

# ORDINANCE NO. 2017-48

## *AN ORDINANCE AMENDING THE SALARY AND WAGES OF THE OF TOWN OF GRIFFITH FOR THE YEAR 2017*

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF GRIFFITH, LAKE COUNTY, INDIANA, THAT THE SALARIES AND WAGES, OF THE VARIOUS OFFICIALS AND EMPLOYEES OF THE TOWN OF GRIFFITH FOR THE YEAR 2017, EFFECTIVE PAY PERIOD BEGINNING SEPTEMBER 24, 2017, SHALL BE AS FOLLOWS:**

### SALARY & WAGES

|   |                                   |           |                                      |
|---|-----------------------------------|-----------|--------------------------------------|
| Council Members (5)   | General/Water/Sewer               | Monthly   | \$1,058.25                           |
| Clerk Treasurer   | General/Water/Sewer               | Bi-weekly | \$2,513.92                           |
| Administrative Assistant<br>to the Town Council             | General/Water/Sewer               | Bi-weekly | From - \$1,076.93<br>To - \$1,538.47 |
| <b>CLERK TREASURER'S OFFICE</b>                             |                                   |           |                                      |
| Deputy Clerk Treasurer                                      | General/Water/Sewer               | Bi-weekly | \$2,054.92                           |
| Clerk Treasurer Clerical Staff                              |                                   |           |                                      |
| Senior Utility Clerk  |                                   | Bi-weekly | From-\$1,404.64<br>To-\$1,704.64     |
| Utility Clerk   |                                   | Bi-weekly | From-\$976.93<br>To-\$1,276.93       |
| Accounts Payable Clerk                                      |                                   | Bi-weekly | From-\$1,404.64<br>To-\$1,704.64     |
| Customer Service/Admin Asst<br>(Administrative Assistant)   |                                   | Bi-weekly | From-\$1,369.24<br>To-\$1,669.24     |
| Part-Time   |                                   | Bi-weekly | \$7.50 - \$12.25/hr                  |
| <b>OTHER SALARY &amp; WAGES</b>                             |                                   |           |                                      |
| Director of Public Works                                    | General, MVH, Water, Storm, Sewer | Bi-weekly | From \$2,396.26<br>to \$2,688.60     |
| Supervisors – Public Works                                  |                                   | Bi-weekly | From\$2,080.80<br>To \$2,325.60      |
| Admin Assist – Public Works                                 |                                   | Bi-weekly | \$1,694.67                           |
| Secretary – Public Works                                    | General, MVH, Water, Storm, Sewer | Bi-weekly | From \$727.15<br>To \$1544.11        |
| Part-Time   |                                   |           | \$7.50 - \$12.25/hr                  |
| Director Econ Development /<br>Building Commissioner        | CEDIT, General                    | Bi-weekly | From \$2,353.84<br>to \$3,201.23     |
| Building Commissioner/<br>Town Buildings/Facilities Manager | General                           | Bi-weekly | From \$2,196.93<br>To \$2,851.39     |
| Part-Time Building Inspector                                | General                           | Bi-weekly | \$15.66 - \$25.00/hr                 |
| Building Department Administrator                           | General                           | Bi-weekly | From \$1,412.31<br>To \$1,920.73     |
| Secretary – Building Dept                                   | General                           | Bi-weekly | From \$727.15<br>To \$1544.11        |

# ORDINANCE NO. 2017-48

|               |         |                                |                     |
|---------------|---------|--------------------------------|---------------------|
| Part-Time     |         |                                | \$7.50 - \$12.25/hr |
| Town Attorney | General | Paid in Quarterly Installments | \$2,500.00          |

## BOARDS AND COMMISSIONS

### Safety Board Members

\$45.00 per scheduled meeting attended. \$45.00 for each Special meeting or Special Study Session attended

### BZA Members –

\$45.00 per scheduled meeting attended. \$45.00 for each Special meeting or Study Session attended to be paid out of the 2% engineering fee collected by the Plan Commission.

### Plan Commission Members –

\$45.00 per scheduled meeting attended. \$45.00 for each Special meeting or Study Session attended to be paid out of the 2% engineering fee collected by the Plan Commission.

### Secretary Plan Commission & BZA -

P.C. \$65.00 per regularly scheduled meeting – BZA \$35.00 per regularly scheduled meeting

### EDC –

\$45.00 per regularly scheduled meeting attended

### EMS –

\$45.00 per regularly scheduled meeting attended

### Sanitary Board –

\$45.00 per regularly scheduled meeting attended

### Storm Water Board –

\$45.00 per regularly scheduled meeting attended. \$45.00 for each special meeting

### Redevelopment Commission –

\$45.00 per regularly scheduled meeting

### Secretary Redevelopment Commission – \$45.00 per regularly scheduled meeting

Persons requesting special meetings shall be required to reimburse the Town General Fund in accordance with fees listed above for the BZA & Plan Commission members.

### Park Board Members

\$45.00 per scheduled meeting attended.

### Park Board Recording Secretary

\$35.00 per meeting

## FIRE DEPARTMENT

|                          |           |            |                               |
|--------------------------|-----------|------------|-------------------------------|
| Chief of Fire Department | Monthly   | \$1,000.00 | Plus \$12.00 per call or hour |
| Deputy Chief             | Quarterly | \$650.00   | Plus \$12.00 per call or hour |
| Secretary/Treasurer      | Quarterly | \$500.00   | Plus \$12.00 per call or hour |

# ORDINANCE NO. 2017-48

|                     |           |          |                               |
|---------------------|-----------|----------|-------------------------------|
| Battalion Chief (3) | Quarterly | \$250.00 | Plus \$12.00 per call or hour |
| Captains (3)        | Quarterly | \$200.00 | Plus \$12.00 per call or hour |
| Safety Officer      | Quarterly | \$200.00 | Plus \$12.00 per call or hour |
| Lieutenants (6)     | Quarterly | \$100.00 | Plus \$12.00 per call or hour |
| Engineer            |           |          | \$12.00 per call or hour      |
| Fireman             |           |          | \$12.00 per call or hour      |

Allowed two (2) hours pay for training meetings @ \$10.00 per hour  
 Firefighter clothing allowance one hundred dollars (\$100) per year  
 Firefighter automobile allowance one hundred dollars (\$100) per year

## PARK DEPARTMENT

|                        |                         |           |                      |
|------------------------|-------------------------|-----------|----------------------|
| Activities Director    | Park Department & CEDIT | Bi-weekly | \$12.00 - \$17.00/hr |
| Park Hourly Supervisor |                         | Bi-weekly | \$11.25 - \$14.00/hr |
| Laborer                |                         | Bi-weekly |                      |
| Starting               |                         |           | \$7.25 per hour      |
| Experienced            |                         |           | \$7.50 - \$10.50/hr  |

All Park Department employees are part time with no benefits

## SENIOR CENTER

|                         |  |           |                      |
|-------------------------|--|-----------|----------------------|
| Senior Center Director  |  | Bi-weekly | \$10.50 - \$15.00/hr |
| Senior Center Part-time |  | Bi-weekly | \$7.50 - \$10.00/hr  |

## FRANKLIN CENTER/COMMUNITY CENTER

|                       |  |           |                     |
|-----------------------|--|-----------|---------------------|
| Custodial - Part-time |  | Bi-weekly | \$7.50 - \$12.00/hr |
|-----------------------|--|-----------|---------------------|

## DEPARTMENT OF PUBLIC WORKS

| Wage Classification   | Bi-weekly | Wage Rate        |
|---|-----------|------------------|
| Head Certified Water Distribution Operator/Treatment Operator |           | \$24.10 per hour |
| WT-2 Water Distribution / Equipment Operator                  |           | \$22.57 per hour |
| Water Distribution Operator with WT-2 Certification           |           | \$22.21 per hour |
| Water Distribution Operator with DSL Certification            |           | \$21.78 per hour |

\*Above classifications require proficient & complete ability in the operation of the Water & Sewer Plants.

| Wage Classification         | Wage Rate        |
|-----------------------------|------------------|
| Working Foreman             | \$23.41 per hour |
| Pump Maintenance Technician | \$21.22 per hour |
| Head Mechanic               | \$25.23 per hour |

# ORDINANCE NO. 2017-48

|  |                            |
|--|----------------------------|
| Mechanic   | \$20.77 per hour           |
| Assistant Mechanic   | \$19.52 per hour           |
| Apprentice Mechanic  | \$17.60 per hour           |
| Part Time Mechanic   | \$12.00 - \$15.00 per hour |
| Water Meter Technician with DSL and/or WT-2 Certification  | \$22.21 per hour           |
| <b>* Water Meter Technician must be proficient with complete operation of water &amp; Sewer Plants</b> |                            |
|  | \$21.78 per hour           |
| Group Leader   |                            |
| Water Meter Technician I   | \$21.78 per hour           |
| Water Meter Technician II  | \$21.40 per hour           |
| Water Meter Technician III   | \$21.00 per hour           |
| Water Distribution Operator  | \$21.78 per hour           |
| Equipment Operator   | \$21.40 per hour           |
| I & I Technician Class I   | \$21.78 per hour           |
| I & I Technician Class II  | \$21.40 per hour           |
| I & I Technician Class III   | \$21.00 per hour           |
| Truck Driver   | \$21.00 per hour           |
| Laborer First Class  | \$20.57 per hour           |
| Laborer Second Class   | \$19.51 per hour           |
| Laborer Third Class  | \$18.66 per hour           |
| Laborer Fourth Class   | \$15.51 per hour           |
| Laborer Part-Time  | \$9.00 - \$15.00 per hour  |
| Light Duty   | \$10.20 per hour           |
| Meter Reader   | \$19.43 per hour           |
| Intern Mapping/Auto-Cad Part-Time  | \$10.00 - \$16.00 per hour |

## CERTIFICATION PROGRAM

The Employer agrees to a Certification Program for all Employees who are represented by Teamsters Union Local No. 142 and who are eligible for certification incentive pay after successfully completing the Certification requirements.

Certification pay will not be added onto the hourly rate of position where certification is a requirement of that job title. The job classifications that require certification of which do not qualify for the additional hourly rate of pay are:

- \*Head Certified Water Distribution Operator/Treatment Operator
- \*WT-2 Water Distribution / Equipment Operator
- \*Water Distribution Operator with WT-2 Certification
- \*Water Distribution Operator with DSL Certification
- \*Water Meter technician with DSL and/or WT-2 Certification
- \*Water Distribution Operator

DSL Certification.....\$0.30 per hour

WT-2 Certification.....\$0.30 per hour

## OVERTIME RATE: EXCLUDING SWORN POLICE OFFICERS

Overtime consists of forty (40) hours per week or eight hours per day for union employees and shall be paid at time and one-half normal rate. Holidays for non-union employees shall be paid at holiday pay plus time and

# ORDINANCE NO. 2017-48

one-half for hours worked. Holidays for union employees shall be paid at holiday pay plus 2 times hourly rate for hours worked. Sunday, unless a regularly scheduled workday, shall be at double time rate.

To be eligible for Holiday pay, the employee must work their last previous and next regular work day.

Upper level policy making salaried executive positions, namely Clerk Treasurer, Deputy Clerk Treasurer, Director of Public Works, and Building Commissioner, shall not be paid extra for working more than 40 hours per week.

**LONGEVITY PAY - ALL CIVILIAN FULL TIME PERSONNEL**

|       |                               |                    |
|-------|-------------------------------|--------------------|
| After | 5 years services (continuous) | \$15.00 per month* |
| After | 10 years service              | \$30.00 per month  |
| After | 15 years service              | \$40.00 per month  |
| After | 20 years service              | \$55.00 per month  |
| After | 25 years service              | \$65.00 per month  |
| After | 30 years service              | \$80.00 per month  |

**ELECTED OFFICIALS ARE NOT ELIGIBLE TO RECEIVE LONGEVITY PAY**

\*Civilian employees hired after 6/1/2012 are not eligible for longevity pay until after 10 years of service

**POLICE DEPARTMENT**

|   |           |                                  |
|---|-----------|----------------------------------|
| Chief of Police   | Bi-weekly | From \$2,833.01<br>to \$3,178.64 |
| Commanders  | Bi-weekly | \$2,718.27                       |
| Lieutenants   | Bi-weekly | \$2,606.80                       |
| Sergeants   | Bi-weekly | \$2,508.72                       |
| Corporals   | Bi-weekly | \$2,347.79                       |
| Patrolman   |           |                                  |
| Patrolman – Pre-Academy New Hires   | Bi-weekly | \$1,756.39                       |
| Patrolman 3 <sup>rd</sup> Class 13 – 36 months                                    | Bi-weekly | \$1,905.79                       |
| Patrolman 2 <sup>nd</sup> Class 37 – 60 months                                    | Bi-weekly | \$2,011.31                       |
| Patrolman 1 <sup>st</sup> Class After 60 months                                   | Bi-weekly | \$2,231.96                       |
| Police Officer 1 <sup>st</sup> Class Special – 34 yrs w/25 GPD Continuous Service | Bi-weekly | \$2,616.57                       |

The salary of Police Officer 1<sup>st</sup> Class Special shall be at least \$10,000.00 above the established salary of Patrolman 1<sup>st</sup> Class – After 60 months for the current year.

Probationary period is 12 months for all newly hired officers; Academy Certified Probationary Officers will be paid Patrolman 3<sup>rd</sup> from date of hire. New hires without Academy Certification will be paid Patrolman 3<sup>rd</sup> after successful Academy Certification.

**Special Service Positions/Specialty Pay:**

Base pay for the following positions will be equal to Corporal: School Resource Officer, Canine Officer and Task Force Officer

**Detective Bureau/Specialty Pay:**

Base pay for officers assigned to the Detective Bureau will be equal to Corporal with one exception, one officer appointed and designated as Detective Sergeant whose base pay will be equal to Sergeant

Total authorized strength of thirty-three (33) sworn officers.

Canine Maintenance Pay \$1,775.63 to be paid the last pay period of each quarter

Law Enforcement Officers clothing allowance \$1000 per year, per Officer.

# ORDINANCE NO. 2017-48

Clothing Allowance shall be dispersed by individual checks of \$500 each prior to May 1<sup>st</sup> and October 1<sup>st</sup>. Lead Field Training Officer \$300 per year. Range Master \$300.00 per year. Interlocal Range Coordinator \$200/Month

## **OVERTIME RATE: POLICE DEPARTMENT - SWORN OFFICERS**

The Law Enforcement Officers work schedule is comprised of thirteen (13) 28-day work periods for the calendar year. All sworn police personnel shall be paid regular time and one half for all hours worked over (80) eighty hours in the (2) two week pay period, or any hours over on a regularly scheduled work day, customarily (8) eight or (12) twelve hour shifts. The Chief of Police may, at his discretion, may allow overtime to be paid as Compensatory Time, at the same rate of regular time and one half. Compensatory Time may be taken at the discretion of the Chief of Police when scheduling & staffing allows such time to be taken. Members of the police administration, consisting of the appointed ranks of Chief, Commander and Lieutenant, shall not be paid extra for working on designated holidays or for working more than (40) forty hours per week (State and Federal grants not included). Officers assigned to State or Federal funded task forces shall receive overtime pay at the rate provided by the funding agency.

## **HOLIDAY PAY: POLICE DEPARTMENT – SWORN OFFICERS AND DISPATCHERS**

All police personnel who work holidays shall be paid at a rate of time and one half above their regular pay for a single day, part-time dispatcher's are included. Personnel not working the holiday shall earn Compensatory Hours equal to the shift hours they would have worked, had they been scheduled that day, part-time employees are excluded. To be eligible to receive holiday pay, the employee must work their last previous and next regular scheduled work day.

## **OVERTIME RATE: CIVILIAN PERSONNEL**

All civilian personnel shall be paid regular time and one half for all hours worked over (80) eighty hours in the (2) two week pay period, or any hours over on a regularly scheduled work day, customarily (4) four, (8) eight or (12) twelve hour shifts. The Chief of Police may, at his discretion, allow overtime to be paid as Compensatory Time, at the same rate of regular time and one half. Compensatory Time may be taken at the discretion of the Chief of Police when scheduling & staffing allows such time to be taken.

### **LONGEVITY SCHEDULE FOR SWORN POLICE PERSONNEL**

|                       |                    |
|-----------------------|--------------------|
| After 3 years service | \$15.00 per month  |
| After 5 years         | \$25.00 per month  |
| After 7 years         | \$35.00 per month  |
| After 9 years         | \$45.00 per month  |
| After 11 years        | \$55.00 per month  |
| After 13 years        | \$65.00 per month  |
| After 15 years        | \$75.00 per month  |
| After 17 years        | \$85.00 per month  |
| After 19 years        | \$95.00 per month  |
| After 21 years        | \$105.00 per month |
| After 23 years        | \$115.00 per month |
| After 25 years        | \$125.00 per month |

Longevity continues to increase every two years of service by \$10.00 per month.  
Officers hired after 6/1/2012 will not be paid Longevity Pay until after 5 years of service.

## **POLICE DEPARTMENT CIVILIAN PERSONNEL**

Authorized full-time personnel four (4)

|                                 |           |            |
|---------------------------------|-----------|------------|
| Office Mgr/System Administrator | Bi-weekly | \$2,143.96 |
|---------------------------------|-----------|------------|

# ORDINANCE NO. 2017-48

|                                    |           |                               |
|------------------------------------|-----------|-------------------------------|
| Secretary/Clerical                 | Bi-Weekly | From \$756.77<br>To \$1604.64 |
| Part-Time                          |           | \$7.50 - \$12.25/hr           |
| Animal Warden                      | Bi-weekly | From \$890.83<br>To \$1540.38 |
| Part-Time                          |           | \$8.00 - \$12.25/hr           |
| Part-time Code Enforcement Officer | Bi-weekly | \$12.00 - \$18.00/hour        |
| Paid Interns                       | Bi-weekly | \$10.00 - \$16.00 /hour       |

## CROSSING GUARDS

Salary range \$10.00 to \$30.00 per day for ten (10) crossings  
The difference in salary varies due to the time spent at crossing by the guard. This difference in salary will be determined by the Police Chief.

## SHIFT DIFFERENTIAL - ALL FULL-TIME PERSONNEL

All full-time employees shall receive an additional compensation of (\$.30) thirty cents per hour for each hour worked on the afternoon shift. The same individual shall receive additional compensation in the amount of (\$.50) fifty cents per hour for working the night shift. The shift differential applies to normally scheduled workdays and not workdays compensated by overtime pay.

## HEALTH AND LIFE INSURANCE

Paid insurance except \$2.00 per month for all full-time employees and Town Council Members.  
Exception - \$1.00 per month for Department of Public Works Union Employees

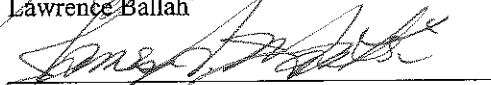
Eligible retired employees may continue in group insurance as long as they pay the current monthly premium as established by the Town Council.\*


BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect from and after its passage.  
PASSED AND ADOPTED by the Town Council of the Town of Griffith, Lake County, Indiana this 19<sup>th</sup> day of September 2017.


TOWN COUNCIL  
TOWN OF GRIFFITH

  
Rick Ryfa

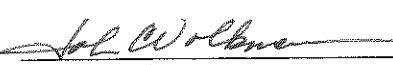
  
Lawrence Ballah

  
James Marker

  
Melissa Robbins

  
Tony Hobson

Attest:

  
John C. Volkman  
Clerk Treasurer

Rev. 9/19, 2017