

Ordinance 2021-\_\_

AN ORDINANCE TO AMEND ORDINANCE 2021-6 SALARY AND COMPENSATION FOR NON ELECTED EMPLOYEES FOR 2021

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 2021.

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 upon its passage and signing and publication as required by law. The ordinance reflects bi-weekly payroll amounts.

<b>APPOINTED OFFICERS</b>			Not to exceed
Title:	Rate Per:	General:	Total:
Town Marshal	Bi-weekly	\$2326.05	\$60,477.27
Chief Deputy Marshal	Bi-weekly	\$20-26	\$41,600-54,800
Deputy Marshal	Hour	\$27	\$27
Deputy Marshal-Probationary	Hour	\$22	\$22
School Traffic Guard	Day	\$21	\$21
IDEX Coordinator	Monthly	\$12.50	\$125
<b>CLOTHING ALLOWANCE:</b>			
Town Marshal	Once a year	\$600	\$600
Chief Deputy Marshal			
Deputy Marshal-Part time	Once a year	\$300	\$300

- (1) 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.

- (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 Town Marshal and the Chief Deputy Marshal.
- (3) Clothing allowance shall be paid to all officers with their January 2021 payroll.

<b>Town Employees</b>							
Title:	Rate Per:	General:	Water:	Wastewater:	MVH:	Total:	Annual Rate:
Laborer	Hour	N/A	N/A	N/A	100%	UP TO \$20	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 29 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) Clothing allowance in the amount of \$325 shall be paid to the Utility Superintendent with their January 2021 payroll.
- (4) Fund charged will vary based on duties performed.
- (5) Hours shall not exceed 40 per week unless prior authorization is acquired.

**(6) 2021 Holiday Schedule**

- New Year’s Day- January 1, 2021
- Martin Luther King, Jr.- January 18, 2021
- President’s Day- February 15, 2021
- Good Friday- April 2, 2021
- Memorial Day- May 31, 2021

Independence Day- (observed) Monday July 5, 2021

Labor Day- September 6, 2021

Columbus Day- October 11, 2021

Veterans Day- November 11, 2021

Thanksgiving Day- November 25, 2021

Thanksgiving Holiday- November 26, 2021

Christmas Eve Holiday- December 24, 2021

Christmas Day Holiday- December 25, 2021

**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 5<sup>th</sup> 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 \$25,898 shall be appropriated in the town budget for the town attorney's annual salary. Attorney hours will be billed at the hourly rate of \$200 per hour for the town attorney and \$190 per hour for attorney Kayla Grimes and paralegal hours will be billed at \$115 per hour. The amount of \$2500 shall be appropriated for the 4<sup>th</sup> quarter of 2021 for the firm of Ryan, Moore, Cook, Triplett, & Albertson, LLP.

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 upon its passage and signing and publication as required by law.

Introduced on the First Reading on the \_\_\_ day of \_\_\_\_\_, 2021.

Introduced on the Second Reading on the \_\_\_ day of \_\_\_\_\_, 2021

MOTION TO ADOPT ON SECOND READING BY MADE BY TOWN COUNCIL MEMBER \_\_\_\_\_, AND SECONDED BY TOWN COUNCIL MEMBER \_\_\_\_\_.

**Ayes**

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**Nays**

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**Attest:**

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**Michelle Frewerd, Clerk-Treasurer**