

**ORDINANCE 1874**

**AMENDMENT #3 TO THE 2022 SALARY ORDINANCE.**

**WHEREAS,** The Munster Town Council adopted Ordinance 1849, the 2022 Salary Ordinance, on November 15, 2021 authorizing, among other things, the number and position titles of Classified Employees for both civilian and sworn police officers; and

**WHEREAS,** It is necessary from time to time to add, subtract, modify, or otherwise amend the terms of an adopted ordinance; and

**WHEREAS,** There has been a change in personnel in the Police Department allowing for a reassignment of responsibilities; now, therefore, be it

**ORDAINED,** By the Town Council of the Town of Munster, Lake County, Indiana, that the position of Superintendent of Recreation be reclassified from Grade 11 to Grade 14 within the 2022 Salary Ordinance. The ordinance will be effective upon passage.

**ADOPTED AND PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2022, by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

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

\_\_\_\_\_  
**Chuck Gardiner, President**

**ATTEST:**

\_\_\_\_\_  
**Wendy Mis, Clerk-Treasurer**

ORDINANCE 1874  
AMENDMENT #3: 2022 SALARY ORDINANCE  
EXHIBIT A: PAY RANGES FOR CLASSIFIED EMPLOYEES

Grade	Position Title	Department	Authorized Personnel	Minimum of the Range	Maximum of the Range	Frequency	Step	Description	Starting Year	Pay Rate
4	Building Maintainer	Public Works	1	\$ 12.78	\$ 18.25	hourly				
6	Deputy Clerk II	Clerk-Treas.	4 total for all grades			hourly	6.1	Start of year 1	2022	\$ 15.50
						hourly	6.2	Start of year 2	2021	\$ 18.80
						hourly	6.3	Start of year 3	2020	\$ 19.98
						hourly	6.4 <sup>A</sup>	Start of year 6	2017	\$ 20.39
						hourly	6.5	Start of year 10	2013	\$ 22.08
7	Administrative Secretary	Town Mgr.	2 total for all grades							
	Administrative Secretary	Public Works	1 total for all grades			hourly	7.1	Start of year 1	2022	\$ 17.05
	Administrative Secretary	Park & Rec.	1 total for all grades			hourly	7.2	Start of year 2	2021	\$ 20.68
	Administrative Secretary	Fire Dept.	0.5 total for all grades			hourly	7.3	Start of year 3	2020	\$ 21.98
	Administrative Secretary	Bldg. Com. Dev.	0.5 total for all grades			hourly	7.4 <sup>A</sup>	Start of year 6	2017	\$ 22.43
	Maintainer II	Public Works	20 total for all grades			hourly	7.5	Start of year 10	2013	\$ 24.29
	Maintainer II	Park & Rec.	3 total for all grades							
8	Police Records Clerk	Police Dept.	2 total for all grades							
	Administrative Assistant	Town Mgr.	1 total for all grades							
	Administrative Assistant	Police Dept.	1 total for all grades			hourly	8.1	Start of year 1	2022	\$ 18.73
	Administrative Assistant	Bldg. Com. Dev.	1 total for all grades			hourly	8.2	Start of year 2	2021	\$ 22.71
	Administrative Assistant	Public Works	1 total for all grades			hourly	8.3	Start of year 3	2020	\$ 24.14
	Deputy Clerk III	Clerk-Treas.	2 total for all grades			hourly	8.4 <sup>A</sup>	Start of year 6	2017	\$ 24.63
	Maintainer III	Public Works	14 total for all grades			hourly	8.5	Start of year 10	2013	\$ 26.68
	Maintainer III	Park & Rec.	2 total for all grades							
	Marketing Coordinator	Park & Rec.	1 total for all grades							
9	* Recreation Supervisor	Park & Rec.	2 total for all grades							
	Maintainer IV	Public Works	5 total for all grades							
	Maintainer IV	Park & Rec.	1 total for all grades			hourly	9.1	Start of year 1	2022	\$ 20.36
	Mechanic	Public Works	2 total for all grades			hourly	9.2	Start of year 2	2021	\$ 24.70
	**Multi-Discipline Insp.	Bldg. Com. Dev.	2 total for all grades			hourly	9.3	Start of year 3	2020	\$ 26.25
	*** Zoning Enfor. Insp.	Bldg. Com. Dev.	1 total for all grades			hourly	9.4 <sup>A</sup>	Start of year 6	2017	\$ 26.78
	Community Service Off.	Police Dept.	1 total for all grades			hourly	9.5	Start of year 10	2013	\$ 29.01
	*Intelligence Analyst	Police Dept.	2 total for all grades							
	Asst. Tech. Specialist	Town Mgr.	1 total for all grades							
	Civilian Accreditation/ Public Records Manager	Police Dept.	1 total for all grades							
10	Crew Leader Accounting Analyst	Public Works Clerk-Treas.	3 total for all grades 1 total for all grades			hourly	10.1	Start of year 1	2022	\$ 22.02
						hourly	10.2	Start of year 2	2021	\$ 26.71
						hourly	10.3	Start of year 3	2020	\$ 28.38
						hourly	10.4 <sup>A</sup>	Start of year 6	2017	\$ 28.96
						hourly	10.5	Start of year 10	2013	\$ 31.37
11	Supt. of Recreation Chief Building Inspector	Park & Rec. Bldg. Com. Dev.	1 total for all grades 1 total for all grades			biweekly	11.1	Start of year 1	2022	\$ 1,943.20
						biweekly	11.2	Start of year 2	2021	\$ 2,356.80
						biweekly	11.3	Start of year 3	2020	\$ 2,504.80
						biweekly	11.4 <sup>A</sup>	Start of year 6	2017	\$ 2,556.00
						biweekly	11.5	Start of year 10	2013	\$ 2,768.80
12	Data Processing Spec.	Town Mgr.	1	\$ 2,141.13	\$ 3,058.57	biweekly				
14	Supt. of Recreation	Park & Rec.	1	\$ 2,422.76	\$ 3,459.97	biweekly				
	Supt. of Operations	Park & Rec.	1	\$ 2,422.76	\$ 3,459.97	biweekly				
	Supt. of Operations	Public Works	1	\$ 2,422.76	\$ 3,459.97	biweekly				
17	Fire Chief	Fire Dept.	1	\$ 2,841.44	\$ 4,057.56	biweekly				
	Deputy Town Manager	Town Mgr.	1	\$ 2,841.44	\$ 4,057.56	biweekly				
	Planning Director	Bldg. Com. Dev.	1	\$ 2,841.44	\$ 4,057.56	biweekly				
	Controller	Clerk-Treas.	1	\$ 2,841.44	\$ 4,057.56	biweekly				
18	Director of Operations	Public Works	1	\$ 2,981.00	\$ 4,257.62	biweekly				
	Director of Parks & Rec.	Park & Rec.	1	\$ 2,981.00	\$ 4,257.62	biweekly				

<sup>A</sup>Longevity begins accruing per Ordinance 1849, Section V. (A) Longevity.

\* Salaried positions due to FLSA exempt status

\*\* Each authorized position may be filled by a FTE or 2 part-time up to the total authorized

\*\*\* Position may be filled by 2 part-time employees or 1 FTE

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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. Srvc. CT - Clerical CT - Accts. Pay. CT - Water	60% 40% 35%		25% 25%		10% 10% 10% 30%			20% 20% 25% 60%	10% 5% 5% 10%
7	Administrative Secretary Administrative Secretary Administrative Secretary Administrative Secretary Administrative Secretary Maintainer II Maintainer II Maintainer II Maintainer II Police Records Clerk	Town Mgr. Bldg. Com. Dev. Public Works Park & Rec. Fire Dept. Public Works PW - Water PW - SW Park & Rec. Police Dept.	25% 60% 10%  100%    100%	     40% 30%	5%  100%   100%	30%          	10% 20% 30%   30% 50% 15%			30% 20% 30%   30% 50% 15%	30%       40%
8	Administrative Assistant Administrative Assistant Administrative Assistant Administrative Assistant Deputy Clerk III Deputy Clerk III Maintainer III Maintainer III Maintainer III Recreation Supervisor Marketing Coordinator	Town Mgr. Police Dept. Bldg. Com. Dev. Public Works CT - Payroll CT - Water Public Works PW - Water Park & Rec. Park & Rec. Park & Rec.	30% 100% 60% 10% 40%	     40%	   30%   100% 100% 100%	   15% 20% 30% 5% 30% 30% 50%		25%	25% 20% 30% 20% 60% 30% 50%	5%  30% 5% 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
9	Maintainer IV Maintainer IV Mechanic Multi-Discipline Inspector Zoning Enfor. Insp. Community Service Off. *Intelligence Analyst Asst. Tech. Specialist Civilian Accreditation/ Public Records Manager	Public Works PW - Water Public Works Bldg. Com. Dev. Bldg. Com. Dev. Police Dept. Police Dept. Town Mgr. Police Dept.	   60% 60% 100% 100%  100%	40%  40%			30% 50% 30% 20% 20%  50% 20%			30% 50% 30% 20% 20%  25%	       5%
10	Crew Leader Crew Leader Crew Leader Accounting Analyst	PW - Mechanics PW - Streets PW - Utilities Clerk-Treas.	   40%	40% 30%	  15%		30% 30% 50% 15%			30% 30% 50% 20%	 10%  10%
PD 10.1	Probationary Police Officer	Police Dept.	100%								
PD 10.2	2nd Class Police Officer	Police Dept.	100%								
PD 10.3	1st Class Police Officer	Police Dept.	100%								
PD 10.4	1st Class Regular Off.	Police Dept.	100%								
PD 10.5	1st Class Veteran Off.	Police Dept.	100%								
PD 10.6	Special 1st Class Officer	Police Dept.	100%								
11	<del>Supt. of Recreation</del> Chief Building Inspector	<del>Park &amp; Rec.</del> Bldg. Com. Dev.	 60%		100%		20%			20%	
12	Data Processing Spec.	Town Mgr.				50%	20%			25%	5%
PD 13.1	Sergeant	Police Dept.	100%								
PD 13.2	1st Class Sergeant	Police Dept.	100%								
PD 13.3	Veteran Sergeant	Police Dept.	100%								
14	Supt. of Operations Supt. of Operations Sup. of Recreation	Park & Rec. Public Works Park & Rec.		25%	95% 100%		25%			25%	5% 25%
PD 16.1	1st 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 Deputy Town Manager Planning Director Controller	Fire Dept. Town Mgr. Bldg. Com. Dev. Clerk-Treas.	100% 10% 10% 30%		10% 10% 20%		20% 20% 10%		30% 15% 10%	25% 25% 25%	5% 20% 5%
18	Director of Operations Director of Parks & Rec.	Public Works Park & Rec.		25%	100%		25%			25%	25%
16	Chief of Police	Police Dept.	100%								
Uncl.	Town Council Clerk-Treasurer C-T part-time staff Town Manager		35% 30% 100% 10%		10%		25% 25% 20%		10% 30%	25% 30% 25%	15% 5% 5%

Updated 08/01/22