

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Copy to:** Dustin Anderson, Town Manager

**Date:** July 18, 2022

**Re:** Ordinance 1874: Amendment #3 to 2022 Salary Ordinance

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Council adopted Ordinance 1854: Amendment #1 to the 2022 Salary Ordinance at the February 21, 2022, meeting. The ordinance instituted a Grade and Step pay system for most non-Police employees. During implementation, employees were moved to the appropriate steps within the grade associated with their position title. Two employees came forward to appeal where they were placed on the matrix. One of these was addressed administratively under the authorization of the existing ordinance. The second requires Council Action.

The Superintendent of Recreation has been classified at Grade 11. The incumbent requested a review of this classification and subsequently documented that the level of responsibility of this position is equal to that of the Superintendent of Operations for the Park Department, a position which is classified at Grade 14. Staff is in agreement with this reclassification.

Ordinance 1874 has been drafted for this purpose and is set to be effective upon passage.

**RECOMMENDED ACTION:**

By motion and voice vote, hear proposed Ordinance 1874 on first reading as presented and schedule second reading for August 1, 2022.