

ORDINANCE 1790

**AN ORDINANCE AMENDING ORDINANCE 1786, THE 2020 PAY PLAN FOR THE
TOWN OF MUNSTER, INDIANA**

(1st AMENDMENT TO THE 2020 SALARY ORDINANCE)

WHEREAS, Ordinance 1786, The 2020 Salary Ordinance and Pay Plan, was adopted by the Munster Town Council on December 23, 2019; and

WHEREAS, from time to time it is necessary to make clarifications to Ordinance Number 1786 to provide better direction on employee payroll distributions to effectuate the intent of the Town Council; and

WHEREAS, from time to time it is appropriate to change payroll distribution of employees based on previously enacted raises and adjust the Take-Home Vehicle Personal Use by policy for the police department.

NOW, THEREFORE, BE IT ORDAINED, that the Town Council of the Town of Munster, Indiana, amends Ordinance 1786 to clarify the intent of the Ordinance by adopting this Ordinance 1790 and replacing Exhibits A - C of Ordinance 1786 with Exhibits A - F which are attached to this Ordinance. This Proposed Ordinance 1790 will become effective December 29, 2019.

ORDAINED and **ADOPTED** by the Town Council of the Town of Munster, Indiana, on the 23rd day of December 2019, by a vote of 4 in favor and 1 opposed.

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



Andy Koultourides, President

ATTEST:



David F. Shafer, Clerk-Treasurer

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

EXHIBIT A

PAY RANGES FOR CLASSIFIED MERIT 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	\$22.60	\$31.64	Hourly
				1	\$22.60	\$31.64	Hourly
11	Supt. of Recreation Chief Building Inspector Intelligence Analyst	Park & Rec. Bldg. Com. Dev. Police Dept.		1	\$1,944.49	\$2,722.05	Biweekly
				1	\$1,944.49	\$2,722.05	Biweekly
				1	\$1,944.49	\$2,722.05	Biweekly
12	Data Processing Spec.	Town Mgr.		1	\$2,078.77	\$2,911.26	Biweekly
14	Supt. of Operations Supt. of Operations	Park & Rec. Public Works		1	\$2,352.19	\$3,293.32	Biweekly
				1	\$2,352.19	\$3,293.32	Biweekly
17	Fire Chief Human Resource Dir. Planning Director Controller	Fire Dept. Town Mgr. Bldg. Com. Dev. Clerk-Treas.		1	\$2,758.68	\$3,862.14	Biweekly
				1	\$2,758.68	\$3,862.14	Biweekly
				1	\$2,758.68	\$3,862.14	Biweekly
				1	\$2,758.68	\$3,862.14	Biweekly
18	Director of Operations Director of Parks & Rec.	Public Works Park & Rec.		1	\$2,894.17	\$4,052.56	Biweekly
				1	\$2,894.17	\$4,052.56	biweekly

EXHIBIT B

PAY STEP AND GRADE FOR SWORN POLICE OFFICERS

Grade	Position Title	Department	Description	Authorized Personnel	Pay Rate	Frequency
PD 10.1	Probationary Police Off.	Police Dept.	Year 1	30 total for all five PD 10 titles	\$22.60	Hourly
PD 10.2	2 nd Class Police Officer	Police Dept.	Year 2		\$27.40	Hourly
PD 10.3	1 st Class Police Officer	Police Dept.	Start of yr. 3 w/ Munster PD. Or Yr. 1 as Lateral Hire		\$28.23	Hourly
PD 10.4	1 st Class Regular Off.	Police Dept.	Start of yr. 6 w/ Munster PD.		\$29.72	Hourly
PD 10.5	1 st Class Veteran Off.	Police Dept.	Start of yr. 10 w/Munster PD.		\$32.19	Hourly
* PD 10.6	Special 1 st Class Off.	Police Dept.	After 34 yrs. LE & 20 yrs. w/Munster	Pension Salary	\$34.09 + 20 yr. Longevity	Hourly
PD 13.1	Sergeant	Police Dept.	Starting	9 total for all 3 titles	\$34.17	Hourly
PD 13.2	1 st Class Sergeant	Police Dept.	Start of yr. 6 as Sgt.		\$35.66	Hourly
PD 13.3	Veteran Sergeant	Police Dept.	Start of yr. 10 as Sgt.		\$37.14	Hourly
PD 16.1	1 st Class Lieutenant	Police Dept.	Starting	3 total for both titles	\$3,268.27	Biweekly
PD 16.2	Veteran Lieutenant	Police Dept.	Start of yr. 5 as Lt.		\$3,481.29	Biweekly
PD 19.1	Chief of Police	Police Dept.		1	\$4,052.56	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 C

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

<u>Program Positions</u>	<u>Salary/Wage Range</u> (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)
<u>Munster Community Pool</u>	<u>Salary/Wage Range (per hour)</u>
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
<u>Summer Camp Staff</u>	<u>Salary/Wage Range (per hour)</u>
Camp Directors	\$ 9.00 - \$ 13.00
Camp Coordinator	\$ 8.00 - \$ 11.00
Camp Counselors	\$ 7.50 - \$ 10.00
<u>Park Maintenance</u>	<u>Salary/Wage Range (per hour)</u>
Part-Time Maintenance (Seasonal and Summer)	\$8.50 - \$12.00
<u>Centennial Park Maintenance</u>	<u>Salary/Wage Range (per hour)</u>
Part-Time Maintenance	\$8.50 - \$12.00

EXHIBIT D: 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 Deputy Clerk II Deputy Clerk II Deputy Clerk II	CT - Cust. Srv. CT - Clerical CT - Accs. Pay. CT - Water	60% 40% 35%	5% 5% 20%	20% 20%		10% 10% 10% 30%			15% 15% 10% 60%	10% 10% 5% 10%
7	Administrative Secretary Administrative Secretary Administrative Secretary Administrative Secretary Maintainer II Maintainer II Maintainer II Maintainer II Police Records Clerk	Town Mgr. Public Works Park & Rec. Fire Dept. Public Works PW - Water PW - SW Park & Rec. Police Dept.	25% 100%	10% 25% 40% 30%	5% 100%	30%	10% 25% 30% 50% 15%			20% 25% 30% 50% 15%	25% 40%

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 Administrative Assistant Administrative Assistant Deputy Clerk III Deputy Clerk III	Town Mgr.	25%	10%			15%		25%	20%	5%
		Police Dept.	100%				20%			20%	
		Bldg. Com. Dev.	60%				25%			25%	25%
		Public Works		25%			5%			10%	5%
		CT - Payroll	40%	10%	30%		30%			60%	10%
	Maintainer III Maintainer III Maintainer III Recreation Supervisor	CT - Water		40%			30%			30%	
		Public Works			100%		30%			30%	
		PW - Water			100%		50%			30%	
		Park & Rec. Park & Rec.			100%						50%
9	Maintainer IV Maintainer IV Mechanic Mechanic Multi-Discipline Inspector Zoning Enfor. Insp. Community Service Off. Asst. Tech. Specialist	Public Works		40%			30%			30%	
		PW - Water					50%			50%	
		Public Works		40%			30%			30%	
		Centennial Park			100%						
		Bldg. Com. Dev.	60%				20%			20%	
	Bldg. Com. Dev. Police Dept. Town Mgr.	Bldg. Com. Dev.	60%				20%			20%	
		Police Dept.	100%				20%			25%	
		Town Mgr.				50%					5%
10	Crew Leader Crew Leader Crew Leader Accounting Analyst	PW - Mechanics		40%			30%			30%	
		PW - Streets		30%			30%			30%	10%
		PW - Utilities Clerk-Treas.		20%	10%		50%			50%	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 10.1	Probationary Police Officer	Police Dept.	100%								
PD 10.2	2 nd Class Police Officer	Police Dept.	100%								
PD 10.3	1 st Class Police Officer	Police Dept.	100%								
PD 10.4	1 st Class Regular Off.	Police Dept.	100%								
PD 10.5	1 st Class Veteran Off.	Police Dept.	100%								
PD 10.6	Special 1 st Class Officer	Police Dept.	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%
PD 13.1	Sergeant	Police Dept.	100%								
PD 13.2	1 st Class Sergeant	Police Dept.	100%								
PD 13.3	Veteran Sergeant	Police Dept.	100%								
14	Supt. of Operations Supt. of Operations	Park & Rec. Public Works		25%	100%		25%			25%	25%
PD 16.1	1 st Class Lieutenant	Police Dept.	100%								
PD 16.2	Veteran 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
17	Fire Chief Human Resource Dir. Planning Director Controller	Fire Dept. Town Mgr. Bldg. Com. Dev. Clerk-Treas.	100% 12.5% 10% 30%	12.5% 10% 15%	12.5% 10% 15%	12.5%	12.5% 20% 5%		12.5% 10% 10%	12.5% 20% 25%	12.5% 20% 5%
18	Director of Operations Director of Parks & Rec.	Public Works Park & Rec.		25%	100%		25%			25%	25%
PD 19.1	Chief of Police	Police Dept.	100%								
Uncl.	Town Council Clerk-Treasurer CT part-time staff Town Manager Town Attorney (stipend) Management Analyst		25% 30% 100% 10% 30% 30%	10% 10% 10%	 10% 		25% 25% 15% 15% 10%	15%	10% 30% 5%	25% 30% 20% 25% 10%	15% 5% 15% 5%

EXHIBIT E

Police Department Take-Home Vehicles and Stipend

All employees provided allowances, or the use of Town-owned vehicles are subject to reporting requirements, taxes, and other deductions as established by law.

Police officers at or above the rank of First-Class Officer or below the rank of Lieutenant will receive an annual stipend of \$5,000.00 to be paid in quarterly installments. If a sworn officer is promoted to an eligible rank during the course of the year, that officer will receive the eligible prospective per-diem equivalent of the stipend in the next quarterly installment. If an eligible officer separates from the organization voluntarily during the course of the year, that officer will receive the eligible per-diem equivalent of the stipend payable at the time of the next quarterly installment. If an officer is assigned to a K-9 Unit, the officer is authorized the take-home use of the K-9 vehicle for purposes of transporting the dog or transportation to and from work or meetings, and the officer is deemed eligible to receive the annual stipend. If a member of the Police Department Administration is required to take home a vehicle for purposes of responding directly to scenes and meetings, these employees are permitted the personal use of the take home vehicle within the boundaries as established by State Law IC 36-8-4-2 Residence Requirements for Police without any required reimbursements and supersedes any and all previous Vehicle Policies regarding the Police Department.

EXHIBIT F
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.