

**ORDINANCE NO. 16-04**

**AN ORDINANCE TO AMEND ORDINANCE NO. 38-03 FIXING THE BIWEEKLY SALARIES OF APPOINTED OFFICERS, EMPLOYEES AND MEMBERS OF THE POLICE AND FIRE DEPARTMENTS OF THE CITY OF WEST LAFAYETTE, INDIANA FOR THE YEAR 2004.**

THIS ORDINANCE REPLACES ORDINANCE NO. 38-03.

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

SECTION 1.

That for the year 2004, the biweekly salary 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:

SALARY SCHEDULE AS PRESENTED

August 4, 2003

To the Common Council of the City of West Lafayette, Indiana:

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 2003, and request that such salary rates be approved by the Common Council. This salary and pay schedule indicates the salary ranges for each position with the actual rate to be established by the Department Head. All amounts shown are subject to the availability of Community Development Funds and other income to the City of West Lafayette.

<u>MAYOR</u>	<u>Minimum</u>	<u>Biweekly</u>	<u>Maximum</u>
Mayor's Administrative Assistant (d) Administrative (b)	\$1,257.48		\$1,386.53
*City Attorney (d) Professional (b)	619.28		682.96
Human Resources Director (d) (b)	949.46		1,252.42
Public Information Officer (b)	565.72		727.34
 <u>CLERK-TREASURER</u>			
Deputy Clerk-Treasurer/Payroll/Banks Administrator (b)	1,025.27		1,101.33
Deputy Court Clerk (b)	1,265.84		1,347.26
Accounts Payable Administrator (b)	1,063.30		1,106.34
Accounting Systems Administrator (b)	947.42		984.22
Clerk-Treasurer's Administrative Assistant (b)	1,108.03		1,203.59
 <u>ENGINEERING DEPARTMENT</u>			
City Engineer (d) Professional (a)	\$ 971.40		\$2,002.27
Assistant City Engineer (d) Professional (b)	728.86		1,700.89
Engineering Assistant, (d) Professional (b)	727.21		1,614.72
Manager of Information Services/Building Inspector I (b)	1,119.54		1,662.70
Plan Reviewer/Building Inspector II (b)	1,122.84		1,463.78
Engineering Clerical II/Office Manager (b)	1,108.03		1,203.59

\*Subject to the Agreement entered into the 25th day of July 2000 and made part hereof. This Agreement shall be in effect January 1, 2001.

- (a) Regularly scheduled workweek of 40 hours.
- (b) Regularly scheduled workweek of 37.5 hours.
- (d) Exempted Employee by the Fair Labor Standards Act.

**Additional Statement:**

**1. The IDACS Coordinator for the Clerk-Treasurer shall receive \$300 per annum additional compensation prorated for days of service.**

<u>POLICE DEPARTMENT</u>	<u>Minimum</u>	<u>Biweekly</u>	<u>Maximum</u>
Chief (d) Executive (III) (a)			\$2,286.16
Deputy Chief/Commander of Traffic/Secretary of Traffic Commission (d) Administrative (III) (a)			2,161.55
Captain of Patrol/Data Management (d) Administrative (III) (a)			2,055.95
Captain of Special Services and Training (d) Administrative (III) (a)			2,055.95
Lieutenant of Patrol (d) (III) (a)			1,976.85
Lieutenant Investigator (III) (e)			1,976.85
Sergeant of Patrol (III) (e)			1,892.98
Sergeant Investigator (III) (e)			1,892.98
Specialist/Technician, Data Communication Division (III) (e)			1,732.98
Specialist/Technician, Special Services Bureau (III) (e)			1,795.04
Specialist/Investigator (III) (e)			1,712.84
Sergeant Investigator, Specialist Investigator, Investigator/First Class, Investigator/Second Class, Investigator/Third Class at discretion of Board of Public Works and Safety.			
Investigator/First Class (d) (III) (e)			\$1,795.05
Investigator/Second Class (d) (III) (e)			1,732.98
Investigator/Third Class (d) (III) (e)			1,711.85
Specialist, Police Officer First Class, Police Officer Second Class, Probationary Officer, First Year at discretion of Board of Public Works and Safety.			
Specialist (III) (e)			\$1,712.84
Police Officer First Class (III) (e)			1,659.31
Police Officer Second Class (III) (e)			1,621.62
Probationary Officer, First Year (e)			1,485.23
Clerical II/Office Manager (c)	\$1,111.40		1,203.59
Data Processor/Computer System Manager (b)	1,111.40		1,203.59
Head Patrol Dispatcher (I) (a)	1,076.09		1,295.44
Patrol Dispatcher (I) (a)	1,076.09		1,176.99
Special Services Bureau Secretary (b)	1,106.58		1,154.14
Parking Enforcement Officer (IV) (b)	1,156.14		1,458.95
Animal Control Officer (IV) (b)	1,156.14		1,458.95
Maintenance Technician (IV) (b)	985.89		1,203.43
Records Division Clerk (b)	984.94		1,063.73

- (a) Regularly scheduled workweek of 40 hours.
- (b) Regularly scheduled workweek of 37.5 hours.
- (c) Regularly scheduled workweek of 35 hours.
- (d) Exempted Employee by Fair Labor Standards Act.
- (e) Based upon a 28 day tour of duty, 168 hours for the Patrol Division, Shift Sergeants and the Detective Divisions. Subject to an agreement dated April 15, 1986.

- (I) Clothing allowance - \$350.00/yr.
- (III) Clothing allowance - \$1,120.00/yr.
- (IV) Clothing allowance - \$700.00/yr.

Additional Statements:

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 Instructor Compensation Policy and as approved by the Board of Public Works and Safety, Instructors shall receive a minimum \$200 annual compensation. Instructors shall receive a \$100 additional compensation for the following certifications: Firearm Instructor, Defensive Tactics Instructor, Emergency Vehicle Operation Instructor, CPR Instructor, Field Sobriety Instructor, and Drug Recognition Expert Instructor. The maximum compensation for any instructor shall be \$300 annually.
6. As specified in the Police Department Policy and as approved by the Board of Public Works and Safety, the sworn personnel assigned as IDACS Coordinator or IDACS Assistant Coordinator shall receive a \$300 additional annual compensation.
7. As specified in the Police Department Policy and as approved by the Board of Public Works and Safety, a certified Field Training Officer (FTO) who participated in training at least one new police officer in a given year for at least three weeks, but less than six weeks, shall receive a \$250 annual compensation. A FTO who participates in training at least one new officer for at least six weeks shall receive a \$500 annual compensation. The FTO Coordinator shall receive a \$500 annual compensation.
8. Officers assigned to full time duty on the 2nd shift shall receive an additional \$0.25 per hour compensation. Officers assigned to full time duty on the 3rd shift shall receive an additional \$0.50 per hour compensation. Probationary Officers are not eligible for this additional compensation.

PENSION FUNDS - Pension Fund Secretaries are paid twice a year in the June and December month end payroll.

Police Pension Fund Secretary	Paid \$2,449.16/ Annually
Fire Pension Fund Secretary	Paid \$2,449.16/ Annually

	<u>Biweekly</u>
<u>FIRE DEPARTMENT</u>	<u>Minimum</u>
	<u>Maximum</u>
Chief (d) Executive (III) (a) (g)	\$2,253.15
Assistant Chief, Administrative (III) (f) (h)	2,020.60
Assistant Chief/ Fire Inspector (d) Administrative (III) (a)	1,959.40
Captain (III) (f)	1,907.68
Lieutenant (III) (f)	1,831.39

Specialist, Fire Fighter First Class, Fire Fighter Second Class, and/or Entry Level Fire Fighter, First Year at discretion of Board of Public Works and Safety.

Specialist (III) (f)	\$1,707.48
Fire Fighter, First Class (III) (f)	1,659.31
Fire Fighter, Second Class (III) (f)	1,636.23
Entry Level Fire Fighter, First Year (f)	1,485.23
Occupational Safety & Health Coordinator (f)	94.18
Deputy Chief	56.53
Mechanic (f)	101.22
Training Officer, First Class	Paid \$489.81/ Annually
Training Officer, Assistant	Paid \$244.90/ Annually

(a) Regularly scheduled workweek of 40 hours.

(d) Exempted employee by the Fair Labor Standards Act.

(f) 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.

(g) The biweekly salary of a Fire Chief who has 32 years of service and makes no payroll contribution to the Fire Pension Fund shall receive an additional \$49.78 biweekly, which is 3% of the Fire Fighter First Class salary.

(h) The biweekly salary of an Assistant Chief who has 32 years of service and makes no payroll contribution to the Fire Pension Fund shall receive an additional \$49.78 biweekly, which is 3% of the Fire Fighter First Class salary.

(III) Clothing allowance - \$1,120.00/yr.

Additional Statements:

1. The hourly rate for all non-exempt fire fighters shall be calculated by dividing the annual salary by 13.5 and by 204 per the Fair Labor Standards Act.

2. The number of fire fighters shall be expanded to include retirees who have accrued vacation time and who are being replaced by new fire personnel. 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.

3. 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.

	<u>Biweekly</u>	
<u>SANITATION DEPARTMENT</u>	<u>Minimum</u>	<u>Maximum</u>
Driver/Collector/Processor, (II) (a)	\$1,021.22	\$1,479.64
 <u>M.V.H. FUND</u>		
Public Works Director (d) (II) (a)	\$1,117.92	\$1,232.99
Assistant Street Commissioner (d) Administrative (II) (a)	1,900.95	1,995.99
Administrative Assistant (a)	871.38	1,345.39
Fleet Manager/Operator (II) (a)	1,021.12	1,788.20
Foreman/Equipment Operator (II) (a)	1,021.12	1,788.20
Mechanic/Equipment Operator (II) (a)	1,021.12	1,661.43
Traffic Technician/Foreman (II) (a)	1,021.12	1,788.20
Traffic Maintenance/Equipment Operator (II) (a)	806.49	1,570.12
Equipment Operator/Laborer (II) (a)	806.49	1,570.12
Shop Maintenance/Laborer (IV) (g)		\$13.13/hr

(a) Regularly scheduled workweek of 40 hours.

(d) Exempted Employee by Fair Labor Standards Act.

(g) Regularly scheduled workweek of 32 hours.

(II) Clothing allowance - \$600.00/yr.

(IV) Clothing allowance - \$300.00/yr.

	<u>Biweekly</u>	
<u>PARKS AND RECREATION DEPARTMENT</u>	<u>Minimum</u>	<u>Maximum</u>
Superintendent (d) Executive (a)	\$2,129.39	\$2,235.85
Assistant Superintendent (d) Administrative (b)	1,826.43	1,917.76
Parks Director (d) Administrative (II) (a)	1,265.09	1,587.91
Recreation Director (d) Administrative (b)	1,265.09	1,487.88
Morton Center Director (d) Administrative (b)	1,265.09	1,282.09
Beautification and Stewardship Director (II) (a)	1,206.69	1,266.42
Skating Center and Pool Manager (a)	1,206.69	1,266.42
Administrative Assistant (b)	1,101.52	1,228.43
Claims/Grants Administrator (b)	985.99	1,101.52

Morton Administrative Assistant (b)	1,101.52	1,206.69
Maintenance Technician I (II) (a)	1,149.45	1,339.64
Trails Manager (II) (a)	1,149.45	1,234.51
Maintenance Technician II (II) (a)	985.89	1,070.36
Morton Caretaker (II) (a)	985.89	1,101.52
Park Board Members (d) Appointed	Paid \$300.00/ Annually	

- (a) Regularly scheduled workweek of 40 hours.
- (b) Regularly scheduled workweek of 37.5 hours.
- (d) Exempted employee by the Fair Labor Standards Act.
- (II) Clothing allowance - \$600.00/yr.

	<u>Biweekly</u>	
<u>DEPARTMENT OF DEVELOPMENT</u>	<u>Minimum</u>	<u>Maximum</u>
Director of Development (d) Executive (a)	\$2,129.39	\$2,235.85
Assistant Director of Development and Inspections (d) (b)	1,660.00	1,882.00
Data and Project Administrator (d) (b)	1,249.92	1,522.10
Housing Inspector (b)	1,249.92	1,470.16
CDBG and Development Manager (d) (b)	1,123.87	1,463.78
Redevelopment and Neighborhood Planner (b)	1,223.38	1,565.52
Administrative Assistant (b)	1,108.03	1,203.59
Nuisance and Housing Inspector (b)	1,218.34	1,268.87
Financial and Code Assistant (b)	956.80	1,099.45

- (a) Regularly scheduled workweek of 40 hours.
- (b) Regularly scheduled workweek of 37.5 hours.
- (d) Exempted Employee by the Fair Labor Standards Act.

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 in two regularly scheduled workweeks for such employee.

SECTION 3.

The part time personnel salary range shall be \$5.15/hr to \$18.14/hr, 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 two times compensatory time for hours 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 sworn police officers, police patrol dispatchers, and sworn fire fighters.

SECTION 5.

Clothing allowances will be paid two times a year (the date to be decided by the Clerk-Treasurer) to designated employees at the following rate:

- (I) Patrol Dispatchers \$350.00/yr.
- (II) Street & Sanitation and Parks & Recreation \$600.00/yr.
- (III) Police Officers and Fire Fighters \$1,120.00/yr.
- (IV) Parking Enforcement Officers, Animal Control Officer, Police Maintenance Technician \$700.00/yr.

SECTION 6.

The City shall pay the required 3% annuity savings account contribution on behalf of each employee who is a member of the Public Employees Retirement Fund (PERF) as allowed per IC 5-10.3-7-9. The City shall pay a portion of the required member contribution on behalf of each police officer and fire fighter equal to 3% of the first

class police officer salary and the first class fire fighter salary, respectively, as allowed by the 1925 Police Pension Fund per IC 36-8-6-4 (3), the 1937 Firefighters' Pension Fund per IC 36-8-7-8 (5), and the 1977 Police Officers' and Firefighters' Pension and Disability Fund per IC 36-8-8-8 (a).

SECTION 7.

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 8.

That this ordinance will be effective for, and including the pay period ending January 2, 2004 and will continue through the pay period ending December 17, 2004.

SECTION 9.

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

INTRODUCED AND FILED ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2003.

DULY ORDAINED PASSED AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2003, HAVING BEEN PASSED BY A VOTE OF \_\_\_\_ IN FAVOR AND \_\_\_\_ OPPOSED.

\_\_\_\_\_  
Presiding Officer

Attest:

\_\_\_\_\_  
Judith C. Rhodes, Clerk-Treasurer

PRESENTED BY ME TO THE MAYOR OF THE CITY OF WEST LAFAYETTE, INDIANA ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2003, AT THE HOUR OF \_\_\_\_\_.

\_\_\_\_\_  
Judith C. Rhodes, Clerk-Treasurer

THIS ORDINANCE APPROVED AND SIGNED BY ME ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2003 AT THE HOUR OF \_\_\_\_\_.

\_\_\_\_\_  
Jan H. Mills, Mayor

Attest:

\_\_\_\_\_  
Judith C. Rhodes, Clerk-Treasurer