

ORDINANCE NO. 29-16

AN ORDINANCE TO FIX THE 2017 WASTEWATER TREATMENT UTILITY SALARY SCHEDULE AS SUBMITTED BY THE BOARD OF PUBLIC WORKS AND SAFETY FOR APPROVAL BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA:

SECTION 1.

The Board of Public Works and Safety has established that the salary and pay schedule for the elected and appointed officers and employees working with the Wastewater Treatment Utility of the City of West Lafayette shall be as herein set forth and continue thereafter until duly changed and requests that such schedule be approved by the Common Council.

OPERATIONS					
Position	# Hours/ Workweek	30 min period lunch	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Utility Director	40	Y	Exempt	2,679.03	2,949.78
Street Commissioner	40	N	Exempt	535.81	589.96
Superintendent	40	Y	Exempt	2,595.55	2,777.26
Maintenance Supervisor	40	Y	Exempt	1,962.24	2,571.46
Operations Supervisor	40	Y	Exempt	1,962.24	2,484.56
Information Services/Instrumentation Technician	40	Y	Non-Exempt	1,664.85	2,162.22
Laboratory Manager	40	Y	Exempt	1,891.98	2,364.17
Administrative Assistant	40	Y	Non-Exempt	1,249.20	1,640.79
Operator	40	Y	Non-Exempt	1,303.05	1,892.48
Maintenance/Operator	40	Y	Non-Exempt	1,303.05	1,892.48
Laboratory Technician	40	Y	Non-Exempt	1,303.05	1,837.66
Collections Systems/GIS Supervisor	40	Y	Exempt	1,962.24	2,531.49
Accounting I	37.5	N	Non-Exempt	91.08	1,570.91
Accounting II	37.5	N	Non-Exempt	123.24	1,910.41
Accounting III	37.5	N	Non-Exempt	154.31	2,249.90

SEE ADDITIONAL STATEMENTS ON PAGE 4.

Ordinance No. 29-16, Amending 2017 WWTU Salary Ordinance (continued)

COLLECTION SYSTEM						
Position	# Hours/ Workweek	30 min period lunch	FLSA	Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Foreman/Equipment Operator	40	N	Non-Exempt	600.00	1,356.93	2,343.78
Assistant Foreman/Equipment Operator	40	N	Non-Exempt	600.00	1,259.61	1,905.49
Equipment Operator/Laborer	40	N	Non-Exempt	600.00	1,357.05	1,950.77
Inspector	40	N	Non-Exempt	600.00	1,066.78	2,097.29

SEE ADDITIONAL STATEMENTS ON PAGE 4.

SANITATION						
Position	# Hours/ Workweek	30 min period lunch	FLSA	Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Driver/Collector/Processor	40	N	Non-Exempt	600.00	1,357.05	1,946.80
Receptionist/Office Assistant	40	N	Non-Exempt	0.00	535.16	730.18

SEE ADDITIONAL STATEMENTS ON PAGE 4.

POLLUTION PREVENTION/STORMWATER						
Position	# Hours/ Workweek	30 min period lunch	FLSA	Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Fleet Manager/Operator	40	N	Non-Exempt	300.00	678.46	1,171.89
Equipment Operator/Laborer	40	N	Non-Exempt	600.00	1,357.05	1,950.77
Equipment Operator/Laborer (25%)	40	N	Non-Exempt	150.00	339.26	487.69

SEE ADDITIONAL STATEMENTS ON PAGE 4.

Ordinance No. 29-16, Amending 2017 WWTU Salary Ordinance (continued)

From the revenues of the Wastewater Treatment Utility of said City for services other than governmental connected with the operation thereof, additional compensation shall be paid to certain officials of said City from the operation thereof as follows:

Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Mayor	-	Exempt		1,259.44
Clerk	-	Exempt		839.85
Controller	40	Exempt	1,109.23	1,236.00
Accounting I	37.5	Non-Exempt	91.08	1,570.91
Accounting II	37.5	Non-Exempt	123.24	1,910.41
Accounting III	37.5	Non-Exempt	154.31	2,249.90
Mayor's Administrative Assistant	37.5	Exempt	249.15	302.31
Human Resources Director	40	Exempt	1,071.61	1,199.87
Information Technology Director	40	Exempt	1,050.60	1,167.85
IT Systems Administrator	40	Non-Exempt	773.52	918.16
Network Administrator	40	Non-Exempt	773.52	949.89
Public Works Director	40	Exempt	1,442.56	1,607.89
City Engineer	40	Exempt	1,391.38	1,545.61
Assistant City Engineer	37.5	Exempt	1,918.60	2,733.51
Stormwater Inspector	37.5	Non-Exempt	1,751.00	2,142.40
Project Engineer	37.5	Exempt	388.28	511.08
Business Manager/Permits Coordinator	37.5	Non-Exempt	890.95	1,050.60
Administrative Assistant (Engineering)	37.5	Non-Exempt	694.16	862.29
Director of Development	40	Exempt	1,339.52	1,474.89
Marketing and Grants Administrator	37.5	Non-Exempt	280.69	339.45
Administrative Assistant (Development)	37.5	Exempt	367.19	397.91
Assistant Director of Rental Housing Inspections	37.5	Exempt	722.38	923.24
Data and Project Administrator	37.5	Exempt	1,651.25	2,001.42

Additional Statements Related to the WWTU Department:

1. Employees assigned to work any hours on the 2nd shift shall receive an additional \$0.25 per hour compensation. Employees assigned to work any hours on the 3rd shift shall receive an additional \$0.50 per hour compensation.
2. Employee pay will be increased for each Sacramento course passed and each level of IDEM Certification achieved according to the following schedules. The Board of Works shall approve all pay increases upon presentation of Certification. For Sacramento courses, pay increases will be retroactive to the first day of the month specified on the Certification of Completion for each Sacramento course. For IDEM Certifications, pay increases shall be retroactive to the date of the IDEM examination. An employee shall be paid for the total of all courses and/or certification levels achieved.

Schedule of Sacramento Course Pay

\$250.00 each course, up to four (4) courses

Schedule of IDEM Certification Pay

Class I	\$1,000.00	Class A	\$125.00
Class II	\$1,000.00	Class B	\$125.00
Class III	\$1,000.00	Class C	\$125.00
Class IV	\$1,000.00	Class D	\$125.00

Additional Statements Related to the Street and Sanitation Department:

1. Employee pay will be increased based on the below Step-Increase Program schedule. The Step-Increase Program is for qualified Driver/Collector/Processor and Equipment Operator/Laborer positions in Sanitation, WWTU Collections and the Pollution Prevention areas of the Street and Sanitation Department.

Initiation (New Hire)	Step 1 1 Year (4% Increase)	Step 2 3 Year (6% Increase)	Step 3 5 Year (6% Increase)	Maximum
\$1,357.05	\$1,411.33	\$1,496.00	\$1,585.78	\$1,946.80

SECTION 2.

This salary and pay schedule indicates the salary ranges for each position with the actual rate to be established by the Department Head. Any incentive pay, certification and/or home study courses are in addition to the salary and pay schedule listed above.

SECTION 3.

The hourly rate for all non-exempt full-time civilian employees shall be calculated by dividing the biweekly salary by 80, for employees with a regularly scheduled workweek of 40 hours and dividing the biweekly salary by 75 for employees with a regularly scheduled workweek of 37.5 hours.

SECTION 4.

Employees who receive a 30-minute paid lunch period shall have this time considered hours worked for the computation of overtime pay or earning compensatory time.

SECTION 5.

The part-time personnel salary range shall be a minimum of \$7.25/hour to \$17.50/hour, subject to the approval of the Board of Public Works and Safety.

SECTION 6.

All employees will be paid holiday pay for working on a City holiday at their regular rate of pay. In addition to holiday pay, all employees will receive either pay at two times the regular rate of pay or compensatory time at two times for each hour worked on Thanksgiving and Christmas Day. On all other City holidays, employees will receive in addition to holiday pay, either pay at one and one-half times the regular rate of pay or one and one-half times compensatory time for hours worked on a City holiday. Exempt employees shall receive compensatory time only for hours worked on a City holiday. This section does not apply to department heads.

SECTION 7.

Clothing allowance will be paid two times a year (the date to be decided by the City Controller) to designated employees.

SECTION 8.

The payroll week shall be the calendar week beginning Saturday and ending Friday. The payroll period shall consist of two (2) consecutive weeks. The pay date shall be the Friday after the end of the payroll period.

SECTION 9.

This ordinance will be effective for, and including, the pay period ending December 30, 2016 and will continue through the pay period ending December 15, 2017.

SECTION 10.

This Ordinance shall be in full force and effect from and after its passage and signing by the Mayor.