Swim Lesson Coordinator	\$15.00-\$20.00 \$23.00
Swim Instructor	\$13.00-\$16.00 \$19.00
<u>Summer Camp Staff</u>	
Camp Directors	<u>Salary/Wage Range (per hour)</u> \$15.00-\$20.00
Camp Coordinator	\$11.00-\$14.00
Camp Counselors	\$10.50-\$12.00
<u>Park Maintenance</u>	
Part-Time Maintenance (Seasonal and Summer)	<u>Salary/Wage Range (per hour)</u> \$14.00-\$17.00
<u>Centennial Park Maintenance</u>	
Part-Time Maintenance	<u>Salary/Wage Range (per hour)</u> \$14.00-\$17.00
Park Attendant	\$14.00-\$17.00

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EXHIBIT D: DISTRIBUTION OF PAYROLL BY FUND

Grade	Position Title	Department or Area	General 1101	MVH 2201	Parks 2204	Tech. 2547	Sewer 2580	Redev. Oper. 4406	Water 6101	Solid Waste 6604
1	Maintainer I	PW- Bldg Maint.	35%		25%		15%		25%	
2	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%							
	Deputy Clerk-Accounting	Clerk-Treas.	40%		25%		10%		20%	5%
	Deputy Clerk-Counter	Clerk-Treas.	60%				10%		20%	10%
	Deputy Clerk -Water	Clerk-Treas.					30%		60%	10%
	Maintenance Level II-Street	Public Works		40%			30%		30%	
	Maintenance Level II-Water	Public Works					50%		50%	
	Maintenance Level II-Solid Waste	Public Works		30%			15%		15%	40%
	Maintainer II	Park & Rec.			100%					
	Police Records Clerk	Police Dept.	100%							
3	Deputy Clerk-Acct. Payable	Clerk-Treas.	35%		25%		10%		25%	5%
	Maintenance Level III-Street	Public Works		40%			30%		30%	
	Maintenance Level III-Water/Sewer	Public Works					50%		50%	
	Maintenance Level III-MS4	Public Works	20%	10%			40%		30%	
	Maintenance Level III	Park & Rec.			100%					
	Marketing Coordinator	Park & Rec.			100%					
	Recreation Supervisor	Park & Rec.			100%					
4	Administrative Assistant	Police Dept.	100%							
	Administrative Assistant	Bldg. Com. Dev.	60%				20%		20%	
	Administrative Assistant	Public Works	10%				30%		30%	30%
	Administrative Assistant	Town Mgr.	40%		30%		5%		20%	5%
	Apprentice Mechanic	Public Works		40%			30%		30%	
	Community Service Off.	Police Dept.	100%							
	Deputy Clerk-Bookkeeping	Clerk-Treas.	40%		15%		15%		20%	10%
	Deputy Clerk-Fleet Admin.	Clerk-Treas.	35%		10%		20%		30%	5%
	Deputy Clerk-Payroll	Clerk-Treas.	40%		15%		15%		20%	10%
	Deputy Clerk-Water	Clerk-Treas.					30%		60%	10%
5	Benefits Specialist	Town Mgr.	50%		20%		5%		20%	5%
	Maintainer IV-Park Maintenance	Parks			100%					
	Maintainer IV-Centennial	Parks			95%					5%
	Maintenance Level IV-Street	Public Works		40%			30%		30%	
	Maintenance Level IV-Water/Sewer	Public Works					50%		50%	
	Mechanic	Public Works		40%			30%		30%	
	PD Technical Support Specialist	Police	100%							
	Zoning Enfor. Insp.	Bldg. Com. Dev.	60%				20%		20%	
6	Accounting Analyst	Clerk-Treas.	40%		15%		15%		20%	10%
	Crew Leader-Mechanic	Public Works		40%			30%		30%	
	Crew Leader-Street	Public Works		30%			30%		30%	10%
	Crew Leader-Water/Sewer	Public Works					50%		50%	
	Multi-Discipline Inspector	Bldg. Com. Dev.	60%				20%		20%	

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Grade	Position Title	Department or Area	General 1101	MVH 2201	Parks 2204	Tech. 2547	Sewer 2580	Redev. Oper. 4406	Water 6101	Solid Waste 6604
7	Deputy Controller	Clerk-Treas.	30%		20%		10%	10%	25%	5%
	Licensed Social Worker	Police	100%				15%	30%	25%	
	Director of Economic Development	Town Mgr.	30%							
	Director of Communications & Community Relations	Town Mgr.	25%		10%	25%	10%		25%	5%
8	Chief Building Inspector	Bldg. Com. Dev.	60%				20%		20%	
9	Assistant Town Manager	Town Mgr.	10%		10%		20%	30%	25%	5%
	Sup. of Operations-Parks	Park & Rec.			95%					5%
	Supt. of Recreation	Park & Rec.			100%					
	Superintendent-Operations	Public Works		25%			25%		25%	25%
	Superintendent-Special Projects	Public Works		25%			25%		25%	25%
10	Fire Chief	Fire Dept.	100%							
	Director of Operations	Public Works		25%			25%		25%	25%
	Director of Parks & Recreation	Park & Rec.			100%					
11	Controller	Clerk-Treas.	30%		20%		10%	10%	25%	5%
	Planning Director	Bldg. Com. Dev.	10%		10%		20%	15%	25%	20%
	*All Sworn Personnel	Police Dept.	100%							
Uncl.	Town Council		35%				25%		25%	15%
	Clerk-Treasurer		30%				25%	10%	30%	5%
	C-T part-time staff		100%							
	Town Manager		10%		10%		20%	30%	25%	5%

*A portion of the payroll and benefits will be paid from the Opioid Settlement Funds by making a transfer into the General Fund.

Updated: 10/28/25

EXHIBIT E

ORDINANCE 2000

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 F to Ordinance 2000
Clarifying Language for Implementation of
the 2026 Salary Ordinance

The Town of Munster implemented a new pay system for non-sworn personnel in the second half of 2024. 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 2.00% 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. 2.00%). 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 2.00% in 2026.
5. Pay rates will be in accordance with the Compensation and Salary Structure for non-Sworn Personnel adopted November 18, 2024.

**ORDINANCE 2000
EXHIBIT G: STIPENDS**

Stipends are designed to compensate regular, full-time employees who get additional credentials that are of value to the Town and are specific to the employee's role. All stipends are taxable benefits per IRS guidelines and appropriate taxes will be withheld. A Personnel Action Form and copy of the certificate or other supporting documentation must be presented to the Town Manager and the Clerk-Treasurer for the stipend to go into effect.

All stipends are subject to the approval of the Department Head. The employee is responsible for submitting certification and recertification paperwork for stipend(s) to continue past their expiration. There will be one on-call employee for each the Street and the Water/Sewer Department each weekend.

PUBLIC WORKS employees are eligible for the following.

License	bi-weekly amount
Assigned to on-call duty	\$ 200.00
Water Operator	\$ 100.00
Pesticide Applicator	\$ 50.00
MS4 Inspector	\$ 50.00

PARK MAINTENANCE employees are eligible for the following.

License	bi-weekly amount
Certified Landscape Architect	\$ 75.00
Pesticide Applicator	\$ 50.00
Master Gardener	\$ 50.00
Certified Playground Safety Inspector	\$ 50.00

PARK RECREATION employees are eligible for the following.

License	bi-weekly amount
Certified Park & Recreation Executive	\$ 125.00
Certified Park & Recreation Professional	\$ 75.00
Certified Therapeutic Recreation Specialist	\$ 50.00
Certified Playground Safety Inspector	\$ 50.00
Aquatic Facility Operator	\$ 50.00
Certified Pool Operator	\$ 50.00

NOTE: While an employee may hold both, a stipend will be paid for *EITHER* the Aquatic Facility Operator *OR* the Certified Pool Operator certifications.

COMMUNITY DEVELOPMENT employees are eligible for the following.

License	bi-weekly amount
American Institute of Certified Planners	\$ 125.00
Certified Economic Developer Certification	\$ 125.00
Building Official	\$ 100.00
Building Inspector B1 or B2	\$ 100.00

CLERK-TREASURER OFFICE employees are eligible for the following.

License	bi-weekly amount
Master of Public Affairs	\$ 125.00
Certified Public Funds Investment Manager-Advanced	\$ 75.00
Indiana Accredited Municipal Clerk-Advanced	\$ 75.00
Master Municipal Clerk	\$ 75.00
Certified Public Funds Investment Manager	\$ 50.00
Certified Municipal Officer	\$ 50.00
Indiana Accredited Municipal Clerk	\$ 50.00
Certified Municipal Clerk	\$ 50.00
Certified Public Finance Administrator	\$ 50.00

NOTE: Certifications listed as "Advanced" replace other accreditations on the list. Once the Advanced level is reached, the employee is no longer eligible for basic accreditation. The *Master Municipal Clerk* certification is the Advanced level of the Certified Municipal Clerk.

- Employees who earn and maintain the Employee of Responsible Charge certification and are assigned to a Munster project (including CCMG applications) will receive a bi-weekly stipend of \$200.00.