

Ordinance # 22, 2020

City of Valparaiso

Amendment to 2021 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 2021, AND REPEALING
ANY ORDINANCE IN CONFLICT THEREIN.**

WHEREAS, the Mayor and Common Council of the City of Valparaiso, Indiana, are required by various statutes 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 2021, said Officers of the Police Department of the City of Valparaiso shall be paid according to the following schedule of salary ranges and position classifications 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)

SECTION 2: FIREFIGHTERS OF THE FIRE PROTECTION TERRITORY

From and after the first day of January 2021, said Firefighters of the 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 2021, all other appointed officials and employees of the City of Valparaiso (except those appointed to the various boards and commissions), not herein 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

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

SECTION 5: EXCEPTIONS FOR THE CITY ADMINISTRATOR & DEPARTMENT HEADS

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 2021. The Mayor shall inform the Clerk-Treasurer in writing of the salaries for the calendar year of 2021, which shall be included in the annual budget of the City.

SECTION 6: COMPENSATION FOR MEMBERS OF BOARDS & COMMISSIONS OF THE CITY OF VALPARAISO

(See **Exhibit E** which is attached hereto and incorporated herein by reference as though it had 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. Safety Officers in specific departments shall receive the sum of \$500 per year.
- e. Every employee is classified as either Exempt (E) or Non-Exempt (NE) based on Federal Law and has the classification listed as part of the Salary Ordinance.
- f. The hourly rate in this ordinance does NOT include service pay. Employee service pay is based on the employee's starting date and is adjusted based on years of service. The hourly base pay must be adjusted per each employee to include service pay as described in Exhibit F: Service Pay.
- g. At such time as the City finances allow, the Mayor and Clerk-Treasurer may allow Performance Awards to be given to employees.

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 (PTO) - Employees (excluding police officers, firefighters, or civilian employees of the police department) will receive Paid Time Off (PTO) pursuant to the Personnel Policy Manual and adopted by the Board of Public Works & Safety.
- b. Firefighters, 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 & Safety is specifically authorized to amend and change the Personnel Policy as deemed appropriate.
- d. The Board of Public Works & Safety is specifically authorized to approve and administer personnel policy issues after developed and authorized by the Mayor.
- e. The Board of Public Works & 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 & Safety is specifically authorized to develop and approve a performance evaluation system on a citywide or departmental basis. Such a system or systems may be implemented during the calendar year of 2021 if the budget has sufficient funds to do so.
- g. The Board of Public Works & Safety is specifically authorized to modify job descriptions.

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 monthly compensation 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 the second offense, which will be added to the employees personnel file; and at the department head's discretion, may be subject to a personal improvement plan or termination for the third offense.

SECTION 11: PERF PAYMENTS AND/OR RETIREMENT PAYMENTS

From and after January 1, 2021, 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 benefits obligation shall continue until rescinded or amended by the Common Council.

SECTION 12: PUBLIC WORKS BUYBACK PROGRAM

Certain employees of the Public Works Department (Solid Waste, Vehicle Maintenance, Cemetery, and MVH/MVH Restricted) may sell back to the city up to 40 hours of Paid Time Off annually.

Buyback will be calculated at the employee's current rate of pay. Buyback will be paid out during the month of December and cannot be combined with the maximum amount of PTO the city will buy back as part of employment resignation/termination. Buyback will be in the following Public Works job classifications:

- * Operations Supervisor
- * Maintenance Supervisor
- * Heavy Equipment Operator/Working Leader/Trainer
- * Working Leader
- * Working Leader/Arborist
- * Working Leader/Safety/Winter Response
- * Heavy Equipment Operator
- * Mechanic
- * Truck Driver/Light Equipment Operator
- * Automated Truck Driver
- * Skilled Laborer
- * Senior Mechanic
- * Mechanic Assistant

This section does not apply to any Supplemental Paid Time Off (SPTO) bank.

SECTION 13: GENERAL PROVISIONS

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

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

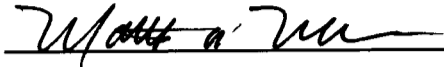
This Ordinance shall be in full force and effect from and after its passage in the manner provided by law and shall be implemented on the first (1st) day of January 2021.

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 (1st) day of January 2021.

SECTION 14: ACCEPTANCE BY CITY COUNCIL AND SIGNATURE PAGE

This Ordinance, consisting of six (6) pages and Exhibits A through G in its entirety, has been 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 23rd day of November 2020.



Matthew R. Murphy

Mayor

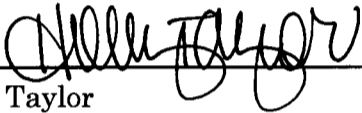
ATTEST:



Holly Taylor

Clerk-Treasurer

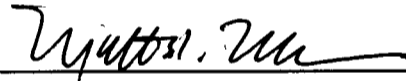
Presented by me to the Mayor of the City of Valparaiso, Indiana, the 23rd day of November 2020 at the hour of 6:00 o'clock P.M.



Holly Taylor

Clerk-Treasurer

This Ordinance approved and signed by me the 23rd day of November at the hour of 6:00 o'clock P.M.



Matthew R. Murphy

Mayor

EXHIBIT A: POLICE DEPARTMENT WAGES FOR 2021

POLE (Protective Occupations Law Enforcement) Category

	<u>Market</u>	<u>Mid</u>	<u>Max</u>
POLE A Position			
Captain (E)	\$59,137.00	\$69,573.00	\$85,575.00
POLE B Position			
Lieutenant (NE)	\$55,883.00	\$65,745.00	\$80,866.00
POLE C Position			
Sergeant (NE)	\$52,882.00	\$62,214.00	\$76,523.00
POLE D Positions			
Master Patrolman (NE)	\$48,481.00	\$57,036.00	\$70,154.00
Master Patrolman 1st Class (NE)	\$58,481.00	\$67,036.00	\$80,154.00
Patrol Officer 2nd Class (NE)	\$44,079.00	\$51,858.00	\$63,785.00
Patrol Officer 3rd Class (NE)	\$42,452.00	\$49,943.00	\$61,430.00
Probationary Officer (NE)	\$38,943.00	\$45,815.00	\$56,352.00
POLE Part-time			
Crossing Guards (NE)		\$8,000.00 per annum (not to exceed)	

This schedule does not include service pay or other compensation.

Additional Pay/Compensation:

Detective Specialty Pay - Sergeant	\$3,531.00
Detective Specialty Pay - Master Patrolman	\$8,709.00
IT Specialty Pay - Master Patrolman	\$8,709.00
Uniform Allowance	\$1,600.00
Breathalyzer Operator	\$120.00
Call Out/CALEA	\$800.00
FTO (Field Training Officer)	\$1,000.00

Any and all members of the City of Valparaiso Police Department who meet the following minimum standards shall receive additional compensation per annum in the amounts as follows:

a. Three (3) years of continuous service	\$200.00
b. Six (6) years of continuous service	\$500.00
c. Nine (9) years of continuous service	\$800.00
d. Twelve (12) years of continuous service	\$1,100.00
e. Fifteen (15) years of continuous service	\$1,400.00
f. Eighteen (18) years of continuous service	\$1,700.00
g. Twenty (20) years of continuous service	\$2,000.00
h. Twelve (12) years of continuous services & successful attendance of an additional ten (10) approved schools	\$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 remainder of the current calendar 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: FIRE TERRITORY WAGES FOR 2021**POLE (Protective Occupations Law Enforcement) Category****Based on 2,912 hours**

	<u>Market</u>	<u>Mid</u>	<u>Max</u>
POLE B Positions			
Battalion Chief (E)	\$57,967.00	\$68,197.00	\$83,882.00
Master Firefighter 1st Class (NE)	\$59,675.00	\$67,735.00	\$80,094.00
POLE C Positions			
Division Chief (E)	\$58,837.00	\$69,220.00	\$85,141.00
Captain (NE)	\$52,925.00	\$62,265.00	\$76,586.00
POLE D Position			
Lieutenants (NE)	\$50,830.00	\$59,800.00	\$73,554.00
POLE E Position			
Firefighter/Engineer (NE)	\$47,002.00	\$55,297.00	\$68,015.00
POLE F Positions			
Master Firefighter (Paramedic) (NE)	\$49,675.00	\$57,735.00	\$70,094.00
Master Firefighter (EMT) (NE)	\$45,675.00	\$53,735.00	\$66,094.00
Probationary Firefighter (NE)	\$38,677.00	\$45,502.00	\$55,967.00
POLE Part-time			
PT Administrative Assistant	\$16.50 per hour (not to exceed)		

Additional Pay/Compensation:

Members of the Valparaiso Fire Department who are certified in the following categories shall receive additional compensation per year in the following amounts:

Air Pack Maintenance	\$1,000.00
Assistant Mechanic	\$1,650.00
Chief Fire Investigator	\$2,000.00
Chief Mechanic	\$3,000.00
CPR Instructor	\$500.00
Educator/Trainer	\$500.00
EMT with Grade	\$1,000.00
Lead Inspector	\$2,000.00
Investigator	\$1,000.00
ISO Coordinator (Maintenance)	\$1,000.00
Paramedic Certification with Grade	\$5,000.00
Paramedic Certification (Probationary FF)	\$4,000.00
Safety Officer	\$1,500.00
Child Safety Seat Technician	\$500.00
Radio Technician (Maintenance)	\$1,000.00
Supplies Coordinator (Maintenance)	\$500.00
Map Coordinator (Maintenance)	\$1,000.00
Uniform Allowance	\$1,250.00
Rescue Task Force Coordinator	\$1,000.00
Water Rescue Coordinator	\$1,000.00
Shift Drill Master	\$1,000.00

Any firefighter who becomes qualified during the year for any of the aforementioned categories will be eligible for pro-rated compensation for the remainder of the current calendar year.

Non-FLSA exempt combat firefighters performing the duty of inspections and/or preplanning while off regular scheduled duty will be paid at the hourly rate of one and one half (1-1/2) times their regular rate of pay.

FLSA exempt combat firefighters (Battalion Chiefs) performing the duty of inspection and/or preplanning while off regular scheduled duty will be paid at an hourly rate not to exceed thirty-seven dollars (\$37.00) per hour.

EXHIBIT C: ALL REMAINING APPOINTED OFFICIALS AND EMPLOYEES

SO (Special Occupation)

All positions are excluded from the Fair Labor Standards Act (FLSA)

	<u>Market</u>	<u>Mid</u>	<u>Max</u>
City Administrator (E)	\$83,747.00	\$98,526.00	\$121,187.00
Chief Deputy Clerk-Treasurer (E)	\$44,598.00	\$52,468.00	\$64,536.00
Executive Assistant (E)	\$46,132.00	\$54,273.00	\$66,756.00

EXE (Executives)

All positions are exempt under the Fair Labor Standards Act (FLSA)

EXE A

Engineering Director (E)	\$80,950.00	\$95,235.00	\$132,883.00
City Attorney (E)			

EXE B

Project Management Director (E)	\$70,451.00	\$82,883.00	\$101,946.00
Public Works Director (E)			
Parks Director (E)			
Redevelopment Commission Director (E)			
Police Chief (E)			
Fire Chief (E)			
Planning/Transit Director (E)			
Chief Deputy Engineer (E)			
IT Director (E)			
Building Commissioner (E)			

EXE C

Assistant Public Works Director (E)	\$60,395.00	\$71,053.00	\$87,395.00
Human Resources Director (E)			
Community Engagement Director (E)			
Assistant Fire Chief (Operations) (E)			
Assistant Fire Chief (EMS) (E)			
Assistant Police Chief (E)			
Assistant Parks Director (E)			
Deputy Engineer - VCU (E)			
Deputy Engineer - CAD/GIS (E)			
Deputy Engineer - MS4 Coordinator (E)			
Deputy Engineer - Project Manager (E)			

PAT (Professional, Administrative, Tech)

PAT A - Based on 2,080 hours

Parks - Golf Maintenance Superintendent (E)	\$52,914.00	\$62,252.00	\$76,570.00
Parks - Horticulture Superintendent (E)			
Parks - Recreation Superintendent (E)			
Parks - Maintenance Superintendent (E)			
Parks - Recreation Facilities Superintendent (E)			
Planning - Transit Manager (E)			

PAT B - Based on 1,820 hours

Planning - Assistant Planner (E)	\$43,263.00	\$50,898.00	\$62,604.00
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PAT B - Based on 2,080 hours

Park - Business Operation Manager (E)	\$49,444.00	\$58,169.00	\$71,548.00
Park - Recreation Program Director (E)			
Park - Youth Recreation Programmer (E)			
Project Mgmt - Resident Project Representative (NE)			

	<u>Market</u>	<u>Mid</u>	<u>Max</u>
PAT C - Based on 1,820 hours			
Building - Building Inspector (NE)	\$40,304.00	\$47,416.00	\$58,322.00
Building - Code Enforcement Inspector (NE)	\$35,266.00	\$41,489.00	\$51,032.00
PAT C - Based on 2,080 hours			
Park - Digital Marketing Specialist (NE)	\$40,304.00	\$47,416.00	\$58,322.00
LTC (Labor, Trade & Crafts)			
LTC A - Based on 2,080 hours			
Public Works - Maintenance Supervisor (E)	\$51,031.00	\$60,036.00	\$73,844.00
Public Works - Operations Supervisor (E)			
Project Mgmt - Maintenance Technician (NE)			
LTC B - Based on 2,080 hours			
Park - Asst Horticulture Superintendent (NE)	\$47,398.00	\$55,763.00	\$68,588.00
Park - Asst Maintenance Superintendent (NE)			
Park - Asst Golf Course Superintendent (NE)			
Public Works - Working Leader/Safety/Winter Response (NE)			
Public Works - Working Leader/Arborist (NE)			
Public Works - Working Leader (NE)			
Public Works - Senior Mechanic (NE)			
Public Works - Heavy Equip Operator/WL/Trainer (NE)			
LTC C - Based on 2,080 hours			
Public Works - Mechanic (NE)	\$43,083.00	\$50,686.00	\$62,344.00
Park - Mechanic (NE)			
LTC D - Based on 2,080 hours			
Public Works - Heavy Equipment Operator (NE)	\$41,092.00	\$48,343.00	\$56,462.00
Public Works - Mechanic Assistant (NE)			
Park - Maintenance Property Supervisor (NE)			
LTC E - Based on 2,080 hours			
Public Works - Automated Truck Driver (NE)	\$38,769.00	\$45,610.00	\$56,100.00
Public Works - Truck Driver/Light Equip Operator (NE)	\$37,918.00	\$44,610.00	\$54,870.00
Park - Groundskeeper/Working Leader (NE)			
LTC F - Based on 2,080 hours			
Public Works - Skilled Laborer (NE)	\$35,595.00	\$41,877.00	\$51,509.00
Park - Groundskeeper (NE)			
OSS (Office Support Specialist)			
All positions are non-exempt under the Fair Labor Standards Act (FLSA)			
OSS A - Based on 1,820 hours			
Clerk-Treasurer - Deputy Clerk Treasurer/Grant Administrator (NE)	\$44,598.00	\$52,468.00	\$64,536.00
Clerk-Treasurer - Deputy Clerk Treasurer (NE)	\$41,015.00	\$48,253.00	\$59,351.00
OSS B - Based on 1,820 hours			
Police - Administrative Assistant (NE)	\$35,741.00	\$42,048.00	\$51,719.00
Building - Administrative Assistant (NE)			
Planning - Administrative Assistant (NE)			

	<u>Market</u>	<u>Mid</u>	<u>Max</u>
OSS B - Based on 2,080 hours	\$40,847.00	\$48,055.00	\$59,108.00
Engineering/RDC - Executive Assistant (NE)			
Fire - Administrative Assistant (NE)			
City Attorney - Administrative Asst/Paralegal (NE)			
Park - Administrative Asst/Payroll/HR (NE)			
Park - Bookkeeper (NE)			
Park - Administrative Assistant (NE)			
Project Mgmt - Administrative Assistant (NE)			
Public Works - Administrative Assistant (NE)			

OSS C - Based on 1,820 hours	\$31,939.00	\$37,575.00	\$46,217.00
Police - Records Clerk (NE)			
Police - Parking Enforcement (NE)			
Board of Works - Receptionist (NE)			

OSS C - Based on 2,080 hours	\$36,502.00	\$42,943.00	\$52,820.00
Public Works - Receptionist/Clerk (NE)			
Park - Payroll/Bookkeeping Assistant (NE)			
Park - Customer Service Secretary (NE)			

OSS D

**Positions are compensated at hourly rates
not to exceed the amounts listed below**

Deputy Clerk-Treasurer Part-time	\$16.50 per hour
Police Records Clerk Part-time	\$21.97 per hour
Parks Part-time	\$25.00 per hour
Public Works Part-time	\$20.38 per hour
Building Part-time	\$20.00 per hour
Engineering Part-time	\$25.69 per hour
Planning Part-time	\$20.00 per hour
Board of Works Part-time	\$20.00 per hour

EXHIBIT D: ELECTED OFFICIALS

EO (Elected Officials)

**All positions are excluded from the Fair
Labor Standards Act (FLSA)**

	<u>Market</u>	<u>Mid</u>	<u>Max</u>
Mayor	\$78,169.00	\$91,963.00	\$113,114.00
Clerk-Treasurer	\$58,643.00	\$68,992.00	\$84,860.00
City Council	\$9,558.00	\$11,244.00	\$13,830.00

EXHIBIT E: COMPENSATION FOR MEMBERS OF BOARDS & COMMISSIONS

Plan Commission	\$1,200.00
Board of Zoning & Appeals	\$1,200.00
Park Board	\$1,200.00
Board of Public Works & Safety (Citizen Member)	\$3,000.00

EXHIBIT F: SERVICE PAY

<u>At Least</u>	<u>Not More Than</u>	<u>Amount</u>
3 years	6 years	\$200.00
6 years	9 years	\$500.00
9 years	12 years	\$800.00
12 years	15 years	\$1,100.00
15 years	18 years	\$1,400.00
18 years	20 years	\$1,700.00
More than 20 years		\$2,000.00

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, 2021, 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 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.

EXHIBIT G: HEALTH SAVINGS ACCOUNT CONTRIBUTIONS

City employees previously enrolled or enrolling in the following health savings account health insurance tiers will receive a contribution from the City to be paid into each such employee's account as follows:

<u>HSA Tiers</u>	<u>Total Contribution</u>
Employee Only	\$1,800.00
Employee Plus One	\$3,100.00
Family	\$4,100.00

The above referenced contribution will be paid by the City into each employee's account in January.

New employees that begin working for the City in 2021, and subsequently enroll in the health savings account health insurance program, will receive a pro-rated contribution from the City to be paid into each employee's account. The pro-rated contribution shall be determined based upon the employee's *first full month* of employment with the City.

Employees who have spouses that also work for the City may only receive a maximum combined contribution of \$3,100.00 for an employee plus one, or a maximum combined contribution of \$4,100.00 for a family.