

**Ordinance 22-2012**

**City of Valparaiso**

**2013 Salary Ordinance**

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**AN ORDINANCE ESTABLISHING THE AMOUNT OF SALARIES AND COMPENSATION TO BE PAID TO APPOINTED OFFICIALS AND ALL EMPLOYEES AND OFFICERS OF THE CITY OF VALPARAISO WITHIN THE CALENDAR YEAR OF 2013, AND REPEALING ANY ORDINANCE IN CONFLICT THEREIN.**

**WHEREAS**, the Mayor and the Common Council of the City of Valparaiso, Indiana are required by various statues now in effect to establish salaries and compensations for various departments of the City; and,

**WHEREAS**, the Mayor and the Common Council have fulfilled their statutory obligation with regard to establishing such salaries and compensation for said appointed officials and employees;

**NOW THEREFORE, BE IT ORDAINED**, by the Common Council of the City of Valparaiso, Indiana:

**SECTION 1: OFFICERS OF THE POLICE DEPARTMENT**

From and after the first day of January, 2013, said Officers of the Police Department of the City of Valparaiso shall be paid according to the following schedule of salary ranges and position classification subject to the budgetary provisions and the Job Classification Ordinance of the City, as amended and supplemented:

(See **Exhibit "A"** which is attached hereto and incorporated herein by reference as though it has been printed here in its entirety)

A. All Police Officers who are in Level 1 of their position classification on December 31, **2012** may remain in the same level and in the same grade and may be paid in the same level and in the same grade pursuant to the salary schedule.

Police Officers who are in either Level 2 or Level 3 of their position classification on December 31, **2012** may move to the next level effective January 1, 2013 or effective on the anniversary date of their employment, whichever date is later.

B. Additional Compensation for Police Officers

(See **Exhibit "A"** which is attached hereto and incorporated herein by reference as though it has been printed here in its entirety)

**SECTION 2: FIREFIGHTERS OF THE FIRE DEPARTMENT**

From and after the first day of January 2013, said Firefighters of the Valparaiso Fire Protection Territory shall be paid according to the following schedule subject to budgetary provisions and the Job Classification Ordinance of the City, as amended and supplemented:

(See **Exhibit "B"** which is attached hereto and incorporated herein by reference as though it has been printed here in its entirety)

A. Additional compensation for Firefighters

(See **Exhibit "B"** which is attached hereto and incorporated herein by reference as though it has been printed here in its entirety)

**SECTION 3: ALL REMAINING APPOINTED OFFICIALS AND EMPLOYEES**

From and after the first day of January, 2013, all other appointed officials and employees of the City of Valparaiso (except those appointed to the various boards and commissions), not here in before mentioned shall be paid according to the following schedule of salary ranges and position classifications subject to budgetary provisions and the Compensation Management Ordinance of the City, as amended and supplemented:

(See **Exhibit "C"** which is attached hereto and incorporated herein by reference as though it has been printed here in its entirety)

**SECTION 4: SALARY FOR ELECTED OFFICIALS FROM THE GENERAL FUND**

(See **Exhibit "D"** which is attached hereto and incorporated herein by reference as though it has been printed here in its entirety)

**SECTION 5: EXCEPTION FOR THE CITY ADMINISTRATOR, DEPARTMENT HEAD POSITIONS**

The Mayor shall have the right to set salaries for the City Administrator and Department Heads, positions for the City of Valparaiso for the calendar year of 2013. The Mayor shall inform the Clerk Treasurer in writing of the salaries for the calendar year of 2013, which shall be included in the annual budget of the city.

**SECTION 6: COMPENSATION FOR MEMBERS OF BOARDS AND COMMISSIONS OF THE CITY OF VALPARAISO.**

(See **Exhibit "E"** which is attached hereto and incorporated herein by reference as though it has been printed here in its entirety)

**SECTION 7: SERVICE PAY**

The Mayor, Clerk-Treasurer, City Administrator and all employees and appointed officials of the City shall receive additional compensation as set out below for the length of continuous employment with the City of Valparaiso:

(See **Exhibit "F"** which is attached hereto and incorporated herein by reference as though it has been printed here in its entirety)

**SECTION 8: OTHER SALARY MATTERS**

Employees who are in this category and performing a job, which is part of the Job Classification Ordinance of the City, shall be paid at the rate stated in the ordinance for such job.

- a. On Call Compensation: Employees shall be compensated for "on-call" time at a compensation rate to be established by the Mayor and approved by the Board of Public Works and Safety.
- b. The "on-call" policy developed on a citywide or departmental basis shall be made part of the Personnel Policy of the City.
- c. The Mayor shall have the express authority to make any decisions required with regard to the establishment of salaries or the setting of salary rates not provided for within this Ordinance. The Mayor shall finally determine all conflicts of interpretation within the Ordinance.

- d. In the event any employee moves from one job classification to another, said employee may be paid any salary, which fits within the range with the determination to be made by the Mayor.
- e. Safety Officers in specific departments shall receive the sum of \$500 per year.

#### **SECTION 9: BENEFITS, BOARD OF WORKS & SAFETY AND PERSONNEL POLICY**

Full-time employees of the City of Valparaiso, as part of their compensation receive certain benefits from the City.

- a. Paid Time Off – Employees (not police officers, firefighters, or civilian employees of the police department) will receive Paid Time Off or PTO pursuant to the Personnel Policy Manual and adopted by the Board of Public Works and Safety.
- b. Firefighters and Police Officers, and civilian employees of the police department receive such benefits as may be provided for within their individual department policy manuals and contract agreements.
- c. The Board of Public Works and Safety is specifically authorized to amend and change the Personnel Policy as deemed appropriate.
- d. The Board of Public Works and Safety is specifically authorized to approve and administer personnel policy issues after developed and authorized by the Mayor.
- e. The Board of Public Works and Safety is specifically authorized to enter into written employment contracts with any recognized bargaining agents provided that such contracts shall be limited to benefits, working conditions and related matters.
- f. The Board of Public Works and Safety is specifically authorized to develop and approve a performance evaluation system on a Citywide or department basis. Such a system or system(s) may be implemented during the calendar year of 2013 if the budget has sufficient funds to do so.
- g. The Board of Public Works and Safety is specifically authorized to modify job descriptions for the Compensation Management System. Changes shall be made as provided for within the Compensation Management System procedures.

#### **SECTION 10: ALLOWANCES**

Mileage - Any elected or appointed official or employee of the City of Valparaiso shall be reimbursed for mileage allowance for official and authorized travel.

The Federal Department of Internal Revenue Service shall establish the rate for reimbursement.

Such compensation shall only be paid when the official or employee is using a personal vehicle and not a City-owned vehicle.

Cell phones - Cell phones are required for some positions. The purpose of carrying such a device is to provide 24 hour access to better serve citizens and increase productivity. Those positions are designated by each department head as well as the level of access required to be maintained by the employee on behalf of the City of Valparaiso. The determination of the wireless carrier will be up to the employee.

Each employee required to carry a cell phone will receive a cell phone allowance dispersed proportionately in each pay. The employee is required to pay his or her own bill and to supply the phone as prescribed by their department head.

**CELL PHONE ALLOWANCES:**

Low Business Use	\$ 17.50 per pay
Medium Business Use	\$ 21.25 per pay
Medium – High Business Use	\$ 30.00 per pay
High Business Use	\$ 50.00 per pay

Employees failing to have the assigned amount of accessibility will be subject to a verbal warning for the first offense, a written notice for second offense to be added to the employees personnel file and at the department head’s discretion, may be subject to a personal improvement plan or termination on the third offense.

**SECTION 11: PERF PAYMENTS AND OR RETIREMENT PAYMENTS**

From and after January 1, 2013, the City of Valparaiso shall pay the entire employee obligation for PERF retirement for all City employees with the exception of Police Officers and Firefighters.

The City of Valparaiso shall pay one-half (1/2) share of the employee obligation for retirement benefits for Police Officers and Firefighters

Payment of employee retirement benefit obligation shall continue until rescinded or amended by the Common Council.

**SECTION 12: GENERAL PROVISIONS**

The Mayor, the Common Council and the Board of Public Works and Safety of the City of Valparaiso, Indiana shall retain all rights, duties and privileges authorized by the State of Indiana statues for the administration of wages and compensation received by employees.

The Mayor and the Board of Public Works and Safety of the City of Valparaiso shall resolve all disputes arising from the interpretation or enforcement of the Ordinance.

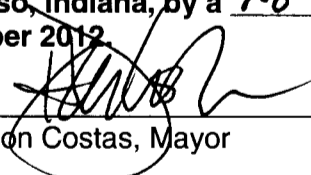
This Ordinance shall be in full force and effect from and after its passage in the manner provided by law and shall be implemented on the first (1<sup>st</sup>) day of January, 2013

The Mayor and the Common Council of the City of Valparaiso shall also retain the rights, duties, and privileges provided by the Compensation Management System of the City of Valparaiso.

All previous ordinances pertaining to salaries, compensation and benefits for the employees of the City of Valparaiso, Indiana are hereby expressly repealed effective the first (1<sup>st</sup>) day of January 2013.

**This Ordinance consists of five (5) pages and Exhibits “A” through “F” in its entirety was presented to the Mayor and Common Council of the City of Valparaiso.**

**PASSED by the Common Council of the City of Valparaiso, Indiana, by a 7-0 vote of all members present and voting, this 24<sup>th</sup> day of September 2012.**




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Jon Costas, Mayor

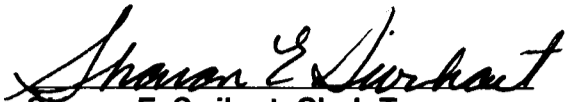
**ATTEST**



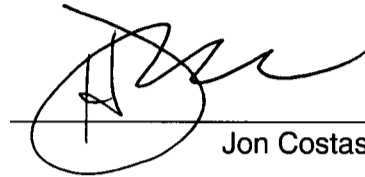

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Sharon E. Swihart, Clerk-Treasurer

Presented by me to the Mayor of the City of Valparaiso, Indiana, this 24<sup>th</sup> of September 2012 at the hour of 7:30 o'clock P.M.

  
Sharon E. Swihart, Clerk-Treasurer

This Ordinance approved and signed by me this 24<sup>th</sup> day of September 2012 at the hour of 7:35 o'clock P. M.

  
Jon Costas, Mayor

**EXHIBIT A: Police Officer Wages for 2013**

<u>Position</u>	<u>Grade</u>	<u>Pay Amount</u>
Probationary Officer	6	\$ 40,083
Patrolman Level 3	8	\$ 43,759
Patrolman Level 2	8	\$ 44,787
Patrolman Level 1	9	\$ 47,240
Sergeants	12	\$ 49,592
Lieutenant	14	\$ 52,133
Captain	15	\$ 57,200
Assistant Chief	16	\$ 60,686
Chief	17	\$ 70,240

This schedule does not include service pay or other compensation.

**Additional Pay/Compensation**

Call Out	\$ 800
Field Training Officer	\$ 800
Uniform	\$ 1,200
Breathalyzer Operator	\$ 120
ILEA Certified Trainer	\$ 800

**VALPARAISO POLICE DEPARTMENT CROSSING GUARDS**

Crossing Guards	\$ 8,000 per annum
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**Additional Compensation for Police Officers for 2013**

Any and all member(s) of the City of Valparaiso Police Department who meet the following minimum standards shall receive additional compensation per annum in the amount as follows:

1. Three (3) years of continuous service and successful attendance at three (3) approved schools the sum of \$750.00.
2. Five (5) years of continuous service and successful attendance of and additional three (3) approved schools the sum of \$1,500.00.
3. Nine (9) years of continuous service and successful attendance of an additional three (3) approved schools the sum of \$2,500.00.
4. Twelve (12) years of continuous service and successful attendance of an additional three (3) approved schools the sum \$3,000.00.

Any Police Officer(s) who become qualified during the year for any of the aforementioned categories will be eligible for pro-rated compensation for the remaining year.

The Chief of Police has the sole authority to appoint the Field Training Officers and may rescind said appointment at his sole discretion.

**EXHIBIT B:****Valparaiso Fire Protection Territory  
Firefighters Wages for 2013**

<b>Position</b>	<b>Salary</b>
Probationary Firefighter	\$ 40,173
Firefighters 1 <sup>st</sup> Class	\$ 46,740
Master Firefighter	\$ 47,860
Firefighters / Engineer	\$ 48,821
Lieutenants	\$ 51,323
Captain	\$ 53,690
Training Coordinator	\$ 51,323
Battalion Chief(s)	\$ 56,632
Assistant Chief	\$ 62,463
Chief	\$ 69,602

Members of the Valparaiso Fire Protection Territory who are certified in the following categories shall receive additional compensation per year not to exceed the following amounts:

**Additional Compensation for Firefighters Wages for 2013 Shall Not Exceed**

<b>Position</b>	<b>Amount</b>
Air Pack Maintenance	1,000
Assistant Mechanic	1,650
Chief Fire Investigator	2,000
Chief Mechanic	2,000
CPR Instructor	500
Educator/Trainer	500
EMT with grade	1,000
Inspectors	1,000
Investigators	1,000
ISO Coordinator (Maint)	1,000
Paramedic with grade	5,000
Paramedic without grade	4,000
Safety Officer	1,500
Uniform Allowance	725
CSS Technician	250
Radio Technician (Maint)	1,000
Supplies Coordinantor (Maint)	500
Map Coordinator (Maint)	1,000

Any Firefighter who becomes qualified during the year for any of the aforementioned categories will be eligible for pro-rated compensation for the remaining year.



**EXHIBIT C: All remaining Appointed Officials and Employees**

<u>SAM CATEGORY</u>				
<b>SAM 1</b>	<u>Market</u>	<u>Mid</u>	<u>Max</u>	
<b>Minimum</b>				
\$72,000 City Administrator	\$82,800	\$90,000	\$108,000	
<b>SAM 2</b>				
\$59,000 Engineering Director Parks Director Public Works Director Project Manager Director Economic Development Director	\$67,850	\$73,750	\$88,500	
<b>SAM 3</b>				
\$48,750  Assistant Public Works Director Assistant Director (Park) Supervisor (Police) Maintenance/Construction Director (Park)	\$57,000	\$60,950	\$73,125	
<b>SAM 4</b>				
\$40,200 Golf Course Operations Superintendent (Park) Recreation Superintendent (Park)	\$46,230	\$50,250	\$60,300	
<b>SAM 5</b>				
\$32,900 Adult Recreation Director (Park) Youth Recreation Director (Park) Head Golf Professional (Park) Senior Recreation Director (Park) Recreation Program Golf (Park)	\$37,850	\$41,125	\$49,350	
<u>PAT CATEGORY</u>				
	<u>Market</u>	<u>Mid</u>	<u>Max</u>	
<b>Minimum</b>				
<b>PAT 1</b>				
\$56,750 MIS Director Human Resource Director Planning Director	\$65,270	\$70,940	\$85,125	
<b>PAT 2</b>				
\$49,150 Building Commissioner Chief Deputy Engineer Stormwater Engineer	\$56,525	\$61,450	\$73,725	
<b>PAT 3</b>				
\$43,025 Horticulture Superintendent (Park) Golf Course Maint. Superintendent (Park) Senior Planner	\$49,480	\$53,780	\$64,540	
<b>PAT 4</b>				
\$37,600 Landscape Specialist (Park) Staff Planner	\$43,240	\$47,000	\$56,400	

		<b><u>LTC CATEGORY</u></b>		
		<b><u>Market</u></b>	<b><u>Mid</u></b>	<b><u>Max</u></b>
<b>Minimum</b>				
<b>LTC 1</b>		\$42,200	\$45,875	\$55,050
\$36,700				
Assistant Superintendent of Maintenance (Park)				
Assistant Superintendent (Public Works)				
Street Supervisor (Public Works)				
Mechanic Supervisor (Public Works)				
Sanitation Supervisor (Public Works)				
<b>LTC 2</b>		\$38,490	\$41,840	\$50,200
\$33,470				
Assistant Golf Course Superintendent (Park)				
Maintenance Property Supervisor (Park)				
Mechanic (Park)				
Mechanic (Public Works)				
Machinery Operator WL (Public Works)				
Heavy Equipment Operator (Public Works)				
Heavy Equipment Operator WL & Train Cord. (Public Works)				
Heavy Equipment Operator WL (Public Works)				
Truck Driver/Light Equipment Operator WL (Public Works)				
<b>LTC 3</b>		\$35,730	\$38,840	\$46,600
\$31,070				
Machinery Operator (Public Works)				
Truck Driver / Light Equipment Operator - (Public Works)				
Heavy Equipment Operator (Public Works)				
<b>LTC 4</b>		\$33,120	\$36,000	\$43,200
\$28,800				
Landscape – WL (Park)				
Groundskeeper - WL (Park)				
Skilled Laborer (Public Works)				
Mechanic Helper (Public Works)				
<b>LTC 5</b>		\$29,820	\$32,415	\$38,900
\$25,930				
Building Coordinator (Park)				
Golf Maintenance Greenskeeper (Park)				
Laborer (Public Works)				
Maintenance Groundskeeper (Park)				
<b>LTC 6</b>		\$27,170	\$29,530	\$35,440
\$23,625				

OSS Category

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<b>OSS 1</b>	<b><u>Market</u></b>	<b><u>Mid</u></b>	<b><u>Max</u></b>
<b>Minimum</b>			
\$39,650	\$45,600	\$49,570	\$59,475
Engineer CAD-GIS (Engineering) Engineering Assistant (Engineering) Project Management-RPR			
 <b>OSS 2</b>	 \$42,260	 \$45,940	 \$55,125
\$36,750			
Specialist (Human Resources) Chief Inspector (Building Commissioner) Administrative Assistant – Mayor Chief Deputy Clerk - Treasurer (Clerk-Treasurer) Deputy Clerk Treasurer (Clerk Treasurer) Administrative Assistant (Human Resources) Engineering Project Manager (Engineering) Bookkeeper-WL (Park) Payroll/Benefits Secretary (Park) Administrative Assistant (Police) Secretary (Police)			
 <b>OSS 3</b>	 \$37,500	 \$40,750	 \$48,900
\$32,600			
Engineering Administrator (Engineering) Administrative Assistant (Building) Administrative Assistant (Park) Records Clerk (Police) Office Manager (Public Works) Administrative Assistant (Fire)			
 <b>OSS 4</b>	 \$34,200	 \$37,160	 \$44,600
\$29,730			
Assistant Senior Recreation Director (Park) Customer Service Secretary - WL (Park) Customer Service Secretary - (Park) Assistant Bookkeeper (Park) Parking Meter Operator (Police) Administrative Assistant (Project Management) Administrative Assistant (Public Works) Administrative Assistant (Planning) Code Enforcement Inspector Receptionist Neighborhood Liaison Public Assistance Clerk Police)			
<b>OSS 5</b>	\$31,400	\$34,150	\$40,950
\$27,300 Untrained TV Skilled Laborer			

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**EXHIBIT D: Salary for Elected Officials – General Fund**

Mayor	\$56,500
Clerk Treasurer	\$55,000
Members of the Common City Council	\$6,000

**EXHIBIT E: Compensation for Members of Boards and Commissions**

Plan Commission	\$600
Board of Zoning & Appeals	\$600
Park Board	\$600

**EXHIBIT F: Service Pay**

All eligible officials and employees of the City of Valparaiso who have served continuously for more than three (3) years as of January 1, 2012 shall receive additional compensation as follows:

<b>At Least</b>	<b>Not More Than</b>	<b>Amount</b>
3 years	6 years	\$200
6 years	9 years	\$500
9 years	12 years	\$800
12 years	15 years	\$1,100
15 years	18 years	\$1,400
18 years	20 years	\$1,700
More than 20 years		\$2,000

In the event that the anniversary date of employment for an employee or an appointed and or elected official covered by this section falls on a date other than January 1, 2013, and such date changes the category for service pay contained herein, such employee shall be paid at the higher rate for the remainder of the calendar year.

The schedule appearing above is not intended to be cumulative and each employee and/or appointed official and/or elected official of the City shall fall into only one (1) of the seven categories.

This schedule shall not apply to members of Boards and/or Commissions and/or Council Members as referred to in Section 7