

**Ordinance No 774
2019 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 2019.

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 \$1400.00 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%
To begin May 23, 2017

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 \$980.77 per week (\$51,000.04 per year) for the first year and shall not exceed the following amounts for subsequent years of service.

Marshal

1st until end of 2nd year of service \$1,038.47 per week, (\$54,000.44 per year).
Start of 3rd end of 5th year of service \$1,096.16 per week, (\$57,000.32 per year).
Start of 6th end of 8th year of service \$1,153.85 per week, (\$60,000.20 per year).
Start of 9th end of 11th year of service \$1,211.54 per week, (\$63,000.08 per year).
Start of 12th end of 14th year of service \$1,269.24 per week, (\$66,000.48 per year).
Start of 15th end of 17th year of service \$1,326.93 per week, (\$69,000.36 per year).
Start of 18th end of 20th year of service \$1,365.39 per week, (\$71,000.28 per year).
Start of 21st year of service and on \$1,403.85 per week, (\$73,000.20 per year).

Police Administrative Assistant

Rate of pay for a police administrative assistant shall be \$12.00 per hour, (\$22,464.00 per year), for a probationary year. Rate of pay for a police administrative assistant for subsequent years of service shall be as follows.

1st until end of 3rd year of service \$15.00 per hour, (\$28,080.00 per year).
Start of 4th end of 7th year of service \$17.75 per hour, (\$33,228.00 per year).
Start of 8th end of 11th year of service \$18.50 per hour, (\$34,632.00 per year).
Start of 12th end of 15th year of service \$20.00 per hour, (\$37,440.00 per year).
Start of 16th year of service and on \$22.50 per hour, (\$42,120.00 per year).
This does not include overtime.

Yorktown Police Officer

Rate of pay for a Yorktown Police Officer shall be \$19.84 per hour (\$41,267.20 per year) for a probationary year.

Rate of pay for a Yorktown Police Officer for subsequent years of service shall be as follows

Officer

End of 1st year start of 2nd year of service \$21.04 per hour, (\$43,763.20 per year).
Start of 3rd end of 5th year of service \$21.76 per hour, (\$45,260.08 per year).
Start of 6th end of 8th year of service \$22.48 per hour, (\$46,758.40 per year).
Start of 9th end of 11th year of service \$23.20 per hour, (\$48,256.00 per year).
Start of 12th end of 14th year of service \$23.92 per hour, (\$49,753.60 per year).
Start of 15th end of 17th year of service \$24.64 per hour, (\$51,251.20 per year).
Start of 18th end of 20th year of service \$25.37 per hour, (\$52,769.60 per year).
Start of 21st end of 23rd year of service \$26.09 per hour, (\$54,267.20 per year).
Start of 24th year of service and on \$26.81 per hour, (\$55,764.80 per year).
This does not include overtime.

Years of service are calculated using the date of hire.

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.

Tech Pay Schedule:

Tech Pay Level 1 - \$600.00 per year = Associates Degree

Tech Pay Level 2 - \$800.00 per year = Instructor in 2 areas, Training Supervisor

Tech Pay Level 3 - \$1,000.00 per year = Bachelor Degree, SMART Officer, SWAT Member, Property Room/Evidence Tech Officer, Lead Investigator

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: (3rd Shift usually 11pm until 7 am) receive an additional \$1000.00 per year.

Afternoons: (2nd Shift usually 3pm until 11pm) receive an additional \$500.00 per year.

Rank Pay:

Captain receives an additional \$900.00 per year.

Sergeant receives an additional \$600.00 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 the Officer will forfeit the remaining pay and will not receive any form of prorated pay.

Clothing Allowance:

For all full time Officers will receive a payment of \$1,000.00 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.

Longevity Pay:

This applies only to the Town Marshal and the Administrative Assistant and shall be paid as follows:

1-5 years \$200.00 per year

6-11 years \$400.00 per year

12-16 years \$600.00 per year

17-20 years \$800.00 per year

Over 20 years \$1,000.00 per year

The payment for longevity pay shall be in two (2) 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.

Time Off

The Yorktown Police Department operates 365 days per year, 24 hours per day. Therefore, the Department’s vacation, personal and 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.

Vacation Time: Officers shall accrue an earn vacation on January 1st of each calendar year. The amount of vacation accrued and earned will be determined by the numbers of calendar years employed as an Officer by the Department. January 1st 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 1st of 2017 will begin his/her 2nd calendar year of service on January 1st, 2018. However, Probationary Officers hired after June 30th of a given year will accrue only half the normal allotted vacation days during his/her 2nd calendar year of service.

The above form of calculation is used for Vacation Time only.

Probationary Officer until end of 1 st calendar year	0 days
Start of 2 nd calendar year of service through the 4 th calendar year	10 days
Start of 5 th calendar year of service through the 9 th calendar year	15 days
Start of 10 th calendar year of service and on	20 days

The Town Marshall and the Police Administrative Assistant will be given Vacation Time as determined under the Town of Yorktown Personnel Policy Manual.

Scheduling of Vacation Time: A Vacation Time scheduling deadline will be set by the Town Marshall or his designee at the beginning of each calendar year. During the scheduling deadline, schedule requests will be reviewed and granted by the Town Marshall or the Shift Supervisor, in order of rank and seniority, respectively.

After the scheduling deadline has expired, vacation requests will be reviewed and granted on a “first come, first served” basis, without regard to rank or seniority. Accrued vacation time must be used during the year in which it is accrued, and may not be carried over into subsequent years without the Town Council giving specific consent during a public meeting.

Vacation time is to be scheduled in blocks of at least 5 consecutive days, unless approved by the Town Marshall and/or the Shift Supervisor.

Personal Days: All Officers, including Probationary Officers in his/her first year of service will receive ten (10) personal days each year. These days will be accrued and earned on January 1st of each calendar year and are to be used during the remainder of the calendar year.

Scheduling of Personal Days: Personal Days can be used in increments of ½ days or one (1) full day only. Personal Days are to be requested with the Officer’s immediate

supervisor, and the Officer should provide as much notice as possible. Personal Days are scheduled on a “first come, first served” basis.

PAT Personal Time: Any Officer who, during the annual physical test scheduled by the Marshal or his designee, 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 time his/her hourly rate for the hours worked during the Holiday.

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

Holiday Pay does not apply to the Town Marshal.

Sick Time, Overtime and other issues involving the Police Department should reference the Town of Yorktown Personnel Policy Manual.

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 \$28.25 per hour

Class III Operator shall not exceed \$24.05 per hour

Class II Operator shall not exceed \$23.70 per hour

Class I Operator shall not exceed \$21.70 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 \$28.25 per hour

DS and CT Licensed Operator shall not exceed \$24.80 per hour

Non-Licensed Operator with 8+ years of experience with the town shall not exceed \$22.85 per hour

Non-Licensed Operator 4-7 years shall not exceed \$18.65 per hour

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

Facilities and Fleet Maintenance operator

Maintenance Operator shall not exceed \$21.85 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 \$15.60 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 \$28.25 per hour

Laborer 0-1 year shall not exceed \$15.60 per hour

Laborer 2-3 years shall not exceed \$17.10 per hour

Labor 4-7 years shall not exceed \$18.65 per hour

Labor 8+ years shall not exceed \$22.85 per hour

Part-time shall not exceed \$10.00 per hour

BUILDING AND ZONING

Building & Zoning Administrator shall not exceed \$20.90 per hour

COMMUNITY ASSISTANCE

Community Assistance Director shall not exceed \$15.80 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 \$ 15.60 per hour

Years 4-7 shall not exceed \$ 19.35 per hour

Years 8+ shall not exceed \$ 20.75 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 \$ 15.60 per hour
Years 4+ shall not exceed \$ 18.45 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 \$15.60 per hour
Years 4-7 shall not exceed \$19.30 per hour
8+ years shall not exceed \$20.75 per hour

CLERK/TREASURER

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
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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 \$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 \$1000/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. This shall be prorated for any partial year worked.

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
- Martin Luther King Day
- Presidents Day
- Good Friday
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- 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 2019 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 17th Day of December, 2018.

President

Vice-President

Member

Member

Member

Member

Member

Attest: Clerk Treasurer