

Ordinance 2022-__

SALARY AND COMPENSATION FOR NON ELECTED EMPLOYEES FOR 2023

WHEREAS, IC 36-5-3-2 states the town legislative body shall fix the compensation of its own members, the Town Clerk-Treasurer, the Town Marshal and other town officers and employees.

WHEREAS, the Town Council and the Town Utility Service Board wish to establish salaries for the year 2023.

Therefore, be it ordained by the Town Council and Town Utility Service Board that the following salary schedule shall be in full force and effect on January 1, 2023. The ordinance reflects bi-weekly payroll amounts.

APPOINTED OFFICERS			Not to exceed
Title:	Rate Per:	General:	Total:
Town Marshal- EXEMPT	Bi-weekly	\$2326.05	\$60,477.27
Chief Deputy Marshal	Bi-weekly	\$20-26	\$41,600-54,800
Deputy Marshal	Hour	\$27	
School Traffic Guard	Shift	\$21	\$7560.00
IDEX Coordinator	Monthly	\$12.50	\$3250.00
UNIFORM ALLOWANCE:			
Town Marshal Chief Deputy Marshal	Once a year	\$600	\$600
Deputy Marshal-Part time	Hour	\$.29	

- (1) Uniform allowance shall be paid to all officers with their January 2023 payroll to pay for clothing, supplies, and accouterments.
- (2) The town will contribute \$350.00 per month or \$175.00 per bi-weekly payroll, towards a healthcare stipend for the full time Marshal, and if applicable, the full-time Chief Deputy Marshal. The stipend shall be made through the payroll system, and deductions made in accordance with taxing authorities.

(3) The employee is responsible for the employee’s portion of PERF. The town shall pay the employer’s portion of PERF on behalf of the Town Marshal and the Chief Deputy Marshal.

Town Employees							
Title:	Rate Per:	General:	Water:	Wastewater:	MVH:	Total:	Annual Rate:
Laborer	Hour	N/A	N/A	N/A	100%	UP TO \$25	Varies based on hours
Utility Superintendent	Bi-weekly	25%	25%	25%	25%	\$2099.62	\$54,590.12
Utility Clerk	Hour	N/A	50%	50%	N/A	\$10-20	Not to exceed 35 hours

(1) The town will contribute \$350.00 per month or \$175.00 per bi-weekly payroll, towards a healthcare stipend for the full time Utility Superintendent. The stipend shall be made through the payroll system, and deductions made in accordance with taxing authorities.

(2) The employee is responsible for the employee’s portion of PERF. The town shall pay the employer’s portion of PERF on behalf of the full time Utility Superintendent.

(3) Fund charged will vary based on duties performed.

(4) Hours shall not exceed 40 per week unless prior authorization is acquired.

POSITION TITLE	ANNUAL STIPEND (paid in one installment)
Town Marshal	\$1,500.00

(1) The Town Council approves a one-time stipend to be paid in one installment on the first regular payroll of January 2023 for the employees in the following positions.

2023 Holiday Schedule

- New Year’s Day- January 1, 2023
- Martin Luther King, Jr.- January 17, 2023
- President’s Day- February 21, 2023
- Good Friday- April 7, 2023
- Memorial Day- May 29, 2023

Independence Day- July 4, 2023
Labor Day- September 4, 2023
Columbus Day- October 10, 2023
Veterans Day- November 11, 2023
Thanksgiving Day- November 23, 2023
Thanksgiving Holiday- November 24, 2023
Christmas Eve Holiday- December 24, 2023
Christmas Day Holiday- December 25, 2023

1 Floating Holiday will be awarded on January 1 each year for eligible employees to be used in a full-day increment observed at the discretion of the employee and their supervisor. To be eligible for floating holiday you must have successfully completed your probationary period.

The Personnel Policy Manual, as adopted on the 5th day of November 2012, and as updated from time to time, is incorporated herein. Leave of absences and other personnel policies are addressed in this manual.

In addition to the above salaries established above, the amount of \$25,000 shall be appropriated in the town budget for the town attorney's annual salary.

This ordinance is adopted in compliance with the Indiana Code 36-5-3-2, mandating the town legislative body to establish salaries for town officials, officers and employees.

This ordinance shall be in full force and effect on January 1, 2023.

Introduced on the First Reading on the ___ day of _____, 2022.

MOTION TO ADOPT ON FIRST READING BY MADE BY TOWN COUNCIL MEMBER _____, AND SECONDED BY TOWN COUNCIL MEMBER _____.

Ayes

Nays

Attest:

Clerk-Treasurer

A. The Town Marshal is exempt from the overtime provisions of the Fair Labor Standards Act and shall not be entitled to overtime compensation in any form. All sworn law enforcement personnel shall be paid pursuant to the salary schedule above.

B. The Town Marshal shall be entitled to a flexible time schedule, such that if the Town Marshal is required to work outside of his regularly scheduled hours for the benefit of the Town, that he shall be able to exchange his regularly scheduled hours for those worked outside of his regularly scheduled hours. This shall operate such that if the Town Marshal normally works 8 hours each day Monday through Friday, and he works 8 hours on a Saturday, he may refrain from working 8 hours the following Monday, or some combination of hours during the following two (2) weeks in exchange for the 8 hours worked on a Saturday. The hours exchanged shall be a 1:1 ratio. The exchanged hours must be used within two (2) weeks of occurrence. There shall be no additional compensation for hours which the Town Marshal fails to exchange, nor shall there be any accumulation of exchanged hours. The Town Marshal shall determine which hours shall be exchanged pursuant to the Town Marshal's schedule and desire.