

To: President and Members of the Munster Town Council

From: Wendy Mis, IAMC, CMC, Clerk-Treasurer

Copy to: Patricia L. Abbott, IAMC, MMC, Controller
Dustin C. Anderson, Town Manager

Date: April 17, 2023

Subject: Ordinance 1899, Amendment #2 to 2023 Salary Ordinance

Amendment #2 to the 2023 Salary Ordinance makes two changes. First, an additional Police Officer is authorized bringing the total sworn officers, including the Chief, to forty-four. Chief Scheckel has provided a separate memo with more information on this. The second issue relates to interim staffing levels. Exhibit A of the Salary Ordinance sets the number of authorized personnel in each position. There is no authority to exceed these numbers, even on a temporary basis.

There are times when the Town knows that leadership personnel are leaving due to retirement or other employment opportunities. For higher grade positions, it is beneficial for the successor employee to have time to shadow and train with the outgoing employee. Staff would like to have the flexibility to exceed the authorized number of employees in these situations to allow a smoother transition. Exhibit H: *Transitional Employees* has been drafted to stipulate the conditions under which this can happen. The basic framework follows.

1. The Department Head, Town Manager, and Clerk-Treasurer must approve all Transitional Employees prior to recruitment efforts for the separating employee.
2. Only positions at Grades 10 and higher are eligible for consideration.
3. The separating employee must formally commit to separating employment from the Town on a specific date. Employment will not continue beyond the stated separation date.
4. Items to consider before approval of a Transitional Employee are the length of transition, funding availability, number of Transitional Employees in a department at one time.
5. Transitional Employees can be in place for a period of thirty days or less.

RECOMMENDED ACTION:

By motion and roll-call vote, hear Ordinance 1899 on first reading and set second reading for the next regular meeting.