

Ordinance 2021-\_\_

SALARY AND COMPENSATION FOR NON ELECTED EMPLOYEES FOR 2022

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 2022.

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, 2022. 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/ year     |
| Chief Deputy Marshal       | Bi-weekly   | \$20-26   | \$41,600-54,800/ year |
| Deputy Marshal             | Hour        | \$27      | \$27/ hour            |
| School Traffic Guard       | Shift       | \$21      | \$21/ shift           |
| IDEX Coordinator           | Hourly      | \$15.00   | \$15/ hour            |
|                            |             |           |                       |
| <b>CLOTHING ALLOWANCE:</b> |             |           |                       |
| Town Marshal               | Once a year | \$600     | \$600/ year           |
| Chief Deputy Marshal       |             |           |                       |
| Deputy Marshal-Part time   | Once a year | \$300     | \$300/ year           |
|                            |             |           |                       |

- (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 2022 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 2022 payroll.
- (4) Fund charged will vary based on duties performed.
- (5) Hours shall not exceed 40 per week unless prior authorization is acquired.
- (6) The Town Council approves a one-time stipend to be paid in one installment on the first regular payroll of January 2022 for the employees in the following positions.

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

## **(6) 2022 Holiday Schedule**

New Year's Day- January 1, 2022

Martin Luther King, Jr.- January 17, 2022

President's Day- February 21, 2022

Good Friday- April 15, 2022

Memorial Day- May 30, 2022

Independence Day- Monday July 4, 2022

Labor Day- September 5, 2022

Columbus Day- October 10, 2022

Veterans Day- November 11, 2022

Thanksgiving Day- November 24, 2022

Thanksgiving Holiday- November 25, 2022

Christmas Eve Holiday- December 24, 2022

Christmas Day Holiday- December 25, 2022

**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 \$25,000 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, 2022.

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:**

---

**Michelle Frewerd, Clerk-Treasurer**