ORDINANCE 1786

AN ORDINANCE ESTABLISHING THE 2020 PAY PLAN FOR THE TOWN OF MUNSTER, INDIANA (2020 SALARY ORDINANCE)

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

WHEREAS, The annual salary ordinance must define the compensation, including fringe benefits, of all employees of the Town of Munster; and

WHEREAS, The sitting Town Council has determined that its actions regarding the 2020 Salary and Pay Plan prior to the expiration of the elected terms of the Town Council on December 31, 2019, will be those matters necessitated or statutorily required to be addressed prior to January 1 of the ensuing year; now, therefore, be it

ORDAINED By the Munster Town Council that, effective January 1, 2020, the 2019 Salary and Pay Plan, as amended, is hereby continued in its entirety as the 2020 Salary and Pay Plan with the following exceptions which replace provisions of the 2019 Salary and Pay Plan.

SECTION I. INTRODUCTION

The provisions of Section I of the 2019 Salary and Pay Plan are not carried forward and are not part of the 2020 Salary and Pay Plan.

SECTION II. ELECTED AND CERTAIN APPOINTED OFFICIALS

	Number Authorized	Biweekly Salary
President of Town Council	1	$ 528.66
Members of Town Council	4	$ 500.80
Clerk-Treasurer	1	$ 3,967.14
Town Manager	1	$ 4,766.89

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

Although the Clerk-Treasurer is not required to report hours worked (IC 36-5-3-2), the Clerk-Treasurer may voluntarily report hours worked in order to qualify for and participate in the various employee benefits programs afforded regular full-time employees, as outlined in the *Town of Munster Employee Manual,* less mandated deductions and withholdings.

SECTION II. ELECTED AND CERTAIN APPOINTED OFFICIALS (continued)

The Town Manager's Employment Agreement will expire December 31, 2019. At that time, and until the Town Council whose terms commence January 1, 2020, approves a new Employment Agreement for the Town Manager, the Town Manager will be classified as a regular full-time Town employee and shall participate in all other aspects of the employee benefits programs, as outlined in the *Town of Munster Employee Manual,* less mandated deductions and withholdings.

SECTION IV. PENSION

Employer Payment of Employee Contribution

Employees participating in the Civilian INPRS shall have their employee contribution (3.00%) paid 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 paid by the Town equal to:

1. The employer contribution rate (11.2%, effective January 1, 2020) as established by INPRS, plus
2. The employee contribution rate (3.00%).

These amounts shall be contributed to the ICMA-RC Section 457 Deferred Compensation program as administered by the Town.

2020 Certified Police Pension Rate

The Certified Police Pension Base for 2020 is $ 70,907.20 plus $2,790.00 longevity, for an annual total of $ 73,697.20.

Pension Board Secretary

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

SECTION XI. LISTING OF EXHIBITS

Exhibit A – 2020 Pay Ranges for Classified Employees (Pay ranges from 2019 are unchanged, but the number of Park Department employees is reduced.)

Exhibit B – 2020 Distribution of Payroll by Fund (Revised from 2019.)

Exhibit C – Munster Parks & Recreation Salary/Wage Schedule – Part-time Employees, 2020 (Pay ranges from 2019 are unchanged.)

Exhibit D – Understanding of elected Officials' Compensation

ORDAINED and ADOPTED by the Town Council of the Town of Munster, Indiana, on the _____ day of December 2019, by a vote of _____ in favor and _____ opposed.

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

_____

Andy Koultourides, President

ATTEST:

_____

David F. Shafer, Clerk-Treasurer

ORDINANCE 1786

AN ORDINANCE ESTABLISHING THE 2020 PAY PLAN
FOR THE TOWN OF MUNSTER, INDIANA
(2020 SALARY ORDINANCE)

EXHIBIT A
PAY RANGES FOR CLASSIFIED EMPLOYEES

Grade	Position Title	Department	Description	Authorized Personnel	Minimum of the Range	Maximum of the Range	Frequency
4	Building Maintainer	Public Works		1	$ 12.41	$ 17.37	hourly
6	Deputy Clerk II	Clerk-Treas.		4	$ 15.81	$ 22.15	hourly
7	Administrative Secretary	Town Mgr.		2	$ 17.50	$ 24.48	hourly
	Administrative Secretary	Public Works		1	$ 17.50	$ 24.48	hourly
	Administrative Secretary	Park & Rec.		2	$ 17.50	$ 24.48	hourly
	Administrative Secretary	Fire Dept.		0.5	$ 17.50	$ 24.48	hourly
	Maintainer II	Public Works		20	$ 17.50	$ 24.48	hourly
	Maintainer II	Park & Rec.		3	$ 17.50	$ 24.48	hourly
	Maintainer II	P&R Centennial		2	$ 17.50	$ 24.48	hourly
	Police Records Clerk	Police Dept.		2	$ 17.50	$ 24.48	hourly
8	Administrative Assistant	Town Mgr.		1	$ 19.22	$ 26.90	hourly
	Administrative Assistant	Police Dept.		1	$ 19.22	$ 26.90	hourly
	Administrative Assistant	Bldg. Com. Dev.		1	$ 19.22	$ 26.90	hourly
	Administrative Assistant	Public Works		1	$ 19.22	$ 26.90	hourly
	Deputy Clerk III	Clerk-Treas.		2	$ 19.22	$ 26.90	hourly
	Maintainer III	Public Works		14	$ 19.22	$ 26.90	hourly
	Maintainer III	Centennial Park		1	$ 19.22	$ 26.90	hourly
	Maintainer III	Park & Rec.		1	$ 19.22	$ 26.90	hourly
	* Recreation Supervisor	Park & Rec.		2	$ 1,537.62	$ 2,151.70	biweekly
9	Maintainer IV	Public Works		5	$ 20.90	$ 29.25	hourly
	Mechanic	Public Works		2	$ 20.90	$ 29.25	hourly
	Multi-Discipline Inspector	Bldg. Com. Dev.		4	$ 20.90	$ 29.25	hourly
	** Zoning Enfor. Insp.	Bldg. Com. Dev.		1	$ 20.90	$ 29.25	hourly
	Community Service Off.	Police Dept.		1	$ 20.90	$ 29.25	hourly
	Asst. Tech. Specialist	Town Mgr.		1	$ 20.90	$ 29.25	hourly

* Salaried positions due to FLSA exempt status
** Position may be filled by 2 part-time employees or 1 FTE

ORDINANCE 1786
EXHIBIT A
PAY RANGES FOR CLASSIFIED EMPLOYEES

Grade	Position Title	Department	Description	Authorized Personnel	Minimum of the Range	Maximum of the Range	Frequency
10	Crew Leader Accounting Analyst	Public Works Clerk-Treas.		3 1	$ 22.60 $ 22.60	$ 31.64 $ 31.64	hourly hourly
PD-10	Probationary Police Off. 2nd Class Police Officer 1st Class Police Officer 1st Class Regular Off. 1st Class Veteran Off.	Police Dept. Police Dept. Police Dept. Police Dept. Police Dept.	Year 1 Year 2 Start of yr. 3 Start of yr. 6 Start of yr. 10	30 total for all five titles	$ 22.60 $ 25.40 $ 27.41 $ 28.85 $ 31.25	$ 22.60 $ 25.40 $ 28.84 $ 31.24 $ 34.09	hourly hourly hourly hourly hourly
11	Supt. of Recreation Chief Building Inspector Intelligence Analyst	Park & Rec. Bldg. Com. Dev. Police Dept.		1 1 1	$ 1,944.49 $ 1,944.49 $ 1,944.49	$ 2,722.05 $ 2,722.05 $ 2,722.05	biweekly biweekly biweekly
12	Data Processing Spec.	Town Mgr.		1	$ 2,078.77	$ 2,911.26	biweekly
13	Sergeant 1st Class Sergeant Veteran Sergeant	Police Dept. Police Dept. Police Dept.	Starting Start of yr. 6 Start of yr. 10	9 total for all three titles	$ 33.17 $ 34.62 $ 36.06	$ 38.78 $ 38.78 $ 38.78	hourly hourly hourly
14	Supt. of Operations Supt. of Operations	Park & Rec. Public Works		1 1	$ 2,352.19 $ 2,352.19	$ 3,293.32 $ 3,293.32	biweekly biweekly
15	1st Class Lieutenant Veteran Lieutenant	Police Dept. Police Dept.	Starting Start of yr. 5	3 total for both titles	$ 3,173.08 $ 3,269.23	$ 3,481.29 $ 3,481.29	biweekly biweekly
16	Chief of Police	Police Dept.		1	$ 3,653.85	$ 4,052.56	biweekly
17	Fire Chief Human Resource Dir. Planning Director Controller	Fire Dept. Town Mgr. Bldg. Com. Dev. Clerk-Treas.		1 1 1 1	$ 2,758.68 $ 2,758.68 $ 2,758.68 $ 2,758.68	$ 3,862.14 $ 3,862.14 $ 3,862.14 $ 3,862.14	biweekly biweekly biweekly biweekly
18	Director of Operations Director of Parks & Rec.	Public Works Park & Rec.		1 1	$ 2,894.17 $ 2,894.17	$ 4,052.56 $ 4,052.56	biweekly biweekly

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EXHIBIT B: DISTRIBUTION OF PAYROLL BY FUND

Grade	Position Title	Department or Area	General 101	MVH 201	Parks 204	Tech. 247	Sewer 280	CCD 402	Redev. Oper. 406	Water 601	Solid Waste 623
4	Building Maintainer	Public Works			100%						
6	Deputy Clerk II	CT - Cust. Srvc.	60%	5%			10%			15%	10%
	Deputy Clerk II	CT - Clerical	40%	5%	20%		10%			15%	10%
	Deputy Clerk II	CT - Accts. Pay.	35%	20%	20%		10%			10%	5%
	Deputy Clerk II	CT - Water					30%			60%	10%
7	Administrative Secretary	Town Mgr.	25%	10%	5%	30%	10%			20%	
	Administrative Secretary	Public Works		25%			25%			25%	25%
	Administrative Secretary	Park & Rec.			100%						
	Administrative Secretary	Fire Dept.	100%								
	Maintainer II	Public Works		40%			30%			30%	
	Maintainer II	PW - Water					50%			50%	
	Maintainer II	PW - SW		30%			15%			15%	40%
	Maintainer II	Park & Rec.			100%						
	Police Records Clerk	Police Dept.	100%								

Grade	Position Title	Department or Area	General 101	MVH 201	Parks 204	Tech. 247	Sewer 280	CCD 402	Redev. Oper. 406	Water 601	Solid Waste 623
8	Administrative Assistant	Town Mgr.	25%	10%			15%		25%	20%	5%
	Administrative Assistant	Police Dept.	100%								
	Administrative Assistant	Bldg. Com. Dev.	60%				20%			20%	
	Administrative Assistant	Public Works		25%			25%			25%	25%
	Deputy Clerk III	CT - Payroll	40%	10%	30%		5%			10%	5%
	Deputy Clerk III	CT - Water					30%			60%	10%
	Maintainer III	Public Works		40%			30%			30%	
	Maintainer III	PW - Water					50%			50%	
	Maintainer III	Park & Rec.			100%						
	Recreation Supervisor	Park & Rec.			100%						
9	Maintainer IV	Public Works		40%			30%			30%	
	Maintainer IV	PW - Water					50%			50%	
	Mechanic	Public Works		40%			30%			30%	
	Mechanic	Centennial Park			100%						
	Multi-Discipline Inspector	Bldg. Com. Dev.	60%				20%			20%	
	Zoning Enfor. Insp.	Bldg. Com. Dev.	60%				20%			20%	
	Community Service Off.	Police Dept.	100%								
	Asst. Tech. Specialist	Town Mgr.				50%	20%			25%	5%
10	Crew Leader	PW - Mechanics		40%			30%			30%	
	Crew Leader	PW - Streets		30%			30%			30%	10%
	Crew Leader	PW - Utilities					50%			50%	
	Accounting Analyst	Clerk-Treas.	40%	20%	10%		10%			10%	10%

Grade	Position Title	Department or Area	General 101	MVH 201	Parks 204	Tech. 247	Sewer 280	CCD 402	Redev. Oper. 406	Water 601	Solid Waste 623
PD-10	Probationary Police Off. Second Class Pol. Off. First Class Pol. Off.	Police Dept. Police Dept. Police Dept.	100% 100% 100%								
11	Supt. of Recreation Chief Building Inspector Intelligence Analyst	Park & Rec. Bldg. Com. Dev. Police Dept.	60% 100%		100%		20%			20%	
12	Data Processing Spec. Inform. Tech. Spec.	Town Mgr. Town Mgr.				50% 50%	20% 20%			25% 25%	5% 5%
13	Sergeant	Police Dept.	100%								
14	Supt. of Operations Supt. of Operations	Park & Rec. Public Works		25%	100%		25%			25%	25%
15	Lieutenant	Police Dept.	100%								

Grade	Position Title	Department or Area	General 101	MVH 201	Parks 204	Tech. 247	Sewer 280	CCD 402	Redev. Oper. 406	Water 601	Solid Waste 623
16	Chief of Police	Poliice Dept.	100%								
17	Fire Chief	Fire Dept.	100%								
	Human Resource Dir.	Town Mgr.	12.5%	12.5%	12.5%	12.5%	12.5%		12.5%	12.5%	12.5%
	Planning Director	Bldg. Com. Dev.	10%	10%	10%		20%		10%	20%	20%
	Controller	Clerk-Treas.	30%	10%	15%		5%		10%	25%	5%
18	Director of Operations	Public Works		25%			25%			25%	25%
	Director of Parks & Rec.	Park & Rec.			100%						
Uncl.	Town Council		25%	10%			25%			25%	15%
	Clerk-Treasurer		30%				25%		10%	30%	5%
	CT part-time staff		100%								
	Town Manager		10%	10%	10%		15%		30%	20%	5%
	Town Attorney (stipend)		30%				15%	15%		25%	15%
	Management Analyst		30%	10%		30%	10%		5%	10%	5%

Exhibit C

MUNSTER PARKS & RECREATION
SALARY/WAGE SCHEDULE - PART-TIME EMPLOYEES
2020

Program Positions	Salary/Wage Range (per hour unless indicated)
Adult Fitness Instructor	$ 8.00 - $ 25.00
Computer Education Instructor	$ 15.00 - $ 30.00
Enrichment Program Instructor	$ 15.00 - $ 35.00
Enrichment Program Supervisor	$ 8.50 - $ 10.00
Enrichment Program Aide/Tutor	$ 7.50 - $ 9.00
Special Event Supervisor	$ 8.00 - $ 15.00
Community Market Supervisor	$ 8.00 - $ 11.00
Leisure Education Instructor	$ 10.00 - $ 50.00 (varies according to percentage, hourly or per student)
Social Center Supervisor	$ 7.50 - $ 10.00
Summer Intern	$250/week stipend
Tennis Director	$ 20.00 - $ 32.00
Tennis Instructor	$ 7.50 - $ 20.00
Youth Education Instructor	$ 7.50 - $ 25.00 (varies according to percentage, hourly or per student)
Youth Sports Supervisor	$ 8.00 - $ 15.50
Youth Sports Official	$ 11.00 - $ 15.00 (per game)

Munster Community Pool	Salary/Wage Range (per hour)
Pool Manager	$ 13.00 - $ 16.00
Assistant Pool Manager	$ 9.00 - $ 12.00
Head Lifeguard	$ 8.00 - $ 11.00
Lifeguards	$ 8.00 - $ 10.00
Cashier/Admission Personnel	$ 7.50 - $ 9.00
Pool Maintenance	$ 7.50 - $ 9.00
Swim Lesson Coordinator	$ 10.00 - $ 15.00
Swim Instructor	$ 7.75 - $ 9.00

Summer Camp Staff	Salary/Wage Range (per hour)
Camp Directors	$ 9.00 - $ 13.00
Camp Coordinator	$ 8.00 - $ 11.00
Camp Counselors	$ 7.50 - $ 10.00

Park Maintenance	Salary/Wage Range (per hour)
Part-Time Maintenance (Seasonal and Summer)	$8.50 - $12.00

Centennial Park Maintenance	Salary/Wage Range (per hour)
Part-Time Maintenance	$8.50 - $12.00

EXHIBIT D
ORDINANCE 1786

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; and payments in recognition of professional certifications or educational advancements 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.