

**Ordinance No 819**  
**2022 Salary Ordinance**

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 2022.

**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 \$1668.00 per week

To be paid as follows:

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

**Community Engagement Director**

Dependent on Qualification a range between \$770 and \$960 per week

**Clerk Treasurer** \$ 961.50 per week

To be paid as follows:

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

**MARSHAL'S DEPARTMENT (Adopted 2020 to be reviewed in 2025)**

**Marshal**

The Town Marshal's compensation package shall include salary and insurance, the combined value of which shall not exceed \$87,000. The employee may opt to decline all insurance coverage and receive the salary equivalent of the insurance premium (family) at the standard employer/employee split (70% employer/30% employee). The Marshal shall have the option to change the allocation during the open enrollment period for employer provided health insurance.

**Yorktown Police Officer**

Rate of pay for a Yorktown Police Officer shall be \$21.16 per hour = \$44,012.80 per for the probationary year.

Rate of pay for the subsequent years of service shall be as follow;

End of 1<sup>st</sup> year start of 2<sup>nd</sup> year of service \$23.08 per hour = \$48,006.40 per year

Start of 3<sup>rd</sup> end of 5<sup>th</sup> year of service \$23.80 per hour = \$49,504.00 per year

Start of 6<sup>th</sup> end of 8<sup>th</sup> year of service \$24.52 per hour = \$51,001.60 per year

Start of 9<sup>th</sup> end of 11<sup>th</sup> year of service \$25.25 per hour = \$52,520.00 per year

Start of 12<sup>th</sup> end of 14<sup>th</sup> year of service \$25.97 per hour = \$54,017.60 per year  
 Start of 15<sup>th</sup> end of 17<sup>th</sup> year of service \$26.69 per hour = \$55,515.20 per year  
 Start of 18<sup>th</sup> end of 20<sup>th</sup> year of service \$27.41 per hour = \$57,012.80 per year  
 Start of 21<sup>st</sup> end of 23<sup>rd</sup> year of service \$28.13 per hour = \$58,510.40 per year  
 Start of 24<sup>th</sup> year of service \$28.85 per hour = \$60,008.00 per year

#### Administrative Assistant

Rate of pay for the administrative assistant shall be \$12.00 per hour, \$24,960.00 per year, for the probationary year. Rate of pay for the administrative assistant for subsequent years of service shall be as follows;

1<sup>st</sup> until the end of 3<sup>rd</sup> year of service \$15.00 per hour = \$31,200.00 per year  
 Start of the 4<sup>th</sup> end of the 7<sup>th</sup> year of service is \$17.75 per hour = \$36,920.00 per year  
 Start of the 8<sup>th</sup> end of the 11<sup>th</sup> year of service is \$18.50 per hour = \$38,480.00 per year  
 Start of the 12<sup>th</sup> \$20.00 per hour = \$41,600.00 per year

Years of service are calculated using the date of hire.

This does not include overtime.

**Tech Pay:** Officers can qualify and be paid for more than one Tech Pay Level. If the Officer qualifies, they can be paid for the same Tech Pay Level more than once, if they meet the criteria for that additional Tech Pay. This will be determined by the Chief and a letter will be sent to the Clerk Treasurers Office with a list of what Officer(s) qualifies for which level and the amount.

Tech Pay Level I - \$600.00 per year = Associates Degree

Tech Pay Level II - \$800.00 per year = Instructor in at least 2 certified areas (certified areas are determined by the Training Supervisor and the Chief). NIBRS (National Incident Based Reporting System) Officer.

Tech Pay Level III - \$1,000.00 per year = Bachelor Degree, SWAT Team member.

Tech Pay Level IV - \$1,200.00 per year = Instructor in 4 or more certified areas, Lead Investigator (This includes SMART Investigator), Training Supervisor, Evidence Tech/Property Room Officer.

**Shift Pay:** This is determined by what shift you are primarily assigned to by the Chief. Shift pay will pertain to the Officers primary shift assignment.

Midnights: 3<sup>rd</sup> Shift – usually 11pm until 7pm – receive an additional \$1,000.00 per year.  
 Afternoons: 2<sup>nd</sup> Shift – usually 3pm until 11pm – receive an additional \$500.00 per year.

#### Rank Pay:

Captain receives and additional \$1,500.00 per year.

Sergeant receives an additional \$1,000.00 per year.

Tech Pay, Shift Pay, and Rank Pay are calculated for each Officer, divided in half, and paid out twice a year in the amount the Officer qualifies for. The payments will be made in January and July of each year. This amount is NOT prorated.

The Marshal does not qualify for Tech Pay, Shift Pay, or Rank Pay.

If the Officer loses Tech Pay, Shift Pay, or Rank Pay, for whatever reason, the Officer will forfeit the remaining pay and will not receive any form of prorated pay.

**Clothing Allowance:** For ALL full time Officers (This includes the Marshal) will receive a payment of \$1,200.00 per year for uniform expenses after their probationary year. There shall be one (1) payment made to all officer upon the Marshal's directive.

**Longevity Pay:**

This applies only to the Administrative Assistant and shall be paid as per town policy.

**Time off Yorktown Police Department:**

The Yorktown Police Department operates 365 days per year, 24 hours per day. Therefore, the Department's personal days and paid holiday policies must reflect the unique nature of the operation of the Department in order to allow for efficient and effective operation with no interruption in service to the community.

Officers (This includes the Marshal) shall accrue and earn personal days on January 1<sup>st</sup> of each calendar year. The amount of Personal Days accrued and earned will be determined by the numbers of calendar years employed as an Officer by the Department.

January 1<sup>st</sup> of each calendar year will mark the first day of a new year of service on the Department, regardless of the Officer's anniversary date with the Department.

Example: An Officer hired on April 1<sup>st</sup> of 2020 will begin his/her 2<sup>nd</sup> calendar year of service on January 1<sup>st</sup> 2021. However, Probationary Officers hired after June 30<sup>th</sup> of a given year will accrue only half the normal allotted vacation days during his/her 2<sup>nd</sup> calendar year of service.

Probationary Officer until end of 1 <sup>st</sup> calendar year	10 days
Start of 2 <sup>nd</sup> calendar year of service through 4 <sup>th</sup> calendar year	20 days
Start of 5 <sup>th</sup> calendar year of service and on	25 days

Personal days are to be scheduled and approved by the Shift Supervisor and/or the Town Marshal.

The Police Administrative Assistant will be given Vacation Time as determined under the Town of Yorktown Personnel Policy Manual. Officers are not entitled to vacation time under the Town's personnel policy.

**PAT Personal Time:** Any Officer who, during the annual physical test scheduled by the Training Supervisor, meets or exceeds the minimum physical fitness standards set by the Indiana Law Enforcement Academy (ILEA), will accrue two (2) additional personal days to be used during the remainder of the calendar year in which the days are earned.

The current ILEA physical fitness standards, as observed by the Department, are as follows:

Push-ups	25
Sit-ups	29 within 60 seconds
1.5 Mile run	16 minutes 28 seconds

This does NOT apply to the Town Marshal

### **Holiday Pay:**

If an Officer works during 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.

If the Officer works over her/his 8 hour shift on a Holiday that time will be at 3 times her/his hourly rate.

If the Officer is scheduled to work on a Holiday that is normally her/his day off, and that time would put that Officer over 40 hours for the week (as in July 4<sup>th</sup>), that time will be paid at 3 times her/his hourly rate.

### **Recognized Holidays:**

New Years Day  
 Martin Luther King Day  
 Presidents Day  
 Good Friday  
 Easter Sunday  
 Memorial Day  
 Independence Day  
 Labor Day  
 Veterans Day  
 Thanksgiving Day  
 Day After Thanksgiving  
 Christmas Eve  
 Christmas Day  
 New Years Eve

Holiday Pay does NOT apply to the Town Marshal

Sick Time for all Officers, Town Marshal and Administrative Assistant will fall under the Town of Yorktown Personnel Policy Manual.

Interim Chief:

An appointed Interim Chief shall receive \$1,000 per month for additional duties and this shall be retroactive to July 1<sup>st</sup>, 2021.

### **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 \$29.37 per hour

Class III Operator shall not exceed \$25.80 per hour

Class II Operator shall not exceed \$24.63 per hour

Class I Operator shall not exceed \$22.15 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 \$29.37 per hour

DS and CT Licensed Operator shall not exceed \$25.80 per hour

Non-Licensed Operator with 8+ years of experience with the town shall not exceed \$23.76 per hour

Non-Licensed Operator 4-7 years shall not exceed \$19.38 per hour

Non-Licensed Operator shall not exceed \$15.00 per hour

Part Time Water Operator with license shall not exceed \$15.00 per hour

**Facilities and Fleet Maintenance operator**

Maintenance Operator shall not exceed \$22.75 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 \$29.37 per hour

Laborer 0-1 year shall not exceed \$15.00 per hour

Laborer 2-3 years shall not exceed \$17.97 per hour

Labor 4-7 years shall not exceed \$19.38 per hour

Labor 8+ years shall not exceed \$23.97 per hour

Part-time shall not exceed \$11.00 per hour

## **BUILDING AND ZONING**

Building & Zoning Administrator shall not exceed \$22.75 per hour

## **COMMUNITY ASSISTANCE**

Community Assistance Director shall not exceed \$16.50 per hour

## **OFFICE**

Clerical part time shall not exceed \$11.00 per hour

Interns shall not exceed \$11.00 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 \$ 16.05 per hour

Years 4-7 shall not exceed \$ 19.30 per hour

Years 8+ shall not exceed \$ 21.65 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 \$ 17.00 per hour

Years 4+ shall not exceed \$ 19.00 per hour

### **Utility Accounting Clerk**

Rate of pay for a utility accounting clerk shall be \$14.50 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.

Years 2-3 shall not exceed \$16.05 per hour

Years 4-7 shall not exceed \$19.65 per hour

8+ years shall not exceed \$21.65 per hour

## **CLERK/TREASURER**

### **Deputy Clerk-Treasurer**

0-1 Years \$ 16.00 per hour

2-4 years \$ 17.35 per hour

5-7 years \$ 18.40 per hour

Part-time Deputy Clerk-Treasurer \$ 15.00 per hour

## **FIRE DEPARTMENT**

Chief	\$ 12,000 per year
Assistant Chief	\$ 9,500 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 \$700.00 shall be paid as a clothing allowance. There shall be one (1) payment made in the second pay week of the month of January.

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 \$1000/year for participation in the Employee Wellness Program.

**Bachelors Degree Pay**

Non-salaried/Non-police department employees who have obtained a bachelors degree shall be paid \$1,000 per year. Payment shall be made 1<sup>st</sup> pay in July and 1<sup>st</sup> pay in January. Payment shall be for the previous 6 months; new employees will not be paid until they have worked at least 6 months and will be prorated for the first year.

**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.

**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 2022 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 \_\_\_\_\_ Day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

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Attest: Clerk Treasurer