Submitted by Mayor John Dennis

ORDINANCE NO. 22-12

AN ORDINANCE TO FIX THE SALARIES OF APPOINTED OFFICERS, EMPLOYEES, AND MEMBERS OF THE POLICE AND FIRE DEPARTMENTS OF THE CITY OF WEST LAFAYETTE, INDIANA, FOR THE YEAR 2013.

WHEREAS, the Mayor of the City of West Lafayette, Indiana, as required by Indiana Code 36-4-7-3 and 36-8-3-3 hereby fixes the salaries and pay schedule for appointed officers, employees, and members of the Police and Fire Departments of the City of West Lafayette, Indiana, for the year 2013, and requests that such salary rates be approved by the Common Council. This salary and pay schedule indicates the salary ranges for each position. All amounts shown are subject to the availability of Community Development Funds and other income to the City of West Lafayette,

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of West Lafayette, Indiana, that:

SECTION 1.
That for the year 2013, the salaries and pay for the appointed officers, employees, and members of the Police and Fire Departments of the City of West Lafayette, Indiana, be fixed as follows:

Department: MAYOR			Biweekly ($)	
Position	# Hours/ Workweek	FLSA	Minimum	Maximum
Mayor's Administrative Assistant	37.5	Exempt	1,291.66	1,567.27
Human Resources Director	40	Exempt	1,412.31	1,602.71
Information Technology Director	40	Exempt	1,412.31	1,602.71
IT Systems Administrator	40		1,238.46	1,470.00

Department: CLERK-TREASURER			Biweekly ($)	
Position	# Hours/ Workweek	FLSA	Minimum	Maximum
Accounting I	37.5		85.00	1,437.20
Accounting II	37.5		115.00	1,747.79
Accounting III	37.5		144.00	2,058.38
Administrative Assistant	37.5		1,519.60	1,671.48

Department: ENGINEERING			Biweekly ($)	
Position	# Hours/ Workweek	FLSA	Minimum	Maximum
Public Works Director	40	Exempt	1,051.26	1,471.02
City Engineer	40	Exempt	1,051.26	1,471.02
Engineering Assistant	37.5	Exempt	1,420.90	1,719.38
Deputy Building Commissioner	37.5		1,712.76	2,131.09
Inspector I	37.5		1,621.99	2,017.70
Office Manager	37.5		635.06	788.88

Department: POLICE			Annually ($)	Biweekly ($)
Position	# Hours/ Workweek	FLSA	Clothing Allowance	Maximum
Chief	40	Exempt	1,500.00	2,730.36
Deputy Chief/Commander of Traffic and Operations	40	Exempt	1,500.00	2,583.71
Captain of Patrol	40	Exempt	1,500.00	2,459.40
Captain of Special Services	40	Exempt	1,500.00	2,459.40
Captain of Investigations	40	Exempt	1,500.00	2,459.40
Lieutenant of Patrol	40	Exempt	1,500.00	2,366.31
Lieutenant Investigator	40	Exempt	1,500.00	2,366.31
Sergeant of Patrol	a		1,500.00	2,267.59
Sergeant Investigator	a		1,500.00	2,267.59
Sergeant of Training	a		1,500.00	2,267.59
Detective	a		1,500.00	2,152.32
Police Officer, First Class	a		1,500.00	2,055.57
Police Officer, Second Class	a		1,500.00	1,948.20
Probationary Officer, First Year	a			1,787.68

a – Based on a 28-day tour of duty, 168 hours total before time and a half overtime compensation for the Patrol Division, Shift Sergeants, and the Detective Divisions. Subject to an agreement dated April 15, 1986.

SEE ADDITIONAL STATEMENTS ON PAGE 9.

Department: POLICE (continued)			Annually ($)	Biweekly ($)	
Position	# Hours/ Workweek	FLSA	Clothing Allowance	Minimum	Maximum
Clerical II, Office Manager	35			1,347.65	1,456.16
Data Processor/Computer System Manager	37.5			1,347.65	1,456.16
Head Patrol Dispatcher	40			1,306.10	1,564.29
Assistant Head Patrol Dispatcher	40				1,464.11
Patrol Dispatcher	40				1,424.87
Probationary Patrol Dispatcher	40			1,306.10	
Parking Enforcement Officer	37.5		700.00	1,400.32	1,756.74
Animal Control Officer	37.5		700.00	1,400.32	1,756.74
Maintenance Technician	37.5		700.00	1,199.96	1,455.99
Records Division Clerk	37.5			1,198.82	1,291.55
Over-Occupancy/Nuisance Enforcement Officer	37.5		700.00	1,400.32	1,756.74
Code Enforcement Supervisor	37.5		700.00	1,769.92	1,916.02

School Crossing Guard	Paid $31.45 Per Day

SEE ADDITIONAL STATEMENTS ON PAGE 9.

PENSION FUNDS

The Police Pension Secretary and the Fire Pension Secretary are each paid $240.22 monthly.

Department: FIRE			Annually ($)	Biweekly ($)
Position	# Hours/ Workweek	FLSA	Clothing Allowance	Maximum
Chief	40	Exempt	1,500.00	2,730.36
Deputy Chief/Inspector and Investigator	40	Exempt	1,500.00	2,575.92
Assistant Chief – Shift Commander	b		1,500.00	2,417.82
Captain	b		1,500.00	2,284.90
Lieutenant	b		1,500.00	2,195.10
Firefighter, First Class	b		1,500.00	2,055.57
Firefighter, Second Class	b		1,500.00	1,948.20
Entry Level Firefighter, First Year	b			1,787.68
Occupational Safety and Health Coordinator				110.86
Mechanic				160.16
				Annual Pay
Lead Training Instructor				559.71
Training Instructor				426.54
Sergeant				426.54
Compliance Master				426.54

b – Based upon a 27-day tour of duty, 216 hours for all employees of the Fire Department, except the Chief and Assistant Chief/Fire Inspector of the Department. Subject to an agreement dated April 15, 1986.

SEE ADDITIONAL STATEMENTS ON PAGES 9 and 10.

Department: MOTOR VEHICLE HIGHWAY FUND			Annually ($)	Biweekly ($)	
Position	# Hours/ Workweek	FLSA	Clothing Allowance	Minimum	Maximum
Street Commissioner	40	Exempt	600.00	2,136.93	2,353.62
Assistant Street Commissioner	40	Exempt	600.00	2,276.98	2,388.84
Receptionist/Office Assistant	40			979.20	1,336.04
Fleet Manager/Operator	40		300.00	620.71	1,072.13
Foreman/Equipment Operator	40		600.00	1,241.42	2,144.26
Mechanic/Equipment Operator	40		600.00	1,241.41	1,995.05
Traffic Technician/Foreman	40		600.00	1,241.41	2,144.26
Traffic Maintenance/Equipment Operator	40		600.00	988.79	1,887.57
Equipment Operator/Laborer	40		600.00	988.79	1,887.57
Equipment Operator/Laborer (75%)	40		450.00	741.59	1,415.68

Department: PARKS AND RECREATION			Annually ($)	Biweekly ($)	
Position	# Hours/ Workweek	FLSA	Clothing Allowance	Minimum	Maximum
Superintendent	40	Exempt		2,545.82	2,671.18
Assistant Superintendent	37.5	Exempt		2,189.26	2,319.61
Parks Director	40	Exempt	600.00	1,528.55	1,908.53
Recreation Director	37.5	Exempt		1,528.55	1,790.78
Morton Center Director	37.5	Exempt		1,528.55	1,548.56
Skating Center and Pool Manager	40			1,459.83	1,530.11
Administrative Assistant	37.5			1,336.04	1,485.42
Claims/Grants Administrator	37.5			1,200.06	1,336.04
Morton Administrative Assistant	37.5			1,336.04	1,459.83
Maintenance Technician I	40		600.00	1,392.44	1,616.31
Stewardship Manager	40		600.00	1,392.44	1,616.31
Trails Manager	40		600.00	1,392.44	1,492.58
Maintenance Technician II	40		600.00	1,199.96	1,299.36

Department: DEVELOPMENT/EDIT			Biweekly ($)	
Position	# Hours/ Workweek	FLSA	Minimum	Maximum
Director of Development	40	Exempt	1,272.93	1,335.59
Housing Program Coordinator	37.5	Exempt	1,404.40	1,711.54
Housing Inspector	37.5		1,510.70	1,769.92
Marketing and Grants Administrator	37.5	Exempt	855.98	1,035.16
Administrative Assistant	37.5		1007.78	1,092.12
Financial and Code Assistant	37.5		1,165.69	1,333.61

Additional Statements Related to the Police Department:

1. The hourly rate for all non-exempt police officers and those with designated special duties shall be calculated by dividing the annual salary by 13 and by 160 per the Fair Labor Standards Act.
2. When an award or grant is received for designated special duties beyond the normal scope of activities, additional pay may be given to the participating police officers who have worked overtime. The additional pay shall be from the award or grant and shall not replace or supplant other funding of law enforcement services.
3. Police officers and patrol dispatchers who are scheduled to work on Thanksgiving Day and/or Christmas Day will be compensated at the rate of two and one half times for hours worked.
4. Retiring police officers will receive benefits specified per the Police Officer Retirement Entitlement Policy approved by the Board of Public Works and Safety on February 4, 1997.
5. As specified in the Police Department Specialty Fields Compensation Policy, officers that are certified members of the following specialty fields, teams, or units: Special Response Team, Hostage Negotiation Team, Field Training Unit, Crash Reconstruction Unit, ILEA Generalist Instructor, ILEA Psycho-motor Skills Instructor, RAD Instructor, STOPS Instructor, Drug Recognition Expert, or is Foreign Language Speaking shall receive a minimum $250 annual compensation per specialty field. A maximum of two (2) specialty fields per officer will be compensated annually for a maximum of $500 annual compensation per officer.
6. As specified in the Police Department Policy and as approved by the Board of Public Works and Safety, the personnel assigned as IDACS Coordinator or IDACS Assistant Coordinator shall receive a $300 additional annual compensation.
7. As specified in the Police Department Policy, a certified Field Training Officer (FTO) who participated in training at least one new police officer in a given year for at least four weeks shall receive a $250 annual compensation. The FTO Coordinator shall receive a $250 annual compensation.
8. As specified in the Police Department Policy, officers assigned as Technicians shall receive $2,429.96 additional annual compensation.
9. An officer or a patrol dispatcher assigned to a shift of 6:00 p.m. to 6:00 a.m. shall receive an additional $0.50 per hour compensation. Probationary officers and patrol dispatchers are not eligible for this additional compensation.
10. A certified dispatcher who participated in training employees shall receive a $250 annual compensation.

Additional Statements Related to the Fire Department:

1. The hourly rate for all non-exempt firefighters shall be calculated by dividing the annual salary by 13.5 and by 204 per the Fair Labor Standards Act.
2. Non-exempt firefighters shall be compensated at their current overtime rate for necessary hours worked that exceed those of their regular duty schedule. Necessary hours include, working an emergency call-back; working an emergency incident that requires him/her to remain past the regular duty schedule; staffing a station to meet the minimum prescribed manpower levels; or for IN Department of Homeland Security District 4 deployments and training that qualify for reimbursement. Excluded is voluntary training.

Additional Statements Related to the Fire Department: (Continued)

3. Employees who are scheduled to work on Thanksgiving Day and/or Christmas Day will be compensated at the rate of two and one half times for hours worked.
4. Retiring firefighters will receive benefits specified per the Firefighter Retirement Entitlement Policy approved by the Board of Public Works and Safety on February 11, 1997, and as amended by BW-2002-3 (Amended) adopted on May 28, 2002.
5. The Mechanic position may be filled by one or prorated among more than one firefighter, dependent on the needs of the position.

SECTION 2.
The hourly rate for all non-exempt full-time civilian employees shall be calculated by dividing the biweekly salary by the number of hours of two regularly scheduled workweeks for such employee.

SECTION 3.
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 4.
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 Day 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. Departmental policy shall specify whether non-exempt employees shall receive pay or 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, sworn police officers, police patrol dispatchers, and sworn firefighters.

SECTION 5.
Clothing allowances will be paid two times a year (the date to be decided by the Clerk-Treasurer) to designated employees.

SECTION 6.
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 7.
This ordinance will be effective for, and including, the pay period ending January 4, 2013, and will continue through the pay period ending December 20, 2013.

SECTION 8.
That this ordinance shall be in full force and effect from and after its passage and signing by the Mayor.

The jurat for this document was not printed on discussion copies, in order to save paper and copying resources.
If you have questions about this, please contact the Office of the Clerk-Treasurer at clerk@westlafayette.in.gov.
Thank you.