

**Ordinance #9, 2017**

**City of Valparaiso**

**2018 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 2018, 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, 2018, 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, 2017 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, 2017 may move to the next level effective January 1, 2018 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 2018, 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, 2018, 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**

(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 2018. The Mayor shall inform the Clerk Treasurer in writing of the salaries for the calendar year of 2018, 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.
- e. Every City employee is classified as either Exempt (E) or Non-Exempt (NE) based on Federal law and has the classification listed here as part of the Salary Ordinance.
- f. The hourly pay rate in this ordinance does NOT include service pay. Employee service pay is based on the employees starting date and is adjusted based on years of service. The hourly base pay must be adjusted per each employee to include service pay as described in Exhibit F: Service Pay.

#### **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 2018 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, 2018, 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 Superintendent/Operations Manager
- Maintenance Supervisor
- Heavy Equipment Operator/Working Leader/Trainer
- Truck Driver Working Leader
- Truck Driver
- Heavy Equipment Operator
- Mechanic
- Truck Driver/Light Equipment Operator
- Automated Truck Driver
- Skilled Laborer

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

**SECTION 13: 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.

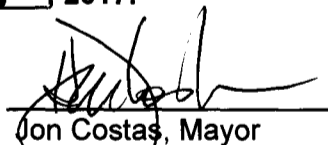
The Mayor and the Board of Public Works and Safety of the City of Valparaiso shall resolve all disputes arising from the interpretation or enforcement of the Ordinance.

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 (1<sup>st</sup>) day of January, 2018.

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 (1<sup>st</sup>) day of January 2018.

**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.**

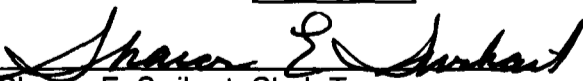
**PASSED by the Common Council of the City of Valparaiso, Indiana, by a 7-0 vote of all members present and voting, this 25<sup>th</sup> day of Sept, 2017.**

  
\_\_\_\_\_  
Jon Costas, Mayor


ATTEST

  
\_\_\_\_\_  
Sharon E. Swihart, Clerk-Treasurer

Presented by me to the Mayor of the City of Valparaiso, Indiana, this 25<sup>th</sup> day of Sept, 2017 at the hour of 7:40 o'clock PM

  
\_\_\_\_\_  
Sharon E. Swihart, Clerk-Treasurer

This Ordinance approved and signed by me this 25<sup>th</sup> day of Sept, 2017 at the hour of 7:40 o'clock PM

  
\_\_\_\_\_  
Jon Costas, Mayor

**EXHIBIT A: Police Officer Wages**

<b>Position</b>	<b>Grade</b>	<b>Pay Amount</b>
Probationary Officer	NE 6	\$ 21.45 \$44,625
Patrolman Level 1 (3 <sup>rd</sup> Class Patrolman)	NE 8	\$ 23.39 \$48,644
Patrolman Level 2 (2 <sup>nd</sup> Class Patrolman)	NE 8	\$ 23.93 \$49,767
Patrolman Level 3 (Master Patrolman)	NE 9	\$ 26.53 \$55,185
Patrolman Level 4 (1 <sup>st</sup> Class Patrolman)	NE 9	\$ 31.34 \$65,185
Sergeant	NE 12	\$ 27.53 \$57,266
Lieutenant	NE 14	\$ 28.28 \$58,825
Captain	E 15	\$64,363
Assistant Chief	E 16	\$68,174
Chief	E 17	\$78,615

This schedule does not include service pay or other compensation.

**Additional Pay/Compensation**

Detective Specialty Pay - Sergeant	\$ 1,559
Detective Specialty Pay - Master Patrolman	\$ 3,640
IT specialty Pay - Master Patrolman	\$ 3,640
Uniform	\$ 1,200
Breathalyzer Operator	\$ 120
Call Out	\$ 800
Adjutant to the Chief - Sergeant	\$ 4,328
FTO (Field Training Officer)	\$ 800

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

Crossing Guards	\$ 8,000 per annum
Public Assistance Clerks	\$ 21.97 per hour

**Additional Compensation for Police Officers**

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. Three (3) years of continuous service the sum of \$200.00.
2. Six (6) years of continuous service the sum of \$500.00.
3. Nine (9) years of continuous service the sum of \$800.00.
4. Twelve (12) years of continuous service the sum of \$1,100.00
5. Fifteen (15) years of continuous service the sum of \$1,400.00.
6. Eighteen (18) years of continuous service the sum of \$1,700.00.
7. Twenty (20) years of continuous service the sum of \$2,000.00.
8. 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 Shall Not Exceed:	
Position		Salary	
Probationary Firefighter (FLSA)	NE	\$ 15.92	\$43,907
Firefighter Level 2 (in 2nd year) (FLSA)	NE	\$ 18.52	\$51,084
Firefighter Level 3 (in 3rd year) (FLSA)	NE	\$ 18.52	\$51,084
Master Firefighter (3 years complete) (FLSA)	NE	\$ 18.97	\$52,329
Master Firefighter 1 <sup>st</sup> Class (45 years completed)	NE	\$ 22.84	\$63,000
Firefighter Engineer (FLSA)	NE	\$ 19.35	\$53,359
Lieutenant (FLSA)	NE	\$ 20.34	\$56,094
Captain (FLSA)	NE	\$ 21.28	\$58,681
Battalion Chief (FLSA)	E	\$ 24.14	\$66,565
Division Chief (FLSA)	E	\$ 31.29	\$65,082
Assistant Chief (FLSA)	E	\$ 32.82	\$68,269
Fire Chief (FLSA)	E	\$ 36.57	\$76,071
Administrative Assistant	E	\$ 21.67	\$45,066
Part-Time EMS Assistant	Not to Exceed	\$ 13.23 per hour	
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:			
<b>Additional Compensation for Firefighters Shall Not Exceed:</b>			
Position		Amount	
Air Pack Technician (Maintenance)		\$ 1,000	
Assistant Mechanic (Maintenance)		\$ 1,650	
Chief Fire Investigator		\$ 2,000	
Chief Mechanic (Maintenance)		\$ 3,000	
CPR Instructor		\$ 500	
Educator/Trainer		\$ 500	
EMT with Grade		\$ 1,000	
Lead Inspector		\$ 2,000	
Investigator		\$ 1,000	
ISO Coordinator (Maintenance)		\$ 1,000	
Paramedic Certification with Grade		\$ 5,000	
Paramedic Certification; Probationary FF, Level 2-3 FF, Master FF		\$ 4,000	
Safety Officer		\$ 1,500	
Child Safety Seat Technician		\$ 500	
Radio Technician (Maintenance)		\$ 1,000	
Supplies Coordinator (Maintenance)		\$ 500	
Map Coordinator (Maintenance)		\$ 1,000	
Uniform Allowance		\$ 1,000	
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.			
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-seven dollars (\$37.00) per hour.			

**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		2018 WAGE	
<b>MAYOR/ADMINISTRATIVE</b>	Administrator	E		\$88,880
	Executive Assistant	E		\$53,974
	HR Director	E		\$55,126
	IT/MIS Director	E		\$76,575
	Economic Development Director	E		\$67,734
	Economic Development Coordinator	E		\$45,900
	Community Engagement Director	E		\$60,000
	Receptionist	NE	\$21.13	\$38,454
	<i>Part Time not to exceed hourly</i>	NE	\$20.00	
<b>ENGINEER</b>	Director	E		\$93,336
	Stormwater Engineer	E		\$88,829
	Deputy Engineer	E		\$70,000
	Project Manager	E		\$56,712
	CAD/GIS Manager	NE	\$31.16	\$56,712
	MS4 Coordinator/Deputy Engineer	NE	\$27.96	\$50,892
	Administrative Assistant	NE	\$24.32	\$44,261
	<i>Part Time not to exceed hourly</i>	NE	\$35.00	
<b>PROJECT MGMT</b>	Director	E		\$86,986
	Administrative Assistant	NE	\$19.45	\$40,451
	Resident Project Representative	NE	\$26.54	\$55,197
	Maintenance Technician	NE	\$26.54	\$55,197
	<i>Part Time not to exceed hourly</i>	NE	\$19.00	
<b>CLERK-TREASURER</b>	Chief Deputy	E		\$47,650
	Deputy	NE	\$24.85	\$45,229
	<i>Part Time not to exceed hourly</i>	NE	\$15.50	
<b>BUILDING</b>	Commissioner	E		\$66,226
	Inspector	NE	\$22.86	\$41,602
	Code Enforcement Inspector	NE	\$20.81	\$37,877
	Administrative Assistant	NE	\$21.79	\$39,653
	<i>Part Time not to exceed hourly</i>	NE	\$15.00	
<b>PLANNING</b>	Director	E		\$79,277
	Assistant Planner	E		\$55,560
	Administrative Assistant	NE	\$21.08	\$38,366
	<i>Part Time not to exceed hourly</i>	NE	\$15.00	



<b>PARK</b>	Director	E		\$79,277
	Business Operations Superintendent	E		\$55,590
	Maintenance Superintendent	E		\$55,621
	Horticulture Superintendent	E		\$57,452
	Golf Maintenance Superintendent	E		\$54,060
	Recreation Program Director	E		\$48,756
	Recreation Facilities Director	E		\$48,756
	Recreation Superintendent	E		\$53,040
	Youth Recreation Programmer	E		\$48,756
	Asst. Golf Course Superintendent	E		\$40,168
	Business Operations Manager	E		\$45,000
	Payroll/Bookkeeping Asst.	NE	\$ 18.79	\$39,084
	Admin Asst./Payroll	NE	\$ 22.71	\$47,231
	Bookkeeper	NE	\$ 21.61	\$44,957
	Executive Admin Asst.	NE	\$ 21.09	\$43,860
	Customer Service Secretary	NE	\$ 19.29	\$40,126
	Asst. Maintenance Superintendent	NE	\$ 23.77	\$49,439
	Maintenance Property Supervisor	NE	\$ 20.95	\$43,567
	Groundskeeper Working Crewleader	NE	\$ 20.76	\$43,183
	Groundskeeper	NE	\$17.41	\$36,210
	Mechanic	NE	\$21.61	\$44,940
	Landscape Specialist	NE	\$19.61	\$40,791
	Groundskeeper Working Crewleader/Hort	NE	\$18.07	\$37,587
	Business Operations Manager Asst.	NE	\$17.31	\$36,000
	<i>Part Time not to exceed hourly</i>	NE	\$ 30.00	
<b>PUBLIC WORKS</b>	Director	E		\$76,598
	Assistant Director	E		\$63,767
	Assistant Superintendent/Operations Manager	E		\$57,000
	Office Manager	NE	\$21.79	\$45,323
	Administrative Assistant	NE	\$18.59	\$38,667
	Automated Truck Driver/Light Equipment Op	NE	\$19.89	\$41,371
	Heavy Equipment Operator	NE	\$24.10	\$50,128
	Heavy Equipment Operator/WL/Trainer	NE	\$22.76	\$47,341
	Maintenance Supervisor	NE	\$29.80	\$61,984
	Sr. Mechanic	NE	\$27.44	\$57,075
	Mechanic	NE	\$26.44	\$54,995
	Mechanic Assistant	NE	\$21.14	\$43,971
	Seasonal	NE	\$20.35	\$42,328
	Truck Driver/Light Equipment Operator	NE	\$19.32	\$40,186
	Truck Driver/WL	NE	\$22.22	\$46,218
	Truck Driver/Seasonal Working Leader	NE	\$20.55	\$42,744
	Truck Driver/WL/Arborist	NE	\$22.02	\$45,802
	Skilled Laborer	NE	\$17.69	\$36,795
	<i>Part Time not to exceed hourly</i>	NE	\$20.35	

<b>POLICE DEPT.</b>	Administrative Assistant	NE	\$24.76	\$45,066
	Det Bureau Admin Assistant	NE	\$24.76	\$45,066
	Records Clerks	NE	\$21.97	\$39,985
	Parking Enforcement/Clerk	NE	\$19.55	\$35,579
	<i>Part Time not to exceed hourly</i>	NE	\$21.97	

**EXHIBIT D: Salary for Elected Officials**

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, 2018 shall receive additional compensation as follows:

<b>At Least</b>	<b>Not More Than</b>	<b>Amount</b>	<b>35 Hr Wk</b>	<b>40 Hr Wk</b>
3 years	6 years	\$200	.11 hrly	.10 hrly
6 years	9 years	\$500	.27 hrly	.24 hrly
9 years	12 years	\$800	.44 hrly	.38 hrly
12 years	15 years	\$1,100	.60 hrly	.53 hrly
15 years	18 years	\$1,400	.77 hrly	.67 hrly
18 years	20 years	\$1,700	.93 hrly	.82 hrly
More than 20 years		\$2,000	1.10 hrly	.96 hrly

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, 2018, 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 hourly rate defined above must be added to non-exempt employee base pay when calculating overtime and pension.

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 Contribution**

City employees previously enrolled or 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>Total Contribution</u>
Employee Only	\$1,800.00
Employee Plus One	\$3,100.00
Family	\$4,100.00

The above-referenced contribution will be paid by the City into each employee's account in January.

New City employees that begin working for the City in 2018 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.