

ORDINANCE 1899

AMENDMENT #2 TO THE 2023 SALARY ORDINANCE

WHEREAS, The Town Council adopted Ordinance 1890 which established the 2023 Pay Plan for the Town of Munster at their meeting of December 19, 2022; and

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

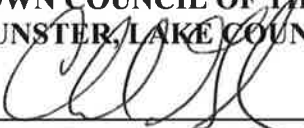
WHEREAS, It is necessary from time to time to add, subtract, modify, correct, or otherwise amend the terms of an adopted ordinance; now, therefore, be it

ORDAINED, By the Town Council of the Town of Munster, Lake County, Indiana, that Ordinance 1890 be amended by changing the following.

1. Increasing the number of Police Officers in PD Grade 10 from 31 to 32. This brings the total number of Sworn Officers, including the Police Chief, to 44.
2. Addition of Exhibit H: Transitional Employees

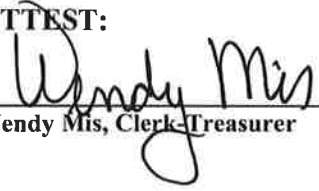
ADOPTED AND PASSED this 1st day of May 2023, by a vote of 5 in favor and 0 opposed.

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



Chuck Gardiner, President

ATTEST:



Wendy Mis, Clerk-Treasurer

ORDINANCE 1899
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 I	Police Dept.	Year 1	32 total for all five PD 10 titles	2019	\$ 24.93	hourly
PD 10.2	2nd Class Police	Police Dept.	Year 2		2018	\$ 30.23	hourly
*PD 10.3	1st Class Police	Police Dept.	Start of yr. 3 w/ Munster PD. Or Yr. 1 as Lateral Hire		2017	\$ 31.13	hourly
PD 10.4	1st Class Regu	Police Dept.	Start of yr. 6 w/ Munster PD.		2014	\$ 32.78	hourly
PD 10.5	1st Class Vete	Police Dept.	Start of yr. 10 w/Munster PD.		2010	\$ 35.50	hourly
**PD 10.6	Special 1st Cl	Police Dept.	After 34 yrs. LE & 20 yrs. w/Munster	Pension Salary		\$37.60 + 20 yr. Longevity	hourly
PD 13.1	Sergeant	Police Dept.	Starting	9 total for all 3 titles		\$ 37.34	hourly
PD 13.2	1st Class Serg	Police Dept.	Start of yr. 6 as Sgt.		2014	\$ 38.96	hourly
PD 13.3	Veteran Serge	Police Dept.	Start of yr. 10 as Sgt.		2010	\$ 40.58	hourly
PD 16.2	1st Class Lieu	Police Dept.	Starting	2 total for both titles		\$ 3,571.00	biweekly
PD 16.3	Veteran Lieut	Police Dept.	Start of yr. 5 as Lt.		2015	\$ 3,803.75	biweekly
PD 19.1	Chief of Polic	Police Dept.		1		\$ 4,385.35	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.

Exhibit H to Ordinance 1899 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* 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.
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.