

ORDINANCE 1575

AN ORDINANCE ESTABLISHING THE 2013 SALARY AND PAY PLAN FOR THE TOWN OF MUNSTER, INDIANA (2013 SALARY ORDINANCE)

WHEREAS, The Munster Town Council must establish annually a salary for all elected officials and certify the Police Pension Base prior to January 1 of the ensuing year; and

WHEREAS, The Munster Town Council will consider the Classified Employees Pay Plan and will take formal action after January 1, 2013; now, therefore, be it

ORDAINED, By the Munster Town Council, that the 2013 Salary and Pay Plan for elected officials, certain appointed officials, and the 2013 Police Pension Base is hereby adopted:

SECTION I. ELECTED OFFICIALS, TOWN MANAGER, & TOWN ATTORNEY

	Number <u>Authorized</u>	Biweekly <u>Salary</u>
President of Town Council	1	\$ 475.00
Members of Town Council	4	\$ 450.00
Clerk-Treasurer	1	\$ 3,361.80
Town Manager	1	\$ 4,652.59
Town Attorney	1	\$ 527.76

For elected officials not already covered by the Indiana Public Retirement System (INPRS), the Town shall contribute to one of the approved deferred compensation programs administered by the Town an amount equal to the current actuarial assessment for the Town's INPRS contribution, plus the employee's contribution currently paid by the Town.

The Clerk-Treasurer and Town Manager shall participate in all other aspects of the employee benefits programs, including the holiday bonus in the form of a single payment of \$100.00, less mandated deductions and withholdings.

SECTION II. CERTAIN APPOINTED OFFICIALS

Members of the Plan Commission, Board of Zoning Appeals, Board of Safety, and Park Board shall receive a stipend of \$600.00/year, payable quarterly in arrears.

Members of the Nominating Committee, MUNCAB, Special Advisory Board, and Fine Art Committee shall receive a stipend of \$50.00/meeting attended, payable quarterly in arrears, not to exceed \$600.00/year.

Notes: Members of the Town Council are not entitled to receive additional compensation for service on boards or commissions.
The annual stipend will be prorated if the member's service does not total a full year.

SECTION III. PENSION

Employer Pick-up of INPRS

Employees participating in the Civilian INPRS shall have their employee contribution (3.00%) paid for by the Town per Ordinance 863, adopted December 21, 1987.

Alternative Retirement Programs

Program Managers and other regular employees, including paid-on-call members of the fire department, not covered by INPRS or the 1925 or 1977 Police Pension Plans, shall have an amount equal to:

1. The 2013 actuarial assessment (10.00%) for the Town's 2013 contribution, plus
2. The employee's contribution (3.00%) paid by the Town.

These amounts shall be contributed to the ICMA-RC Section 457 Deferred Compensation program as administered by the Town. Additionally, the Town shall make a \$17,500.00 contribution plus a \$5,500.00 catch-up contribution to the Town Manager's 457 Plan account during 2013, for a total of \$23,000.00.

2013 Certified Police Pension Rate

The Certified Police Pension Base for 2013 is \$59,529.60 plus \$2,790.00 longevity, for an annual total of \$62,319.60.

Pension Board Secretary

The Police Pension Board Secretary shall receive an annual stipend of \$600.00, payable monthly. This amount shall not be added to the employee's base salary for the purpose of calculating merit pay or leave.

SECTION IV. CONTINUATION OF BENEFITS

Until the 2013 pay plan is finalized for classified and other employees, the following shall continue.

A. LONGEVITY

Longevity – General

The Town Council's policy is to award longevity bonus payments to those employees with more than five years of service with the Town. Longevity bonus amounts shall be reviewed by the Town Council every twenty-four months. The Town Council shall determine if the amounts are to be modified, based on budget constraints, market forces, and cost of living since the last adjustment. Longevity amounts remained the same for 2013 as in 2012; the next review is scheduled for fiscal year 2014.

Inclusion of Longevity in Police Pension

For Police Pension purposes, the twenty-year level shall be used to determine the longevity portion of the Police Pension certified salary.

Longevity Payment Non-Fire Personnel

Payments shall be made in a lump sum, from which shall be withheld all taxes and deductions payable on the last pay date in January of each year. Longevity shall be calculated and paid retroactively for overtime calculations. Employees who separate in good standing after January 1, 2013, shall receive their prorated longevity payment at the time of separation. Longevity payments are based on length of service rendered up to December 31 of the previous fiscal year.

Longevity for Paid-on-Call Fire Personnel

Paid-on-call members of the Fire Department shall be eligible for longevity bonuses based on a pro-rata number of hours worked, on fire department-related activities, when compared to the normal 2,080 hour work year. Employees of the Town who are members of the Fire Department shall also be given credit for the hours they respond to fire calls during regular work hours. This shall be in addition to their regular longevity accrual.

Longevity Payment Schedule

<u>Years of Service</u>	<u>Annual Longevity Benefit</u>
0 through 5	\$ -0-
6 through 8	\$ 90.00
9 through 11	\$ 150.00
12 through 14	\$ 180.00
15 through 17	\$ 210.00
18 through 20	\$ 300.00

B. MISCELLANEOUS BENEFITS & PROVISIONS

Health Insurance – The employees' contribution for health insurance premiums will increase to 15.0% from the 2012 rate of 12.5%, effective during the month the Town Council approves general wage and salary increases during 2013. The increase to 15.0% will not be applied retroactively. Employees will also contribute 100% of the cost of dependent dental insurance.

Holiday Bonus – The Clerk-Treasurer and all other eligible Town employees shall receive a holiday bonus in the form of a single payment of \$100.00, less mandated deductions and withholdings. The bonus will be prorated for those eligible employees whose employment began during 2013. Town Council members are exempt from the holiday bonus.

Pool Discounts – All regular employees, including members of the Fire Department, crossing guards, and members of boards and commissions, are eligible for a \$50.00 discount off the early bird resident rate for any selected level of annual pass to the Munster Community Pool. The Town Manager and Clerk-Treasurer are authorized to establish procedures for payment of passes by payroll deduction. Employees choosing to utilize this benefit shall have the value of the discount included as imputed income. Only one discount per employee is allowed. Discounts apply only to members of the employee's immediate family. Employees of the Munster Community Pool are eligible for a 10% discount on employee only concession stand purchases while working, including immediately preceding or following the scheduled work shift.

Uniforms & Clothing Allowance – The Town provides employees with uniforms, specialty work clothes, and items with the Town or departmental logos. Certain employees are awarded an annual clothing allowance. Clothing allowances and the value of certain uniforms and clothing provided by the Town shall be subject to taxes and other deductions as established by law.

Automobile – The Town provides active and participating members of the Munster Fire Department a vehicle allowance. This is paid in arrears based upon participation of the member. Certain employees are provided vehicles in accordance with the Town's vehicle policy. All employees provided allowances or the use of Town-owned vehicles are subject to reporting requirements, taxes, and other deductions as established by law.

Centennial Park Benefits – All regular employees, including members of the Fire Department, crossing guards, and members of boards and commissions, are eligible for a 20% discount from the current resident rates for golf-related charges, dog park memberships, clothing, and pro-shop merchandise. A 10% discount will be given on room and facility rentals. A 20% discount will be given at The View on food and beverages.

The Town Manager and Director of Parks & Recreation are authorized from time to time to establish approved discount packages for employees. The Town Manager and Clerk-Treasurer are authorized to establish procedures for payment of annual passes and

facility/room charges by payroll deduction. Employees choosing to utilize this benefit shall have the value of the discount included as imputed income when required by IRS regulations. Discounts apply only to members of the employee's immediate family.

Mileage Reimbursement Rate – Employee use of a privately owned vehicle driven on official Town business shall be reimbursed at the standard mileage rate established by the latest Internal Revenue Service determination.

SECTION IX. ADDITIONAL PROVISIONS

- Job titles, pay ranges, and number of authorized positions for all regular and classified employees are contained in the pay matrix attached as Exhibit B.
- Compensation rates for fire department, seasonal recreational, and seasonal non-recreational employees (except School Crossing Guards) are contained in the 2012 Pay Plan as amended. The School Crossing Guard hourly rate will be increased 1%, to \$9.49.
- Pay rate increases for elected employees and the Town Attorney will be effective January 1, 2013.
- Salary ranges do not include overtime compensation, holiday bonus, deferred compensation, cash bonuses, insurance and retirement contributions paid by the Town, tax liability added for personal use of Town vehicles, compensation for accrued vacation liability, and reimbursement for business related expenses.
- When employees are promoted to higher job classifications, they shall be placed at the step in the higher grade that provides a minimum percentage increase of five percent (5.00%). Employees may receive greater than a 5.00% increase in salary if promoted multiple grades.

ORDAINED and ADOPTED by the Town Council of the Town of Munster, Indiana, on the 10th day of December 2012, by a vote of 4 in favor and 0 opposed.

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


David B. Nellans, President

ATTEST:


David F. Shafer, Clerk-Treasurer

EXHIBIT B to ORDINANCE 1575

With 1% Increase Approved 10/8/12

Hourly Equivalents by Step and Grade, Full-Time and Part-Time Classified Employees

Grade	Title	Authorized Personnel	Step	1	2	3	4	5	6	7	8	9	10	11	Max.
4	Building Maintainer (PW) Building Maintainer (Centennial Park)	1 1	\$	10.43	10.84	11.26	11.88	12.09	12.51	12.86	13.19	13.54	13.88	14.23	14.59
6	Deputy Clerk II (C-T) Police Records Clerk (PD) Secretary (TM) Secretary (P&R)	5 4 1 1	\$	13.28	13.79	14.33	14.86	15.40	15.93	16.37	16.81	17.24	17.68	18.12	18.59
6.5	Police Communications (part-time) (PD)	1	\$	13.67	14.26	14.83	15.44	16.03	16.61	17.09	17.57	18.06	18.54	19.03	19.55
7	Administrative Secretary (TM) Administrative Secretary (PD) Administrative Secretary (PW) Administrative Secretary (BCD) Administrative Secretary (P&R) Cable Television Coordinator (TM) Maintainer II (PW) Maintainer II (P&R) Maintainer II (P&R Centennial Park) Police Communications (PD) Recreation Supervisor (P&R) ± Facilities Maintenance Manager	1 1 2 1 1 1 20 3 2 5.5 3 1	\$	14.69	15.28	15.86	16.46	17.06	17.63	18.11	18.60	19.09	19.57	20.05	20.57
8	Administrative Assistant (TM) Deputy Clerk III (C-T) Maintainer III (PW) Maintainer III (Centennial Park) Maintainer III (P&R)	1 1 14 2 1	\$	16.14	16.78	17.43	18.07	18.72	19.37	19.89	20.42	20.95	21.49	22.02	22.58
9	Maintainer IV (PW) Mechanic (PW) Mechanic (Centennial Park) Multi-Discipline Inspector (BCD) Community Service Officer (PD)	2 5 1 4 1	\$	17.55	18.26	18.97	19.66	20.37	21.07	21.63	22.22	22.79	23.37	23.95	24.56
10	Crew Leader (PW) Public Information Officer (TM) Accounting Analyst (C-T) Golf Course Manager (Centennial Park)	4 1 1 1	\$	18.99	19.74	20.50	21.26	22.02	22.78	23.40	24.03	24.67	25.29	25.92	26.58
PD-10	Probationary Police Officer (PD) Second Class Police Officer (PD) First Class Police Officer (PD)	27	\$	18.99	20.88	22.78	23.40	24.03	24.67	25.29	25.92	26.58	27.24	27.93	28.62

*Hourly Position

**The Assistant to the Town Manager and Assistant Town Manager positions are authorized one full-time-equivalent. Only one position will be filled at any given time.

±Salaried positions due to FLISA Exempt status

Hourly Equivalents by Step and Grade, Full-Time and Part-Time Classified Employees

EXHIBIT B to ORDINANCE 1575

With a 1% increase, Approved 10/16/12

Grade	Title	Authorized Personnel	Step 1	2	3	4	5	6	7	8	9	10	11	Max.
<i>Positions below are exempt from overtime and salaries reflect bi-weekly rates.</i>														
11	Superintendent of Park Maintenance (P&R)	1	\$ 1,633.06	\$ 1,697.65	\$ 1,763.26	\$ 1,827.84	\$ 1,893.45	\$ 1,958.04	\$ 2,013.39	\$ 2,067.73	\$ 2,121.04	\$ 2,175.37	\$ 2,228.68	\$ 2,286.08
	Superintendent of Recreation (P&R)	1												
	Chief Building Inspector (BCD)	1												
	Facilities Manager (Centennial Park)	1												
	Food Service Manager (Centennial Park & Pool)	1												
12	Data Processing Specialist (TM)	1	\$ 1,745.83	\$ 1,816.57	\$ 1,885.25	\$ 1,955.99	\$ 2,025.70	\$ 2,095.41	\$ 2,152.82	\$ 2,210.22	\$ 2,268.66	\$ 2,326.07	\$ 2,383.47	\$ 2,444.98
	Information Technical Specialist (TM)*	1												
	MIS & Communication Supervisor (PD)	1												
13	Assistant to Town Manager (TM)** - vacant	0	\$ 1,861.67	\$ 1,934.46	\$ 2,009.29	\$ 2,084.13	\$ 2,158.97	\$ 2,231.75	\$ 2,295.31	\$ 2,355.79	\$ 2,417.30	\$ 2,478.81	\$ 2,540.32	\$ 2,605.93
	Sergeant (PD)*	8												
14	Centennial Park Maintenance Superintendent (P&R)	1	\$ 1,975.46	\$ 2,053.38	\$ 2,132.31	\$ 2,212.27	\$ 2,291.21	\$ 2,369.12	\$ 2,435.76	\$ 2,500.34	\$ 2,565.95	\$ 2,631.56	\$ 2,696.14	\$ 2,765.85
	General Maintenance Superintendent (PW)	1												
	Golf Course Superintendent (P&R)	1												
	Administrative Aide to COP (PD)	1												
15	Assistant Town Manager (TM)**	1	\$ 2,088.23	\$ 2,171.27	\$ 2,254.30	\$ 2,339.39	\$ 2,423.45	\$ 2,506.49	\$ 2,575.18	\$ 2,643.86	\$ 2,713.57	\$ 2,782.26	\$ 2,850.94	\$ 2,923.73
	Accounting Supervisor (C-T)	1												
	Lieutenant (PD)	2												
17	Fire-Chief (FD)-vacant	0	\$ 2,316.84	\$ 2,410.13	\$ 2,501.37	\$ 2,593.63	\$ 2,686.92	\$ 2,780.21	\$ 2,857.09	\$ 2,932.95	\$ 3,009.84	\$ 3,085.70	\$ 3,162.59	\$ 3,243.57
18	Chief of Police (PD)	1	\$ 2,430.63	\$ 2,529.05	\$ 2,626.43	\$ 2,722.80	\$ 2,820.19	\$ 2,917.58	\$ 2,997.54	\$ 3,077.50	\$ 3,158.49	\$ 3,238.45	\$ 3,318.41	\$ 3,403.50
	Town Engineer (TM)	1												
	Director of Operations/Fire Chief	1												
	Director of Parks & Recreation (P&R)	1												

*Hourly Position

**The Assistant to the Town Manager and Assistant Town Manager positions are authorized one full-time-equivalent. Only one position will be filled at any given time.

‡Salaried positions due to FLSA Exempt status

EXHIBIT C to Ordinance 1575
2012 Distribution of Payroll By Fund as Amended March 12, 2012
Presented for Approval December 10, 2012

Grade	Title	General 101	MVH 201	Parks 204	Tech 247	Sewer 280	CCD 402	Redev. 406	Redev 471	Water 601	SW 623
4	Building Maintainer I			100%						15%	10%
6	Deputy Clerk II--Customer Service	60%	5%			10%				15%	10%
	Deputy Clerk II-- Clerical	40%	5%	20%		10%				10%	5%
	Deputy Clerk II--Accts Payable	35%	20%	20%		10%				60%	10%
	Deputy Clerk II--Water	20%				10%					
	Records Clerk	50%					50%				
	Secretary-- TM	25%	10%	5%	30%	10%				20%	
	Secretary-- Parks			100%							
	Secretary-- part-time TM	25%	20%			25%				25%	5%
6.5	Part-time Communications Operators--PD	50%					50%				
7	Administrative Secretary--BD	60%				20%				20%	
	Administrative Secretary--PD	100%									
	Administrative Secretary--PW	20%	20%			20%				20%	20%
	Administrative Secretary--PW garage		25%			25%				25%	25%
	Administrative Secretary--Parks			100%							
	Cable Television Coordinator				100%						
	Maintainer II--PW		40%			30%				30%	
	Maintainer II--PW water					50%				50%	
	Maintainer II PW/SW										100%
	Maintainer II--Parks			100%							
	Facilities Maintenance Manager		70%			10%			10%	10%	
	Rec Supervisor			100%							
	Police Communications	50%					50%				
8	Town Manager's Administrative Assistant	25%	10%			15%		25%		20%	5%
	Deputy Clerk III	40%	10%	30%		5%				10%	5%
	Maintainer III--PW		30%			30%		10%		30%	
	Maintainer III--PW water					50%				50%	
	Maintainer III--Parks			100%						50%	
9	Maintainer IV--PW water					50%					
	Mechanic--Parks			100%							
	Mechanics--PW		30%			30%				30%	10%
	Multi-Disciplined Inspectors	60%				20%				20%	
	Community Service Officer	100%									
	Maintainer IV--PW		40%			30%				30%	10%
10	Crew Leader--Mechanics		30%			30%				30%	10%
	Crew Leader--Streets		30%			30%				50%	
	Crew Leader--Utilities					50%				10%	5%
	Public Information Officer	25%	10%	10%	30%	10%					
P-10	Probationary Police Officer	100%									
	1st Class Police Officers	100%									
	2nd Class Police Officer	100%									
	Accounting Analyst	35%	20%	10%		10%			5%	10%	10%
	Golf Course Manager--Pro			100%							
11	Supt of Park Maintenance			100%							
	Supt of Recreation			100%							
	Facilities Manager			100%							
	Chief Building Inspector	60%				20%				20%	
	Food Service Manager - Vacant			100%							
12	Data Processing Specialist				50%	20%				25%	5%
	Technical Specialist				50%	20%				25%	5%
	MIS Director--PD	50%					50%				
13	Asst. to TM - Vacant	25%	10%		25%	10%		15%		10%	5%
	Police Sergeant	100%									
14	General Maintenance Supt--PW		40%			30%				30%	
	Golf Course Superintendent			100%							
	Centennial Maintenance Superintendent			100%							
	Administrative Aide--PD	100%									
15	Accounting Supervisor	30%	10%	15%		5%		10%		25%	5%
	Assistant Town Manager	25%	10%		25%	10%		15%		10%	5%
	Police Lieutenant	100%									
18	Chief of Police	100%									
	Town Engineer	5%		5%		35%		10%		20%	25%
	Director of Operations		25%			25%				25%	25%
	Director of Parks - Vacant			100%							
UNCL	Town Council	25%	10%			25%				25%	15%
	Special Advisory Board	100%									
	Clerk-Treasurer	30%				25%		10%		30%	5%
	Clerk-Treasurer Part-Time	100%									
	Town Manager	10%	10%	10%		15%		30%		20%	5%
	Town Attorney - Stipend	30%				15%		30%		25%	