

**ORDINANCE 1890**

**AN ORDINANCE ESTABLISHING THE 2023 PAY PLAN  
FOR THE TOWN OF MUNSTER, INDIANA  
(2023 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; now, therefore, be it

**ORDAINED** By the Munster Town Council that, the 2023 Salary and Pay Plan for all employees, appointed members of board and commissions, the 2023 Police Pension Base, and other compensation matters is hereby adopted as follows.

**SECTION I. INTRODUCTION**

Regular, full-time employees whose job is classified in Grades 6, 7 or 8 will have their hourly wage or bi-weekly salary increased by 6.00%. Regular, full-time employees whose job is classified in Grades 9 or 10 will have their hourly or bi-weekly salary increased by 5.00%. Regular, full-time employees whose job is classified in Grades 11, 12, 13, 14, 15, or 16 will have their hourly or bi-weekly salary increased by 4.00%. Regular, full-time employees whose job is classified at Grade 17 or higher, including the Clerk-Treasurer and the Town Manager, will have their hourly or bi-weekly salary increased by 3.00%. Compensation for those employees that are not active police officers are listed on Exhibit A and the maximum of the ranges has been increased over those in the 2022 Salary Ordinance at the percentage listed above.

Active police officer rates are recited in Exhibit B. The pay rates for Grade 10 have been increased by 5.00% over those in the 2022 Salary Ordinance. The pay rates for Grades 11, 12, 13, 14, 15, and 16 have been increased by 4.00% over those in the 2022 Salary Ordinance. The pay rates for Grades 17 and higher have been increased by 3.00% over those in the 2022 Salary Ordinance. Police Officers whose years of service place them in a new Grade as outlined in Exhibit B will advance to the applicable Grade on their individual anniversary dates.

**SECTION II. ELECTED AND CERTAIN APPOINTED OFFICIALS**

	Proposed Number Biweekly <u>Authorized</u>	<u>Salary</u>
President of Town Council	1	\$ 566.52
Members of Town Council	4	\$ 536.66
Clerk-Treasurer	1	\$ 4,292.91
Town Manager	1	\$ 5,158.34

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.

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 III. BOARDS AND COMMISSIONS**

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

Members of the Board of Safety shall receive a stipend of \$600.00/year, payable monthly in arrears.

Members of the Nominating Committee shall receive a stipend of \$50.00/meeting attended, payable quarterly in arrears, not to exceed \$600/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 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, 2023) 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.

#### **2023 Certified Police Pension Rate**

The Certified Police Pension Base for 2023 is \$78,208.00 plus \$2,790.00 longevity, for an annual total of \$80,998.00.

#### **Pension Board Secretary**

The Police Pension Board Secretary shall receive an annual stipend of \$1,200.00, 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 V. BENEFITS**

**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 may be reviewed by the Town Council periodically and no more frequently than once per year. 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.

**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 that separate in good standing after January 1, 2023, 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 be also 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>Attained Years of Service</u>	<u>Annual Longevity Benefit</u>	<u>Attained Years of Service</u>	<u>Annual Longevity Benefit</u>
0 thru 5	\$ -	13	\$ 1,080.00
6	\$ 90.00	14	\$ 1,260.00
7	\$ 180.00	15	\$ 1,470.00
8	\$ 270.00	16	\$ 1,680.00
9	\$ 420.00	17	\$ 1,890.00
10	\$ 570.00	18	\$ 2,190.00
11	\$ 720.00	19	\$ 2,490.00
12	\$ 900.00	20 or more	\$ 2,790.00

## **B. MISCELLANEOUS BENEFITS & PROVISIONS**

**Health Insurance** – Employees will contribute 10% of the total premium cost for medical and 100% of dependent dental insurance costs. The Town will contribute 100% of the premium cost for vision insurance and for the employee only coverage of dental insurance. Employees have the option to contribute the additional premium cost for the employee’s spouse and/or children.

**Life Insurance** – The Town will provide life insurance for all regular, full-time employees at 1.5 times the annual salary amount of the employee to a maximum of \$125,000.00 in coverage. This benefit is reduced to 67% at age 70 and to 50% at age 75. Coverage ends at termination of employment or retirement.

The Town will provide life insurance for members of the Town Council at the fixed amount of \$30,000.00. This benefit is reduced to 67% at age 70 and to 50% at age 75. Coverage ends at termination of employment or retirement.

**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 paid with the first payroll in December and will be prorated for those eligible employees whose employment began during 2023. Town Council members are exempt from the holiday bonus.

**Uniforms & Clothing Allowance** – The Town provides certain employees with an initial complement of uniforms, specialty work clothes, and items with the Town or departmental logos. These employees are awarded an annual clothing allowance for the purpose of clothing maintenance beginning in the year after receiving the initial complement of clothing. The first year of the clothing allowance will be pro-rated based on full months of service in the previous year. 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. Those receiving a clothing allowance are:

1. **Police Department** – Payment to each sworn officer of \$1,700.00 per year, payable during February. **This initial complement must be purchased within 12 months of hire.**
2. **Fire Department** – Clothing for a newly hired firefighter shall be provided by the Town at the Town’s expense, one time, at the time of initial appointment. **This initial complement must be purchased within 12 months of hire.** This does not include “Class A” uniforms. After one year of service, an annual payment of \$300.00 shall be provided to the firefighter, payable during February
3. **Public Works/Parks Maintenance/Community Service Officer Multi-Disciplined Inspectors** – Clothing for initial appointments shall be provided to regular, full-time employees by the Town at its expense. **This initial complement must be purchased within 12 months of hire.** After the first year of service, an annual payment of \$800.00 shall be provided, payable during February.
4. **Chief Building Inspector and Zoning Enforcement Inspector** – Clothing for initial appointments shall be provided to regular, full-time employees by the Town at its expense. **This initial complement must be purchased within 12 months of hire.** After the first year of service, an annual payment of \$200.00 shall be provided, payable during February.

**Automobile** – The Town provides active and participating members of the Munster Fire Department a vehicle allowance (see Fuel Stipend, below). This allowance 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.

Police officers at the rank of Chief and Lieutenant will be granted the use of a take-home vehicle as permitted in IC 36-8-4-3. Only the Police Chief shall be granted unlimited personal use of a take-home vehicle.

Police officers at the rank of Officer 1<sup>st</sup> Class and Sergeant 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 final paycheck. 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, and the officer is also deemed eligible to receive the annual stipend.

A Munster Police Officer who serves as an Assistant Commander in Charge of Operations of the Northwest Indiana Regional SWAT is granted the use of a take-home vehicle in order to transport the specialized equipment, weapons and explosives for which he or she is responsible for by that organization. Any Munster Police Officer granted the use of a take-home vehicle under this ordinance is subject to all Federal, State and Town of Munster codes, policies, and practices for officers with administrative take-home vehicles including but not limited to IC 36-4-4.5-4 and Exhibit E of this ordinance which makes the officer ineligible for the vehicle allowance payment. Any Munster Police Officer granted the use of a take-home vehicle under this ordinance shall be evaluated annually to assess the ongoing necessity and eligibility for the vehicle.

**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 for business miles driven.

### **Park Membership and Programming Discounts**

- *Golf:*
  - Elected officials, members of Boards and Commissions, regular full-time employees, and non-probationary members of the Fire Department in good standing that are current with their service hours may elect to receive a free individual-rate golf membership and a free individual-rate golf cart pass. Elected officials, members of Boards and Commissions, regular full-time employees, and non-probationary members of the Fire Department in good standing that are current with their service hours desiring a couple- or family-rate for the golf cart and/or golf fees may elect to have the individual-rate golf cart and/or golf fee deducted from the couple- or family-rate fees
  - Elected officials, members of Boards and Commissions, full-time and part-time employees, and non-probationary members of the Fire Department in good standing that are current with their service hours may elect to receive a free driving range membership
  - Elected officials, members of Boards and Commissions, regular full-time employees, part-time employees, and members of the Fire Department in good standing that are current with their service hours are eligible for a 20% discount off pro-shop clothing and merchandise
- *Swimming Pool:*
  - Elected officials, members of Boards and Commissions, and regular full-time employees may elect to receive a free individual-rate pool pass. Elected officials, members of Boards and Commissions, and regular full-time employees desiring a multiple-person rate for the pool pass may elect to have the individual rate deducted from the multiple-person rate

- Part-time and paid-on-call Fire Department employees may elect to receive a 50% discount off the individual-rate pool pass
  - Part-time employees who work at the swimming pool may elect to receive a free individual-rate pool pass
  - Employees who work at the swimming pool are eligible for a 10% discount on employee-only concession stand purchases while working, including immediately preceding or following the scheduled work shift
  - Only one pool discount per employee is allowed. Pool discounts only apply to members of the employee's immediate family
- *Dog Park:*
    - Elected officials, members of Boards and Commissions, regular full-time and part-time employees, and paid-on-call Fire Department employees may elect to receive free dog park pass(es)
- *Parking at Centennial Park:*
    - Regular full-time and part-time employees and paid-on-call Fire Department employees are eligible for two free parking passes at Centennial Park.
- *Contractual Programs and Trips*
    - Full-time employee and immediate family members pay cost for all contractual programs. For instance, Karate class costs \$70 per person, but instructor gets paid \$40 per person; employee would pay \$40 instead of \$70.
    - Full-time employee and immediate family members pay expenses (price of show ticket, lunch if included in fee, etc.)
- *Non-contractual Programs*
    - Full-time employee and immediate family members receive free non-contractual recreation programs (camps are included, but employee pays for field trips)
    - If a class is full, then full-time employees and family members will be bumped, but will first be given the option to pay full price.
- *Notes to the above Discounts:*
    - Immediate family members are defined as spouse, children, siblings, parents, in-laws, other blood relatives, and dependent children permanently residing in the same household as the employee
    - All employees are eligible for a 10% discount off room and facility rentals
    - 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 these benefits shall have the value of the discount included as imputed income stated on annual W-2 income tax forms, and when required by IRS regulations

**SECTION VI. FIRE DEPARTMENT**

**Authorized Personnel** – There are authorized sixty (60) paid-on-call fire personnel. This does not include Town employees.

**Compensation** – The compensation schedule for the Fire Department shall be approved as listed below. The monthly or annual stipends are in addition to the regular hourly rate.

**Daytime Firefighter Stipend** – Those employees who serve the Munster Fire Department in addition to their designated position shall receive a stipend to be paid along with any other departmental compensation for Firefighter response(s) throughout the month. This stipend shall be provided to any employee who serves the Fire Department consistent with the essential duties and responsibilities of the Daytime Firefighters. The stipend payment shall be graduated to reflect the experience of the Firefighter.

**DAYTIME FIREFIGHTER STIPEND**

Probationary Status Firefighter I/II Certification	\$130.36/month
Firefighter I/II Certification	\$202.51/month
Firefighter I/II plus one or more years of experience	\$234.16/month

**HOURLY PAY SCALES**

Deputy Chief	\$32.28
Battalion Chiefs	\$29.61
Captains	\$27.12
Lieutenants	\$23.34

Hourly pay scales listed below apply to Fire personnel of the Department.

1. Emergency Response	\$19.08
2. Training/Drills	\$19.08
3. Specials/Building, Vehicle Maintenance, Fire Prevention, Training, Planning – P.O.C.	\$19.08
4. Inspections P.O.C.	\$19.08
5. Stand-by for Emergency Conditions	\$19.08
6. Probationary Firefighter	\$19.08
7. EMT Basic	\$19.72
8. EMT Paramedic	\$20.51

Town employees shall be paid their normal compensation during regular scheduled work periods.

**Fuel Stipend** – An annual stipend of \$150.00 shall be paid to each firefighter in February for fuel expenses incurred by individuals responding to emergencies. This stipend is provided for the previous year’s fuel expenses. Public Works employees who respond to calls during regular, daytime working hours are not eligible for this stipend. A Public Works employee is eligible for the stipend if the employee responds outside regular, daytime working hours. Employees without a full year of service as of January 1, 2023, shall receive a pro-rated fuel stipend based on full months of service.

**SECTION VII. SEASONAL EMPLOYEES – RECREATION**

The Park Board shall adopt the compensation ranges for all recreational instructors, counselors, pool, and other non-maintenance employees. Recreational employees may be compensated by the hour, per class, or per game. These rates are attached as Exhibit C.

**SECTION VIII. SEASONAL & NON-RECREATIONAL EMPLOYEES**

Employees not listed below and not accounted for elsewhere in this ordinance who are appointed shall be paid based upon the market demand for the type of work being performed. Employees shall be paid at least the existing federal minimum wage. The maximum rate shall not exceed 150% of the lowest paid regular employee in the job classification.

Maintenance Laborers	\$14.00-\$17.00/hour
Office	\$14.00-\$16.00/hour
Emergency Snow Removal, Sandbagging, and other Public Works-related work activities	Current Grade 7.1

Paid-on-call firefighters in good standing who assist Public Works in emergency or weather-related events (i.e. snow plowing, sandbagging) will be paid the standard hourly rate for Firefighter Emergency Responses regardless of rank.

**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 Exhibits A and B.
- Salary ranges do not include overtime compensation, holiday bonus, deferred compensation, longevity, cash bonuses, insurance and retirement contributions paid by the Town, tax liability added for personal use of Town vehicles, compensation for accrued vacation liability, reimbursement for business related expenses, and imputed income derived from employee discounts and other benefits.
- When employees are promoted to higher job grade, they shall be placed at 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.
- Pay rates for classified employees at Grades 12 through 18 of Exhibit A must be paid at least the minimum of that pay grade. Employees at or above the maximum of the range of the current pay grade for their position shall not suffer reductions in pay. However, they shall not be eligible for an increase in their current base wage until subsequent adjustments to the pay scale cause their salary or hourly wages to fall within the range for their job grade.
- Employees at or above the maximum step shall be eligible for an annual percentage lump-sum payment based on the approved percentage increase from Section I. The lump-sum payment shall be based on the employee's ensuing rate of pay. These lump-sum payments shall not be included in the base rate of pay. Employees will receive these payments in equal installments each pay period beginning with the second payroll of January. The payments will continue through the last



payroll of 2023 or upon separation with the Town. If the employee leaves prior to receiving the full amount, the employee forfeits the remainder.

- An active sworn law enforcement officer within the Town of Munster of a higher rank shall not make less than \$1,000 in base annual wages or salary than an officer of the next lower rank.
- When a Classified Employee in Grades 12 through 18 performs the duties of a higher job grade for an expected period of twenty or more working days, the employee shall be compensated at the minimum of the higher job grade, or 5% more than the employee's current hourly compensation, whichever is greater. Advancement to the maximum rates subsequent to the promotion will be based on the application of merit principles.
- When a Sworn Police Officer or a Classified Employee in Grades 6 through 11 performs the duties of a higher job grade for an expected period of twenty or more working days, the employee shall be compensated at the minimum of the higher job grade, or 5% more than the employee's current hourly compensation, whichever is greater. When employee are promoted to higher job grades, they shall be placed at the step in the higher grade that provides a minimum percentage increase of five percent (5.00%) above their non-promoted rate. As a result, employees may receive greater than a 5% increase.
- Water Department employees who obtain and maintain their Water Operator License certification will receive a bi-weekly stipend of \$100.00. A copy of the certificate must be presented to the Town Manager and the Clerk-Treasurer for the stipend to go into effect.
- A Public Works employee hired at the entry level step who obtains a CDL license within 12 months of their hire date shall be moved to the second step of their grade. Subsequent step increases shall be calculated from the date that the employee advanced in grade. A copy of the license must be presented to the Town Manager and Clerk-Treasurer for the stipend to go into effect.
- All regular full-time employees as of January 1, 2023 will be granted two (2) personal days to be used by December 31, 2023. The days will be available to use at the start of the year and will be shown on the employee paystub. If not used by the deadline, the days will be removed from the leave bank. These days do not carry forward into the new year and there is no buy out. There is no cash value associated with these days. The time must be taken in full days, not hourly and the time off must be scheduled through the normal request process within the employee's department.
- Salaried employees who work in excess of 50 hours per work-week during a severe weather-related event shall receive a flat \$250.00 stipend if and only if at least 10 of the hours in excess of 40 hours were in direct response to the severe weather-related event.
- Pay rate increases for elected employees and firefighters, will be effective January 1, 2023. Pay rate increases for all other biweekly paid employees will be effective beginning with the second payroll of 2023.
- In cases when the current salary ordinance is silent, the adopted personnel rules, as amended, shall prevail.

- If a conflict exists between the current salary ordinance, including any amendment or amendments, and the adopted personnel rules as amended, then the salary ordinance and its amendment or amendments shall prevail.
- The Town of Munster Employee Manual, as amended, is hereby incorporated into and made a part of this annual salary ordinance by reference.

**SECTION X. LISTING OF EXHIBITS**

Exhibit A – 2023 Pay Ranges for Classified Employees (Pay ranges from 2022 are increased based on Section I of this document.

Exhibit B – Pay Step and Grade for Sworn Police Officers (Pay ranges from 2022 are increased based on Section I of this document.

Exhibit C – Munster Parks & Recreation Salary/Wage Schedule – Part-time Employees

Exhibit D – 2023 Distribution of Payroll by Fund

Exhibit E – Police Department Take-Home Vehicles and Stipend

Exhibit F – Understanding of Elected Officials’ Compensation

Exhibit G – Clarifying Language for Grade and Longevity Implementation

**ORDAINED and ADOPTED** by the Town Council of the Town of Munster, Indiana, on the 19<sup>th</sup> day of December 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:**

  
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**Wendy Mis, Clerk-Treasurer**

ORDINANCE 1890  
2023 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
6	Deputy Clerk II	Clerk-Treas.	4 total for all grades			hourly	6.1	Start of year 1	2023	\$ 18.43
						hourly	6.2	Start of year 2	2022	\$ 19.93
						hourly	6.3	Start of year 3	2021	\$ 21.18
						hourly	6.4 <sup>A</sup>	Start of year 6	2018	\$ 21.61
						hourly	6.5	Start of year 10	2014	\$ 23.40
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	2023	\$ 18.07
	Administrative Secretary	Park & Rec.	1 total for all grades			hourly	7.2	Start of year 2	2022	\$ 21.92
	Administrative Secretary	Fire Dept.	0.5 total for all grades			hourly	7.3	Start of year 3	2021	\$ 23.30
	Administrative Secretary	Bldg. Com. Dev.	0.5 total for all grades			hourly	7.4 <sup>A</sup>	Start of year 6	2018	\$ 23.78
	Maintainer II	Public Works	20 total for all grades			hourly	7.5	Start of year 10	2014	\$ 25.75
	Maintainer II	Park & Rec.	3 total for all grades							
Police Records Clerk	Police Dept.	2 total for all grades								
8	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	2023	\$ 19.85
	Administrative Assistant	Public Works	1 total for all grades			hourly	8.2	Start of year 2	2022	\$ 24.07
	Deputy Clerk III	Clerk-Treas.	2 total for all grades			hourly	8.3	Start of year 3	2021	\$ 25.59
	Maintainer III	Public Works	14 total for all grades			hourly	8.4 <sup>A</sup>	Start of year 6	2018	\$ 26.11
	Maintainer III	Park & Rec.	2 total for all grades			hourly	8.5	Start of year 10	2014	\$ 28.28
	Marketing Coordinator * Recreation Supervisor	Park & Rec.	1 total for all grades 2 total for all grades							
9	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	2023	\$ 21.38
	**Multi-Discipline Insp.	Bldg. Com. Dev.	2 total for all grades			hourly	9.2	Start of year 2	2022	\$ 25.94
	*** Zoning Enfor. Insp.	Bldg. Com. Dev.	1 total for all grades			hourly	9.3	Start of year 3	2021	\$ 27.56
	Community Service Off.	Police Dept.	2 total for all grades			hourly	9.4 <sup>A</sup>	Start of year 6	2018	\$ 28.12
	*Intelligence Analyst	Police Dept.	1 total for all grades			hourly	9.5	Start of year 10	2014	\$ 30.46
	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	Public Works	3 total for all grades			hourly	10.1	Start of year 1	2023	\$ 23.12
	Accounting Analyst	Clerk-Treas.	1 total for all grades			hourly	10.2	Start of year 2	2022	\$ 28.05
						hourly	10.3	Start of year 3	2021	\$ 29.80
						hourly	10.4 <sup>A</sup>	Start of year 6	2018	\$ 30.41
						hourly	10.5	Start of year 10	2014	\$ 32.94
11	Chief Building Inspector	Bldg. Com. Dev.	1 total for all grades			biweekly	11.1	Start of year 1	2023	\$ 2,020.93
						biweekly	11.2	Start of year 2	2022	\$ 2,451.07
						biweekly	11.3	Start of year 3	2021	\$ 2,604.89
						biweekly	11.4 <sup>A</sup>	Start of year 6	2018	\$ 2,658.24
						biweekly	11.5	Start of year 10	2014	\$ 2,879.55
12	Data Processing Spec.	Town Mgr.	1	\$ 2,226.78	\$ 3,180.91	biweekly				
14	Supt. of Recreation	Park & Rec.	1	\$ 2,519.67	\$ 3,598.37	biweekly				
	Supt. of Operations	Park & Rec.	1	\$ 2,519.67	\$ 3,598.37	biweekly				
	Supt. of Operations	Public Works	1	\$ 2,519.67	\$ 3,598.37	biweekly				
17	Fire Chief	Fire Dept.	1	\$ 2,926.68	\$ 4,179.29	biweekly				
	Deputy Town Manager	Town Mgr.	1	\$ 2,926.68	\$ 4,179.29	biweekly				
	Planning Director	Bldg. Com. Dev.	1	\$ 2,926.68	\$ 4,179.29	biweekly				
	Controller	Clerk-Treas.	1	\$ 2,926.68	\$ 4,179.29	biweekly				
18	Director of Operations	Public Works	1	\$ 3,070.43	\$ 4,385.35	biweekly				
	Director of Parks & Rec.	Park & Rec.	1	\$ 3,070.43	\$ 4,385.35	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

ORDINANCE 1890  
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	\$ 24.93	hourly
PD 10.2	2nd Class Police Officer	Police Dept.	Year 2		\$ 30.23	hourly
PD 10.3	1st Class Police Officer	Police Dept.	Start of yr. 3 w/ Munster PD. Or Yr. 1 as Lateral Hire		\$ 31.13	hourly
PD 10.4	1st Class Regular Off.	Police Dept.	Start of yr. 6 w/ Munster PD.		\$ 32.78	hourly
PD 10.5	1st Class Veteran Off.	Police Dept.	Start of yr. 10 w/Munster PD.		\$ 35.50	hourly
*PD 10.6	Special 1st Class Off.	Police Dept.	After 34 yrs. LE & 20 yrs. w/Munster	Pension Salary	\$37.60 + 20 yr. Longevity	hourly
PD 13.1	Sergeant	Police Dept.	Starting	9 total for all 3 titles	\$ 37.34	hourly
PD 13.2	1st Class Sercgant	Police Dept.	Start of yr. 6 as Sgt.		\$ 38.96	hourly
PD 13.3	Veteran Sergeant	Police Dept.	Start of yr. 10 as Sgt.		\$ 40.58	hourly
PD 16.2	1st Class Lieutenant	Police Dept.	Starting	2 total for both titles	\$ 3,571.00	biweekly
PD 16.3	Veteran Lieutenant	Police Dept.	Start of yr. 5 as Lt.		\$ 3,803.75	biweekly
PD 19.1	Chief of Police	Police Dept.		1	\$ 4,385.35	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 to Ordinance 1890

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

<u>Program Positions</u>	<u>Salary/Wage Range</u> (per hour unless indicated)
Fitness Instructor	\$10.00-\$25.00
Computer Education Instructor	\$15.00-\$30.00
Program Instructor	\$15.00-\$35.00
Program Supervisor	\$12.00-\$14.00
Program Aide	\$10.50-\$13.00
Special Event Supervisor	\$10.50-\$15.00
Community Market Supervisor	\$11.00-\$14.00
Office Clerk	\$11.00-\$14.00
Leisure Education Instructor	\$10.00-\$50.00 (varies according to percentage, hourly or per student)
Social Center Supervisor	\$10.00-\$14.00
Intern	\$600/week stipend
Tennis Director	\$20.00-\$32.00
Tennis Instructor	\$11.00-\$20.00
Education Instructor	\$11.00-\$25.00 (varies according to percentage, hourly or per student)
Sports Supervisor	\$10.50-\$17.50
Sports Official	\$11.00-\$17.00 (per game)
 <u>Munster Community Pool</u>	
Pool Manager	\$18.00-\$24.00
Assistant Pool Manager	\$14.00-\$18.00
Head Lifeguard	\$13.00-\$17.00
Lifeguards	\$13.00-\$16.00
Cashier/Admission Personnel	\$10.50-\$12.00
Pool Maintenance	\$13.00-\$16.00
Swim Lesson Coordinator	\$15.00-\$20.00
Swim Instructor	\$13.00-\$16.00
 <u>Summer Camp Staff</u>	
Camp Directors	\$15.00-\$20.00
Camp Coordinator	\$11.00-\$14.00
Camp Counselors	\$10.50-\$12.00
 <u>Park Maintenance</u>	
Part-Time Maintenance (Seasonal and Summer)	\$14.00-\$17.00
<u>Centennial Park Maintenance</u>	
Part-Time Maintenance	\$14.00-\$17.00
Park Attendant	\$14.00-\$17.00

*per JA*  
 ORDINANCE 1890  
 2023 SALARY ORDINANCE

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
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%							
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%
Civilian Accreditation/ Public Records Manager	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
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	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 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: 11/29/22



## EXHIBIT E

### ORDINANCE 1890

#### 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 the rank of Chief and Lieutenant will be granted the use of a take-home vehicle as permitted in IC 36-8-4-3. Only the Police Chief shall be granted unlimited personal use of a take-home vehicle.

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 36-8-4.5-4 Residence Requirements for Police without any required reimbursements and supersedes any and all previous Vehicle Policies regarding the Police Department.

Ordinance 1848 states, in part, a Munster police officer who serves as an Assistant Commander in Charge of Operations of the Northwest Indiana Regional SWAT is granted the use of a take-home vehicle in order to transport specialized equipment, weapons, and explosives for which he or she is responsible for by that organization. See Ordinance 1848 for more information including the requirement for an annual evaluation to determine necessity and eligibility.

## EXHIBIT F

### ORDINANCE 1890

#### 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

Exhibit G to Ordinance 1890  
Clarifying Language for Implementation of  
the 2023 Salary Ordinance

Positions listed on Exhibit A: *Pay Ranges for Classified Employees, Grades 12 through 18* will be paid at least the minimum amount listed on the matrix and no more than the maximum amount listed.

The following applies to all positions listed on Exhibit A: *Pay Ranges for Classified Employees, Grades 6 through 11* and Exhibit B: *Pay Step and Grade for Sworn Police Officers*.

1. Movement from one step to the next is based on years of service ***in the position***.
2. New employees who are not sworn officers may begin at step 1, 2, or 3 of their grade. Employees do not move beyond step 3 until the start of their 6<sup>th</sup> year.
3. Probationary, 2<sup>nd</sup> Class, and 1<sup>st</sup> Class Police Officers are each considered a different position, and an employee can be hired in at whichever he or she qualifies for based on State of Indiana and Departmental regulations.
4. If a cost-of-living increase is given, all employees will receive it at the same time regardless of time in their position.
5. Pay rates must be at one of the defined steps of the pay matrix with exception of Item 6.
6. As the new steps are implemented, some employees will not be eligible for a wage increase and the wages of some of these employees will be at or above their step of the current pay grade for their position. Employees in this situation will not suffer reductions in pay. However, they shall not be eligible for an increase in their current base wage until subsequent adjustments to the pay scale or their years of service cause their salary or hourly wages to fall within the range for their job grade. Employees in this situation are eligible for an annual percentage lump-sum payment based on the approved percent increase to their Grade. In some instances, an employee will receive both a lump sum and an increase in base wages. This happens when the matrix “catches up” to the employee pay rate and the two come into balance. The percent of the new wage and lump sum will not exceed the percent granted to the Grade of the employee.
7. One of the primary goals of the Step and Longevity system is to create equity within the individual grades and between the various grades. At the time of implementation, it was known that there were instances where the new system did not correct an inequitable situation. In these cases, a “true-up” was made to correct the inequity and increased the base wage of the employee. Employees who received a true-up increase may be paid a wage not on a defined step until the matrix and the wage come into balance. Employees in this situation are subject to Item 6 for any wage increases after the initial true-up of 2022.

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.