

-Ordinance 26, 2014

City of Valparaiso

2015 Salary Ordinance

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AN ORDINANCE ESTABLISHING THE AMOUNT OF SALARIES AND COMPENSATION TO BE PAID TO APPOINTED OFFICIALS AND ALL EMPLOYEES AND OFFICERS OF THE CITY OF VALPARAISO WITHIN THE CALENDAR YEAR OF 2015, AND REPEALING ANY ORDINANCE IN CONFLICT THEREIN.

WHEREAS, the Mayor and the Common Council of the City of Valparaiso, Indiana are required by various statues now in effect to establish salaries and compensations for various departments of the City; and,

WHEREAS, the Mayor and the Common Council have fulfilled their statutory obligation with regard to establishing such salaries and compensation for said appointed officials and employees;

NOW THEREFORE, BE IT ORDAINED, by the Common Council of the City of Valparaiso, Indiana:

SECTION 1: OFFICERS OF THE POLICE DEPARTMENT

From and after the first day of January, 2015, said Officers and Employees of the Police Department of the City of Valparaiso shall be paid according to the following schedule of salary ranges and position classification subject to the budgetary provisions and the Job Classification Ordinance of the City, as amended and supplemented:

(See **Exhibit "A"** which is attached hereto and incorporated herein by reference as though it has been printed here in its entirety)

A. All Police Officers who are in Level 1 of their position classification on December 31, **2015** may remain in the same level and in the same grade and may be paid in the same level and in the same grade pursuant to the salary schedule.

Police Officers who are in either Level 2 or Level 3 of their position classification on December 31, **2015** may move to the next level effective January 1, 2015 or effective on the anniversary date of their employment, whichever date is later.

B. Additional Compensation for Police Officers

(See **Exhibit "A"** which is attached hereto and incorporated herein by reference as though it has been printed here in its entirety)

SECTION 2: FIREFIGHTERS OF THE VALPARAISO FIRE PROTECTION TERRITORY

From and after the first day of January 2015, said Firefighters of the Valparaiso Fire Protection Territory shall be paid according to the following schedule subject to budgetary provisions and the Job Classification Ordinance of the City, as amended and supplemented:

(See **Exhibit "B"** which is attached hereto and incorporated herein by reference as though it has been printed here in its entirety)

A. Additional compensation for Firefighters

(See **Exhibit "B"** which is attached hereto and incorporated herein by reference as though it has been printed here in its entirety)

SECTION 3: ALL REMAINING APPOINTED OFFICIALS AND EMPLOYEES

From and after the first day of January, 2015, all other appointed officials and employees of the City of Valparaiso (except those appointed to the various boards and commissions), not here in before mentioned shall be paid according to the following schedule of salary ranges and position classifications subject to budgetary provisions and the Compensation Management Ordinance of the City, as amended and supplemented:

(See **Exhibit "C"** which is attached hereto and incorporated herein by reference as though it has been printed here in its entirety)

SECTION 4: SALARY FOR ELECTED OFFICIALS FROM THE GENERAL FUND

(See **Exhibit "D"** which is attached hereto and incorporated herein by reference as though it has been printed here in its entirety)

SECTION 5: EXCEPTION FOR THE CITY ADMINISTRATOR, DEPARTMENT HEAD POSITIONS

The Mayor shall have the right to set salaries for the City Administrator and Department Heads, positions for the City of Valparaiso for the calendar year of 2015. The Mayor shall inform the Clerk Treasurer in writing of the salaries for the calendar year of 2015, which shall be included in the annual budget of the city.

SECTION 6: COMPENSATION FOR MEMBERS OF BOARDS AND COMMISSIONS OF THE CITY OF VALPARAISO.

(See **Exhibit "E"** which is attached hereto and incorporated herein by reference as though it has been printed here in its entirety)

SECTION 7: SERVICE PAY

The Mayor, Clerk-Treasurer, City Administrator and all employees and appointed officials of the City shall receive additional compensation as set out below for the length of continuous employment with the City of Valparaiso:

(See **Exhibit "F"** which is attached hereto and incorporated herein by reference as though it has been printed here in its entirety)

SECTION 8: OTHER SALARY MATTERS

Employees who are in this category and performing a job, which is part of the Job Classification Ordinance of the City, shall be paid at the rate stated in the ordinance for such job.

- a. On Call Compensation: Employees shall be compensated for "on-call" time at a compensation rate to be established by the Mayor and approved by the Board of Public Works and Safety.
- b. The "on-call" policy developed on a citywide or departmental basis shall be made part of the Personnel Policy of the City.
- c. The Mayor shall have the express authority to make any decisions required with regard to the establishment of salaries or the setting of salary rates not provided for within this Ordinance. The Mayor shall finally determine all conflicts of interpretation within the Ordinance.
- d. Safety Officers in specific departments shall receive the sum of \$500 per year.

SECTION 9: BENEFITS, BOARD OF WORKS & SAFETY AND PERSONNEL POLICY

Full-time employees of the City of Valparaiso, as part of their compensation receive certain benefits from the City.

- a. Paid Time Off – Employees (not police officers, firefighters, or civilian employees of the police department) will receive Paid Time Off or PTO pursuant to the Personnel Policy Manual and adopted by the Board of Public Works and Safety.
- b. Firefighters and Police Officers, and civilian employees of the police department receive such benefits as may be provided for within their individual department policy manuals and contract agreements.
- c. The Board of Public Works and Safety is specifically authorized to amend and change the Personnel Policy as deemed appropriate.

- d. The Board of Public Works and Safety is specifically authorized to approve and administer personnel policy issues after developed and authorized by the Mayor.
- e. The Board of Public Works and Safety is specifically authorized to enter into written employment contracts with any recognized bargaining agents provided that such contracts shall be limited to benefits, working conditions and related matters.
- f. The Board of Public Works and Safety is specifically authorized to develop and approve a performance evaluation system on a Citywide or department basis. Such a system or system(s) may be implemented during the calendar year of 2015 if the budget has sufficient funds to do so.
- g. The Board of Public Works and Safety is specifically authorized to modify job descriptions.

SECTION 10: ALLOWANCES

Mileage - Any elected or appointed official or employee of the City of Valparaiso shall be reimbursed for mileage allowance for official and authorized travel.

The Federal Department of Internal Revenue Service shall establish the rate for reimbursement.

Such compensation shall only be paid when the official or employee is using a personal vehicle and not a City-owned vehicle.

Cell phones - Cell phones are required for some positions. The purpose of carrying such a device is to provide 24 hour access to better serve citizens and increase productivity. Those positions are designated by each department head as well as the level of access required to be maintained by the employee on behalf of the City of Valparaiso. The determination of the wireless carrier will be up to the employee.

Each employee required to carry a cell phone will receive a cell phone allowance dispersed proportionately in each pay. The employee is required to pay his or her own bill and to supply the phone as prescribed by their department head.

CELL PHONE ALLOWANCES:

Low Business Use	\$ 17.50 per pay
Medium Business Use	\$ 21.25 per pay
Medium – High Business Use	\$ 30.00 per pay
High Business Use	\$ 50.00 per pay

Employees failing to have the assigned amount of accessibility will be subject to a verbal warning for the first offense, a written notice for second offense to be added to the employees personnel file and at the department head’s discretion, may be subject to a personal improvement plan or termination on the third offense.

SECTION 11: PERF PAYMENTS AND OR RETIREMENT PAYMENTS

From and after January 1, 2015, the City of Valparaiso shall pay the entire employee obligation for PERF retirement for all City employees with the exception of Police Officers and Firefighters.

The City of Valparaiso shall pay one-half (1/2) share of the employee obligation for retirement benefits for Police Officers and Firefighters

Payment of employee retirement benefit obligation shall continue until rescinded or amended by the Common Council.

SECTION 12: PUBLIC WORKS BUY BACK PROGRAM

Certain employees of the Public Works Department (Solid Waste, MVH, Vehicle Maintenance and Cemetery) may sell to the City up to 40 hours of Paid Time Off annually. Buy back will be calculated at the employee's current rate of pay. Buy back will be paid out during the month of December and cannot be combined with the maximum amount of PTO the City will buy back as part of employment resignation/termination. Buy back will be in the following Public Works job classifications:

- Assistant Supt/Operations Manager
- Maintenance Supervisor
- Heavy Equipment Operator/Working Leader/Trainer
- Truck Driver Working Leader
- Truck Driver
- Heavy Equipment Operator
- Mechanics
- Truck Driver/Light Equipment Operator
- Automated Truck Drivers

This section does not apply to any Supplemental Paid Time Off bank (SPTO)

SECTION 13: H S A CONTRIBUTIONS

See Exhibit "G"

SECTION 14: GENERAL PROVISIONS

The Mayor, the Common Council and the Board of Public Works and Safety of the City of Valparaiso, Indiana shall retain all rights, duties and privileges authorized by the State of Indiana statues for the administration of wages and compensation received by employees.

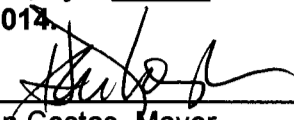
The Mayor and the Board of Public Works and Safety of the City of Valparaiso shall resolve all disputes arising from the interpretation or enforcement of the Ordinance.

This Ordinance shall be in full force and effect from and after its passage in the manner provided by law and shall be implemented on the first (1st) day of January, 2015

All previous ordinances pertaining to salaries, compensation and benefits for the employees of the City of Valparaiso, Indiana are hereby expressly repealed effective the first (1st) day of January 2015.

This Ordinance consists of five (5) pages and Exhibits "A" through "F" in its entirety was presented to the Mayor and Common Council of the City of Valparaiso.

PASSED by the Common Council of the City of Valparaiso, Indiana, by a 7-0 vote of all members present and voting, this 13th day of October, 2014.



Jon Costas, Mayor

ATTEST



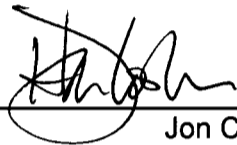
Sharon E. Swihart, Clerk-Treasurer

Presented by me to the Mayor of the City of Valparaiso, Indiana, this 13th day of October, 2014 at the hour of 7:30 o'clock PM



Sharon E. Swihart, Clerk-Treasurer

This Ordinance approved and signed by me this 13th day of October, 2014 at the hour of 7:30 o'clock PM



Jon Costas, Mayor

EXHIBIT A: Police Officer Wages for 2015

Position	Grade	Pay Amount
Probationary Officer	6	\$ 42,524
Patrolman Level 3	8	\$ 46,425
Patrolman Level 2	8	\$ 47,515
Patrolman Level 1 (1 st Class Patrolman)	9	\$ 52,775
Sergeant	12	\$ 53,613
Lieutenant	14	\$ 56,308
Captain	15	\$ 61,684
Assistant Chief	16	\$ 65,383
Chief	17	\$ 75,518

This schedule does not include service pay or other compensation.

Additional Pay/Compensation

Call Out	\$ 800
Field Training Officer	\$ 800
Uniform	\$ 1,200
Breathalyzer Operator	\$ 120
ILEA Certified Trainer	\$ 800

**VALPARAISO POLICE DEPARTMENT CROSSING GUARDS
AND PART-TIME**

Crossing Guards	\$ 8,000 per annum
Public Assistance Clerks	\$ 14.66 per hour

Additional Compensation for Police Officers for 2015

Any and all member(s) of the City of Valparaiso Police Department who meet the following minimum standards shall receive additional compensation per annum in the amount as follows:

1. Twelve (12) years of continuous service and successful attendance of an additional ten (10) approved schools the sum \$3,000.00.

Any Police Officer(s) who become qualified during the year for any of the aforementioned categories will be eligible for pro-rated compensation for the remaining year.

The Chief of Police has the sole authority to appoint the Field Training Officers and may rescind said appointment at his sole discretion.

EXHIBIT B:	Valparaiso Fire Protection Territory Wages for 2015 Shall Not Exceed:	
Position	Salary	
Probationary Firefighter	\$	42,619
Firefighter Level 2 (in 2nd year)	\$	49,586
Firefighter Level 3 (in 3rd year)	\$	49,586
Master Firefighter (3 years complete)	\$	50,775
Master Firefighter 1st Class (3 years complete & Paramedic)	\$	52,775
Firefighter Engineer	\$	51,795
Lieutenant	\$	54,449
Captain	\$	56,960
Battalion Chief (FLSA Exempt)	\$	64,613
Division Chief (FLSA Exempt)	\$	63,174
Assistant Chief (FLSA Exempt)	\$	66,267
Fire Chief (FLSA Exempt)	\$	73,840
Administrative Assistant	\$	42,754
Part-Time EMS Assistant	\$	Not to Exceed \$12.36 Per Hour
<p>Members of the Valparaiso Fire Protection Territory who are certified in the following categories, and have received prior department approval for obtaining such certification, shall receive additional compensation per year not to exceed the following amounts:</p>		
Additional Compensation for Firefighters Wages for 2015 Shall Not Exceed:		
Position	Amount	
Air Pack Technician (Maintenance)	\$	1,000
Assistant Mechanic (Maintenance)	\$	1,650
Chief Fire Investigator	\$	2,000
Chief Mechanic (Maintenance)	\$	2,000
CPR Instructor	\$	500
Educator/Trainer	\$	500
EMT with Grade	\$	1,000
Inspector	\$	1,000
Investigator	\$	1,000
ISO Coordinator (Maintenance)	\$	1,000
Paramedic Certification with Grade	\$	5,000
Paramedic Certification; Probationary FF, Level 2 FF, Level 3 FF	\$	4,000
Paramedic Certification - Master Firefighter 1st Class	\$	2,000
Safety Officer	\$	1,500
Child Safety Seat Technician	\$	250
Radio Technician (Maintenance)	\$	1,000
Supplies Coordinator (Maintenance)	\$	500
Map Coordinator (Maintenance)	\$	1,000
Uniform Allowance	\$	725
<p>Any firefighter who becomes qualified during the year for any of the aforementioned categories will be eligible for pro-rated compensation for the remaining year.</p>		
<p>Non-FLSA exempt combat firefighters performing the duty of inspections and/or preplanning while off of regular scheduled duty will be paid at the hourly rate of one and one half (1 & 1/2) their regular rate of pay. FLSA exempt combat firefighters (Battalion Chiefs) performing the duty of inspections and/or preplanning while off regular scheduled duty will be paid at an hourly rate not to exceed thirty dollars and ninety cents (\$30.90) per hour.</p>		

EXHIBIT C: All remaining Appointed Officials and Employees

All wages indicated are a maximum for each position listed. The Mayor and/or the head of a department have the authority to fill a position at a lesser wage.

DEPT	TITLE	2015 WAGE
MAYOR/ADMINISTRATIVE	City Administrator	\$ 85,284
	Executive Assistant	\$ 51,402
	HR Specialist	\$ 50,000
	IT/MIS Director	\$ 73,341
	Economic Development Director	\$ 64,758
	Receptionist	\$ 36,337
	<i>Part Time not to exceed hourly</i>	<i>\$15.00</i>
ENGINEER	Engineering Director	\$ 89,610
	Chief Deputy/Stormwater Engineer	\$ 81,988
	Deputy Engineer	\$ 48,410
	CAD/GIS Manager	\$ 51,500
	Project Manager	\$ 44,290
	Administrative Assistant	\$ 41,973
	<i>Part Time not to exceed hourly</i>	<i>\$35.00</i>
PROJECT MGMT	Project Management Director	\$ 83,446
	Administrative Assistant	\$38,275
	Resident Project Representative	\$52,589
	<i>Part Time not to exceed hourly</i>	<i>\$19.00</i>
CLERK-TREASURER	Chief Deputy Clerk-Treasurer	\$ 45,263
	Deputy Clerk-Treasurer	\$ 42,912
	<i>Part Time not to exceed hourly</i>	<i>\$15.50</i>
BUILDING	Building Commissioner	\$ 63,294
	Building Inspector	\$ 39,393
	Code Enforcement Inspector	\$ 35,000
	Administrative Assistant	\$ 37,500
	<i>Part Time not to exceed hourly</i>	<i>\$15.00</i>
PLANNING	Planning Director	\$ 75,963
	Assistant Planner	\$ 52,942
	Administrative Assistant	\$ 36,251
	<i>Part Time not to exceed hourly</i>	<i>\$15.00</i>
PARK	Park Director	\$ 75,963
	Maintenance Superintendent	\$ 54,091
	Business Operation Superintendent	\$ 54,106
	Horticulture Superintendent	\$ 54,777
	Golf Operations Superintendent	\$ 55,189
	Athletic Director	\$ 46,296
	Recreation Coordinator	\$ 46,011
	Recreation Superintendent	\$ 47,617
	Assistant Golf Course Supt.	\$ 40,160
	Ass't Greenskeeper	\$39,140
	Admin Ass't Payroll	\$ 44,417
	Bookkeeper	\$ 42,230
	Admin. Ass't to Director	\$ 40,859
Customer Service	\$ 37,587	

	Payroll/Bookkeeping Asst.	\$ 36,586
	Asst. Maintenance Supt.	\$ 49,650
	Maintenance Property Mgr.	\$ 40,299
	Groundskeeper Working Crew Leader	\$ 40,927
	Groundskeeper	\$ 35,913
	Mechanic	\$ 42,633
	Landscape Specialist	\$ 38,600
	<i>Part Time not to exceed hourly</i>	\$ 18.00
PUBLIC WORKS	Public Works Director	\$ 73,362
	Assistant Public Works Director	\$ 60,908
	Assistant Superintendent/Operations Manager	\$ 50,000
	Office Manager (hourly)	\$ 19.10
	Administrative Assistant (hourly)	\$ 17.57
	Automated Truck Driver/Light Equipment Operator (hourly)	\$18.83
	Heavy Equipment Operator (hourly)	\$22.92
	Heavy Equipment Operator/WL/Trainer (hourly)	\$21.61
	Maintenance Supervisor (hourly)	\$24.04
	Mechanic (hourly)	\$20.30
	Mechanic Assistant (hourly)	\$20.05
	Seasonal (hourly)	\$19.28
	Truck Driver/Light Equipment Operator (hourly)	\$18.28
	Truck Driver/WL (hourly)	\$21.09
	Truck Driver/Seasonal Working Leader (hourly)	\$19.48
	Truck Driver/WL/Arborist	\$20.90
POLICE DEPT.	Administrative Assistant	\$41,200
	Det Bureau Administrative Assistant	\$42,754
	Records Clerks	\$37,823
	Parking Enforcement/Clerk	\$33,546
	<i>Part Time not to exceed hourly</i>	\$14.00

EXHIBIT D: Salary for Elected Officials – General Fund

Mayor	\$56,500
Clerk Treasurer	\$56,650
Members of the Common City Council	\$6,000

EXHIBIT E: Compensation for Members of Boards and Commissions

Plan Commission	\$600
Board of Zoning & Appeals	\$600
Park Board	\$600

EXHIBIT F: Service Pay

All eligible officials and employees of the City of Valparaiso who have served continuously for more than three (3) years as of January 1, 2012 shall receive additional compensation as follows:

At Least	Not More Than	Amount
3 years	6 years	\$200
6 years	9 years	\$500
9 years	12 years	\$800
12 years	15 years	\$1,100
15 years	18 years	\$1,400
18 years	20 years	\$1,700
More than 20 years		\$2,000

In the event that the anniversary date of employment for an employee or an appointed and or elected official covered by this section falls on a date other than January 1, 2015, and such date changes the category for service pay contained herein, such employee shall be paid at the higher rate for the remainder of the calendar year.

The schedule appearing above is not intended to be cumulative and each employee and/or appointed official and/or elected official of the City shall fall into only one (1) of the seven categories.

This schedule shall not apply to members of Boards and/or Commissions and/or Council Members as referred to in Section 7

EXHIBIT G: HEALTH SAVINGS ACCOUNT/SAFETY NET CONTRIBUTIONS

I. Health Savings Account Contributions

City employees enrolling in the following health savings account health insurance programs will receive a contribution from the City to be paid into each such employee's account as follows:

<u>HSA Program</u>	<u>January 2015</u>	<u>Total Contribution</u>
Employee Only:	\$1,600.00	\$1,600.00
Employee Plus One:	\$2,800.00	\$2,800.00
Family:	\$3,600.00	\$3,600.00

New City employees that begin working for the City in 2015 and subsequently enroll in the health savings account health insurance program will receive a prorated contribution from the City to be paid into each employee's account. The prorated contribution shall be determined based upon the employee's first full month of employment with the City.

II. Safety Net Health Savings Account Contribution

City employees that enroll in the health savings account program and meet the following criteria will also be eligible to receive Safety Net Health Savings Account Contributions from the City. These Safety Net Health Savings Account Contributions will be paid as follows:

An employee enrolled in an Employee Only health savings account program that exceeds his/her max out-of-pocket contribution in 2014 will receive a maximum of \$1,000.00 from the City. Said Safety Net reimbursement will be paid out no later than March 31, 2015.

An employee enrolled in an Employee Plus One health savings account program that exceeds his/her max out-of-pocket contribution in 2014 will receive a maximum of \$2,000.00 from the City. Said Safety Net reimbursement will be paid out no later than March 31, 2015.

An employee enrolled in a Family health savings account program that exceeds his/her maximum out of pocket contribution in 2014 will receive a maximum of \$2,000.00 from the City. Said Safety Net reimbursement will be paid out no later than March 31, 2015.

All of the above payments will be taxable income to the employee and will be paid at the end of the year. If sufficient funds remain in the EDIT line item entitled Safety Net Fund after the payment of the Safety Net Health Savings Account Contributions listed above, an employee committee will be established in order to review requests for contributions from employees exceeding their deductible but not the maximum out of pocket contribution.