

# ORDINANCE NO. 2019-12

## *AN ORDINANCE AMENDING THE SALARY AND WAGES OF THE OF TOWN OF GRIFFITH FOR THE YEAR 2019*

**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 2019, EFFECTIVE PAY PERIOD BEGINNING APRIL 28, 2019, PAYABLE STARTING MAY 16, 2019, SHALL BE AS FOLLOWS:**

### SALARY & WAGES

Council Members (5)	General/Water/Sewer	Monthly	\$1,101.01
Clerk Treasurer	General/Water/Sewer	Bi-weekly	\$2,615.48
Administrative Assistant to the Town Council	General/Water/Sewer	Bi-weekly	From - \$1,098.47 To - \$1,600.62
<b>CLERK TREASURER'S OFFICE</b>			
Deputy Clerk Treasurer	General/Water/Sewer	Bi-weekly	\$2,137.94
Clerk Treasurer Clerical Staff			
Senior Utility Clerk		Bi-weekly	From-\$1,432.73 To-\$1,773.50
Utility Clerk		Bi-weekly	From-\$996.47 To-\$1,526.04
Accounts Payable Clerk		Bi-weekly	From-\$1,432.73 To-\$1,773.50
Customer Service/Admin Asst (Administrative Assistant)		Bi-weekly	From-\$1,396.62 To-\$1,736.67
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 \$2,444.19 to \$3,001.22
Supervisors – Public Works		Bi-weekly	From\$2,122.42 To \$2,419.55
Admin Assist – Public Works		Bi-weekly	\$1,763.13
Secretary – Public Works	General, MVH, Water, Storm, Sewer	Bi-weekly	From \$741.69 To \$1,606.49
Part-Time			\$7.50 - \$12.50/hr
Director Econ Development / Building Commissioner	CEDIT, General	Bi-weekly	From \$2,400.92 to \$3,330.56
Building Commissioner/ Town Buildings/Facilities Manager	General	Bi-weekly	From \$2,240.87 To \$2,966.59
Part-Time Building Inspector	General	Bi-weekly	\$15.66 - \$25.00/hr
Building Department Administrator	General	Bi-weekly	From \$1,440.56 To \$1,998.32
Secretary – Building Dept	General	Bi-weekly	From \$741.69 To \$1,606.49

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Part-Time			\$7.50 - \$17.00/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

\$45.00 per meeting

**ALL PAID BOARD AND COMMISSION MEMBERS AND RECORDING SECRETARIES WILL BE PAID ANNUALLY IN DECEMBER.**

### ALL FULL TIME TOWN EMPLOYEES: PERFECT ATTENDANCE INCENTIVE.

Effective January 1, 2018 all full-time Town employees who have perfect attendance for the current calendar year ending on December 31 are eligible for a one-time bonus of \$1,000.00 (one thousand dollars and zero cents) payable in January of the following calendar year. The calendar year is from January 1 to December 31. Employees are subsequently eligible for the bonus each year thereafter.

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**PERFECT ATTENDANCE INCENTIVE CONTINUED:**

Perfect attendance is defined as reporting to work each day with zero unexcused absences and not using any sick days or portion of a sick day or banked day the employee is assigned in the employee handbook for the calendar year.

**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
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
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**DEPARTMENT OF PUBLIC WORKS**

Wage Classification	Bi-weekly	Wage Rate
Head Certified Water Distribution Operator/Treatment Operator		\$25.07 per hour
WT-2 Water Distribution / Equipment Operator		\$23.48 per hour
Water Distribution Operator with WT-2 Certification		\$23.10 per hour
Water Distribution Operator with DSL Certification		\$22.66 per hour

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

Wage Classification	Wage Rate
Working Foreman	\$24.36 per hour
Pump Maintenance Technician	\$22.07 per hour
Head Mechanic	\$26.24 per hour
Mechanic	\$21.61 per hour
Assistant Mechanic	\$20.31 per hour
Apprentice Mechanic	\$18.31 per hour
Part Time Mechanic	\$12.00 - \$15.00 per hour

Water Meter Technician with DSL and/or WT-2 Certification \$23.10 per hour

**\* Water Meter Technician must be proficient with complete operation of water & Sewer Plants**

Group Leader \$22.66 per hour

Water Meter Technician I \$22.66 per hour

Water Meter Technician II \$22.27 per hour

Water Meter Technician III \$21.85 per hour

Water Distribution Operator \$22.66 per hour

Equipment Operator \$22.27 per hour

Equipment Operator I (Backhoe Certified) \$22.66 per hour

Equipment Operator II \$22.27 per hour

I & I Technician Class I \$22.66 per hour

I & I Technician Class II \$22.27 per hour

I & I Technician Class III \$21.85 per hour

Truck Driver \$21.85 per hour

Laborer First Class \$21.40 per hour

Laborer Second Class \$20.30 per hour

Laborer Third Class \$19.41 per hour

Laborer Fourth Class \$16.14 per hour

Laborer Part-Time \$9.00 - \$15.00 per hour

Light Duty \$10.00 per hour

Meter Reader \$20.22 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

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- \*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 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 \$2,889.67 to \$3,385.51
Commanders	Bi-weekly	\$2,828.09
Lieutenants	Bi-weekly	\$2,712.12
Sergeants	Bi-weekly	\$2,610.07
Corporals	Bi-weekly	\$2,442.65
Patrolman		
Patrolman – Pre-Academy New Hires	Bi-weekly	\$1,827.35
Patrolman 3 <sup>rd</sup> Class 13 – 36 months	Bi-weekly	\$1,982.79
Patrolman 2 <sup>nd</sup> Class 37 – 60 months	Bi-weekly	\$2,092.57
Patrolman 1 <sup>st</sup> Class After 60 months	Bi-weekly	\$2,322.13
Police Officer 1 <sup>st</sup> Class Special – 34 yrs w/25 GPD Continuous Service	Bi-weekly	\$2,714.44

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. Police Officers hired with prior experience and Academy Certification will be paid on the

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following basis: 13 to 36 months of experience will be paid equivalent to Patrolman 3<sup>rd</sup> Class; 37 to 60 months of experience will be paid equivalent to Patrolman 2<sup>nd</sup> Class; 60+ months of experience will be paid equivalent to Patrolman 1<sup>st</sup> Class. Calculation for years of service will not include reserve, part-time or military years of experience.

## Special Service Positions/Specialty Pay:

Base pay for the following positions will be equal to Corporal: School Resource Officer, Canine Officer, Task Force Officer and Crime Reduction Initiative 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 \$1,847.36 to be paid the last pay period of each quarter

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

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. 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

5 – 9 Years	\$85.42 Per Month
10 – 14 Years	\$170.83 Per Month
15 – 19 Years	\$256.25 Per Month
20 Years (Maximum)	\$341.67 Per Month

Longevity continues to increase every five years of service until the maximum at twenty years of service. Officers hired after 6/1/2012 will not be paid Longevity Pay until after 5 years of service.

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## POLICE DEPARTMENT CIVILIAN PERSONNEL

Authorized full-time personnel four (4)

Office Mgr/System Administrator	Bi-weekly	\$2,326.85
Secretary/Clerical/Analyst	Bi-Weekly	From \$771.91 To \$1,669.46
Part-Time Social Worker	Bi-Weekly	\$7.50 - \$12.25/hr \$1,647.70
Animal Warden	Bi-weekly	From \$908.65 To \$1,602.61
Part-Time Animal Warden	Bi-weekly	\$8.00 - \$12.25/hr
Part-time Code Enforcement Officer	Bi-weekly	\$12.00 - \$18.00/hour
Part-Time Clerical/Analyst	Bi-weekly	\$10.00 - \$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.

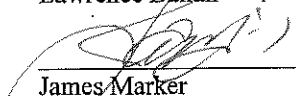

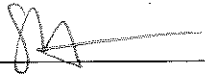
Exception - \$1.00 per month for Department of Public Works Union Employees

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

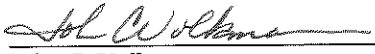
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BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect from and after its passage.  
PASSED AND ADOPTED by the Town Council of the Town of Griffith, Lake County, Indiana this 7<sup>th</sup> day of  
May, 2019

TOWN COUNCIL  
TOWN OF GRIFFITH

  
\_\_\_\_\_  
Rick Ryfa  
\_\_\_\_\_  
Lawrence Ballah  
\_\_\_\_\_  
James Marker  
\_\_\_\_\_  
Melissa Robbins  
\_\_\_\_\_  
Tony Hobson

Attest:

  
\_\_\_\_\_  
John C. Volkmann  
Clerk Treasurer  
Rev. 5/7/19