

**Ordinance No 751**  
**2017 Salary Ordinance – Updated May 17**

An ordinance establishing salaries and wages for the various officers and employees for the Town of Yorktown, Inc.

**Section 1.** Be it ordained by the Town Council or the Town of Yorktown, Delaware County, Indiana that said employees of said Town shall receive and be paid salaries and wages in accordance with the following schedule for the year 2016.

**GENERAL ADMINISTRATION**

**Town Council President** \$8,000.00 per year

To be paid as follows:

General - 50%    Water - 25%    Sewer - 25%

**Town Council** \$7,500.00 per year

To be paid as follows:

General - 50%    Water - 25%    Sewer - 25%

**Town Manager**

Base Pay \$1346.00 per week

To be paid as follows:

General - 50%    Water - 25%    Sewer - 25%

**Assistant Town Manager**

Base Pay \$ 830.00 per week

To be paid as follows: General – 40%    Water – 30%    Sewer – 30%

**Clerk Treasurer** \$ 872.69 per week

To be paid as follows:

General - 50%    Water - 25%    Sewer - 25%

**Town Attorney**

Associate \$125.00 per hour

Partner \$150.00 per hour

## **MARSHAL'S DEPARTMENT**

The base rate of pay for the Yorktown Marshal shall be \$923.77 per week for the first year and shall not exceed the following amounts for subsequent years of service.

### **Marshal**

1-2 Years shall not exceed \$ 1000.00 per week  
3-5 Years shall not exceed \$1057.70 per week  
6-8 Years shall not exceed \$1115.39 per week  
9-11 Years shall not exceed \$1173.08 per week  
12-14 Years shall not exceed \$1230.77 per week  
15-17 Years shall not exceed \$1288.47 per week  
18+ Years shall not exceed \$1346.16 per week

### **Police Administrative Assistant**

Rate of pay for a police administrative assistant shall be \$12.00 per hour for a probationary year. Rate of pay for a police administrative assistant for subsequent years of service shall be a base of \$12.00 per hour and not to exceed the following rates.

Years 1-3 shall not exceed \$ 15.00 per hour  
Years 4-7 shall not exceed \$ 17.75 per hour  
Years 8-11 shall not exceed \$ 18.50 per hour  
Years 12 + shall not exceed \$20.00 per hour

### **Yorktown Police Officer**

Rate of pay for a Yorktown police officer shall be \$18.27 per hour for a probationary year.

Rate of pay for a Yorktown police officer for subsequent years of service shall be a base of \$18.27 per hour and not to exceed the following rates.

If an officer is hired who has experience and would not need to attend the ILEA for the full 17 week program, the chief and Town Manager may recommend to the board a starting wage hire than the probationary year wage.

### **Officers**

Years 1-2 shall not exceed \$19.24 per hour  
Years 3-5 shall not exceed \$19.96 per hour  
Years 6-8 shall not exceed \$20.68 per hour  
Years 9-11 shall not exceed \$21.40 per hour  
Years 12-14 shall not exceed \$22.12 per hour  
Years 15-17 shall not exceed \$22.84 per hour  
Years 18-20 shall not exceed \$23.56 per hour  
Years 21-23 shall not exceed \$24.28 per hour  
Years 24 + shall not exceed \$25.00 per hour

Years of service are calculated using an officer's hire date.

Tech Pay: Officers can qualify and be paid for more than one Tech Pay level. An officer cannot be paid for the same Tech pay Level more than one time with the exception of a bachelors or associates degree level.

Shift is determined by what shift you are primarily assigned to by Chief. Shift pay will pertain to the officer's primary shift assignment.

If the officer loses a Tech Pay or Shift Pay the officer will forfeit the remaining pay and will not receive any form of prorated pay.

Tech Pay Schedule:

- Tech Pay I – \$600 per year – Associates Degree
- Tech Pay II – \$800 per year – Instructor in 2 areas, Training Supervisor
- Tech Pay III – \$1000 per year – Bachelor Degree, SMART Officer, SWAT Member, Property Room/Evidence Tech Officer

Tech Pay is calculated for each officer, divided in in half, and paid out twice a year in the amount the officer qualifies for.

The marshal does not qualify for Tech Pay.

Shift Pay:

- Midnights will receive an additional \$600.00 per year.
- Afternoons will receive an additional \$900.00 per year.

Rank Pay:

- Sergeants receive an additional \$600.00 per year.

Vacation

- |   |         |
|---|---------|
| • Probationary Officer  | 0 Days  |
| • 2 <sup>nd</sup> Year of Service through the 4 <sup>th</sup> Year of Service | 15 Days |
| • 5 <sup>th</sup> Year of Service through the 9 <sup>th</sup> Year of Service | 20 Days |
| • 10 years of Service and above   | 25 Days |

All other parts of Ordinance 523 shall remain intact.

## **WATER, SEWAGE, AND STREET DEPARTMENTS**

The base rate of pay for the Yorktown Sewage Treatment Operators shall be \$15.00 per hour for a non-licensed operator and shall not exceed the following amounts for the operator class license held by the individual.

### **Sewage Treatment Operators**

Superintendent (with Class III license or above) shall not exceed \$27.15 per hour  
Class III Operator shall not exceed \$23.15 per hour

Class II Operator shall not exceed \$22.80 per hour  
Class I Operator shall not exceed \$20.90 per hour  
Non-Licensed Operator shall not exceed \$15.00 per hour

The base rate of pay for the Certified Water Operators shall be \$15.00 per hour for a non-licensed operator and shall not exceed the following amounts for the operator class license held by the individual.

### **Water Certified Operators**

Superintendent shall not exceed \$27.15 per hour  
DS and CT Licensed Operator shall not exceed \$23.90 per hour  
Non-Licensed Operator with 8+ years of experience with the town shall not exceed \$21.95 per hour  
Non-Licensed Operator 4-7 years shall not exceed \$17.95 per hour  
Non-Licensed Operator shall not exceed \$15.00 per hour

### **Facilities and Fleet Maintenance operator**

Maintenance Operator shall not exceed \$21.00 per hour

To be paid as follows:

Water - 20% Sewer - 25% Park - 10% Street - 35% General - 10%

The base rate of pay for the street and park department labor shall be \$15.00 per hour for a probationary year and shall not exceed the following amounts for the following subsequent years.

### **Street and Park Labors**

Street Foreman shall not exceed \$27.15 per hour  
Laborer 0-1 year shall not exceed \$15.00 per hour  
Laborer 2-3 years shall not exceed \$16.50 per hour  
Labor 4-7 years shall not exceed \$17.95 per hour  
Labor 8+ years shall not exceed \$21.95 per hour  
Part-time shall not exceed \$9.00 per hour

### **BUILDING AND ZONING**

Building & Zoning Administrator shall not exceed \$20.08 per hour

### **COMMUNITY ASSISTANCE**

Community Assistance Director shall not exceed \$15.25 per hour

### **OFFICE**

Clerical part time shall not exceed \$11.00 per hour  
Interns shall not exceed \$10.00 per hour

Rate of pay for the administrative assistant to the Town Manager shall be \$12.50 per hour for a probationary year. Rate of pay for the administrative assistant to the Town Manager for subsequent years of service shall be a base of \$12.50 per hour and not to exceed the following rate.

Years 2-3 shall not exceed \$ 15.30 per hour  
Years 4-7 shall not exceed \$ 18.10 per hour  
Years 8+ shall not exceed \$ 18.80 per hour

#### Utility Clerk

Rate of pay for a utility clerk shall be \$13.00 per hour for a probationary year. Rate of pay for a utility clerk for subsequent years of service shall be a base of \$13.00 per hour and not to exceed the following rates.

Years 1-3 shall not exceed \$ 15.30 per hour  
Years 4+ shall not exceed \$ 18.10 per hour

#### Utility Accounting Clerk

Rate of pay for a utility accounting clerk shall be \$13.00 per hour for a probationary year. Rate of pay for a utility accounting clerk for subsequent years of service shall be a base of \$14.50 per hour and not to exceed the following rates.

2-6 years shall not exceed \$16.00 per hour  
6+ years shall not exceed \$19.95 per hour

### **CLERK/TREASURER**

Senior Deputy Clerk-Treasurer \$ 20.10 per hour

To be paid as follows:

General 50% Water 25% Sewer 25%

#### Deputy Clerk-Treasurer

0-1 Years \$ 15.00 per hour

2-4 years \$ 16.50 per hour

5-7 years \$ 17.50 per hour

Part-time Deputy Clerk-Treasurer \$ 12.10 per hour

## **FIRE DEPARTMENT**

Chief	\$ 12,000 per year
Assistant Chief	\$ 8,000 per year
Captain	\$ 4,200 per year
Lieutenant	\$ 3,800 per year
Line Firefighter	\$ 3,200 per year

### **Technical Duties Pay Schedule:**

• Maintenance Officer	\$ 600.00 per year
• Medical Officer	\$ 600.00 per year
• Safety Officer	\$ 600.00 per year
• Investigator	\$ 600.00 per year
• Inspector	\$ 600.00 per year
• Training Officer	\$ 600.00 per year
• Training Staff	\$ 400.00 per year
• Mechanic	\$ 400.00 per year
• Public Information Officer	\$ 600.00 per year
• Photographer	\$ 400.00 per year

Technical Duties Pay is paid in addition to the base pay rates to the members assuming the duties of the assigned position. By department policy the Chief and Assistant Chief are not eligible for Technical Duties Pay. Additionally department policy restricts members from receiving Technical Duties Pay for more than two positions.

## **Section 2. Additions:**

### **Longevity Pay**

All full time employees, excluding elected officials, covered by this ordinance shall receive longevity pay according to the following schedule:

1-5 years	\$200.00 per year	17-20 years	\$800.00 per year
6-11 years	\$400.00 per year	Over 20 years	\$1,000.00 per year
12-16 years	\$600.00 per year		

The payment for longevity pay shall be in two payments. One half of the longevity pay will be paid with the first pay period of the year and the second half will be with the first pay period in the month of July.

### **Clothing Allowance**

For all full time street-utility-maintenance employees the sum of \$300.00 shall be paid as a clothing allowance. There shall be one (1) payment made in the second pay week of the month of January.

For all full time Yorktown Police Officers the employee will receive a payment of \$1,000 per year for uniform expenses after their probationary year. There shall be one (1) payment made in the second pay week of the month of January.

New employees starting after January will have the payment prorated according to the time employed. Payment shall be made from the appropriate funds and shall be declared as income and stated on the employee's W-2 Form.

**Employee Wellness Program:**

Individuals qualified for the Town of Yorktown Health Insurance shall be eligible to receive additional monetary compensation in accordance to the performance in the Employee Wellness Program. Participation levels will be monitored by the Employee Wellness Committee and recommendations will be made to the Town Manager and Clerk Treasurer for the disbursement of compensation according to the Employee Wellness Plan. Employees will have an opportunity to earn a maximum of \$750/year for participation in the Employee Wellness Program.

**Deferred Compensation Retirement**

The Town shall enroll the Town Manager in a qualified 457 deferred compensation program in accordance to the Employee Agreement with the Manager. The Town shall deposit equal quarterly payments the sum of \$10,000 in a fiscal year.

The Town shall enroll the Assistant Town Manager in a qualified 457 deferred compensation program and deposit equal quarterly payments the sum of \$1,850 in a fiscal year.

**Police Officer Holiday Pay**

If an Officer works on one of the Department's recognized Holidays, the officer will be compensated at the rate of 1 & ½ times his/her hourly rate for the hours worked during the Holiday. Department Recognized Holidays:

- |                          |                    |                          |
|--------------------------|--------------------|--------------------------|
| • New Year's Day         | • Memorial Day     | • Thanksgiving           |
| • Martin Luther King Day | • Independence Day | • Day After Thanksgiving |
| • Presidents Day         | • Labor Day        | • Christmas Eve          |
| • Good Friday            | • Veterans Day     | • Christmas Day          |
| • Easter Sunday          |                    | • New Years Eve          |

**Section 3.**

As of January 2012 all newly hired employees are responsible for 30% of group health insurance premiums. Additionally employees hired after January 2012 are responsible for the 3% employee share of the Indiana Public Employees Retirement Program (PERF).

**Section 4.**

This Ordinance shall be in full force and effect beginning the first pay in January 2017 following passage and adoption by the Yorktown Town Council.

**Section 5.**

Approved and adopted by the Town Council of Yorktown, Delaware County, Indiana, on this 22th Day of May, 2017.

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President

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Vice-President

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Member

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Member

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Member

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Member

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Member

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Attest: Clerk Treasurer