

## 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

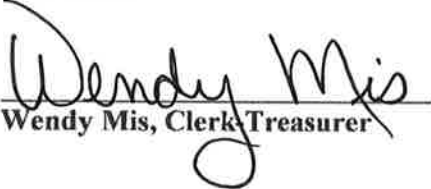
**ORDAINED,** By the Town Council of the Town of Munster, Lake County, Indiana, that the position of Superintendent of Recreation be reclassified from Grade 11 to Grade 14 within the 2022 Salary Ordinance. The ordinance will be effective upon passage.

**ADOPTED AND PASSED** this 1<sup>st</sup> day of August 2022, 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 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							
	Administrative Assistant	Bldg. Com. Dev.	1 total for all grades			hourly	8.1	Start of year 1	2022	\$ 18.73
	Administrative Assistant	Public Works	1 total for all grades			hourly	8.2	Start of year 2	2021	\$ 22.71
	Deputy Clerk III	Clerk-Treas.	2 total for all grades			hourly	8.3	Start of year 3	2020	\$ 24.14
	Maintainer III	Public Works	14 total for all grades			hourly	8.4 <sup>A</sup>	Start of year 6	2017	\$ 24.63
	Maintainer III	Park & Rec.	2 total for all grades			hourly	8.5	Start of year 10	2013	\$ 26.68
9	Marketing Coordinator	Park & Rec.	1 total for all grades							
	* 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							
	Mechanic	Public Works	2 total for all grades			hourly	9.1	Start of year 1	2022	\$ 20.36
	**Multi-Discipline Insp.	Bldg. Com. Dev.	2 total for all grades			hourly	9.2	Start of year 2	2021	\$ 24.70
	*** Zoning Enfor. Insp.	Bldg. Com. Dev.	1 total for all grades			hourly	9.3	Start of year 3	2020	\$ 26.25
	Community Service Off.	Police Dept.	1 total for all grades			hourly	9.4 <sup>A</sup>	Start of year 6	2017	\$ 26.78
	*Intelligence Analyst	Police Dept.	2 total for all grades			hourly	9.5	Start of year 10	2013	\$ 29.01
10	Asst. Tech. Specialist	Town Mgr.	1 total for all grades							
	Civilian Accreditation/ Public Records Manager	Police Dept.	1 total for all grades							
	Crew Leader	Public Works	3 total for all grades			hourly	10.1	Start of year 1	2022	\$ 22.02
	Accounting Analyst	Clerk-Treas.	1 total for all grades			hourly	10.2	Start of year 2	2021	\$ 26.71
						hourly	10.3	Start of year 3	2020	\$ 28.38
11						hourly	10.4 <sup>A</sup>	Start of year 6	2017	\$ 28.96
						hourly	10.5	Start of year 10	2013	\$ 31.37
						biweekly	11.1	Start of year 1	2022	\$ 1,943.20
						biweekly	11.2	Start of year 2	2021	\$ 2,356.80
12	Supt. of Recreation	Park & Rec.	1 total for all grades			biweekly	11.3	Start of year 3	2020	\$ 2,504.80
	Chief Building Inspector	Bldg. Com. Dev.	1 total for all grades			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	CT - Cust. Srv.	60%				10%			20%	10%
	Deputy Clerk II	CT - Clerical	40%		25%		10%			20%	5%
	Deputy Clerk II	CT - Accts. Pay.	35%		25%		10%			25%	5%
	Deputy Clerk II	CT - Water					30%			60%	10%
7	Administrative Secretary	Town Mgr.	25%		5%	30%	10%			30%	
	Administrative Secretary	Bldg. Com. Dev.	60%				20%			20%	
	Administrative Secretary	Public Works	10%				30%			30%	30%
	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%								
8	Administrative Assistant	Town Mgr.	30%				15%		25%	25%	5%
	Administrative Assistant	Police Dept.	100%								
	Administrative Assistant	Bldg. Com. Dev.	60%				20%			20%	
	Administrative Assistant	Public Works	10%				30%			30%	30%
	Deputy Clerk III	CT - Payroll	40%		30%		5%			20%	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%						
	Marketing Coordinator	Park & Rec.			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
9	Maintainer IV	Public Works		40%			30%			30%	
	Maintainer IV	PW - Water					50%			50%	
	Mechanic	Public Works		40%			30%			30%	
	Multi-Discipline Inspector	Bldg. Com. Dev.	60%				20%			20%	
	Zoning Enfor. Insp.	Bldg. Com. Dev.	60%				20%			20%	
	Community Service Off.	Police Dept.	100%								
	*Intelligence Analyst	Police Dept.	100%								
	Asst. Tech. Specialist	Town Mgr.				50%	20%			25%	5%
10	Civilian Accreditation/ Public Records Manager	Police Dept.	100%								
	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%		15%		15%			20%	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	Supt. of Recreation	Park & Rec.			100%						
	Chief Building Inspector	Bldg. Com. Dev.	60%				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	Park & Rec.			95%						5%
	Supt. of Operations	Public Works		25%			25%			25%	25%
	Sup. of Recreation	Park & Rec.			100%						
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