

ORDINANCE NO.32, 2003

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 CALENDAR YEAR 2004,
AND REPEALING ANY ORDINANCE IN CONFLICT THEREIN.

WHEREAS, the Mayor and the Common Council of the City
of Valparaiso, Indiana are required by various statutes
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 DEPARTMENTS

A. Police Officers

From and after the (1st) day of January, 2004, said
Officers of the Police Department of the City shall be
paid according to the following schedule of salary
ranges and position classifications subject to
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)

All Police Officers who are in Level 3 of their position classification on December 31, 2003, shall remain in the same level and in the same grade and shall be paid in the same level and in the same grade and shall be paid pursuant to the salary schedule. Any Police Officers who are in Levels 1 or 2 shall move to the next level effective January 1, 2004 or effective on the anniversary date of their employment, whichever date is later.

B. Additional Compensation for Police Officers

(SEE EXHIBIT "B" WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE AS THOUGH IT HAS BEEN PRINTED HERE IN ITS ENTIRETY)

SECTION 2:

FIREFIGHTERS

A. From and after the first day of January 2004, Firefighters and other officers of the Fire Department 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 "C" WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE AS THOUGH IT HAS BEEN PRINTED HERE IN ITS ENTIRETY)

B. Additional compensation for fire fighters.

(SEE EXHIBIT "D" 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 (1st) day of January, 2004, all other appointed officials and employees of the City of

Valparaiso, Indiana (except those appointed to the various boards and commissions), not hereinbefore 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 "E" 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 "F" WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE AS THOUGH IT HAS BEEN PRINTED HERE IN ITS ENTIRETY)

SECTION: 5

ADDITIONAL COMPENSATION FROM SEWAGE WORKS OPERATING FUND

(SEE EXHIBIT "G" WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE AS THOUGH IT HAS BEEN PRINTED HERE IN ITS ENTIRETY)

SECTION: 6

EXCEPTION FOR DEPARTMENT HEADS AND ENGINEERING POSITIONS

The Mayor shall have the right to set salaries for the various Department Heads, the Chief Deputy City Engineer, the Stormwater Engineer, and the Deputy City Engineer for the City of Valparaiso for calendar year 2003. Such salaries shall be set in the range from Forty-two Thousand Dollars (\$42,000) to Seventy Thousand Dollars (\$70,000). In setting such salaries, the Mayor shall take into account the experience of the Department Head, the Chief Deputy Engineer, the Stormwater Engineer, and the Deputy City Engineer, the nature of the job function and any change in

responsibilities from the prior year. The Mayor shall inform the Clerk Treasurer in writing of the salaries for calendar year 2004, which shall be included in the annual budget of the City.

SECTION: 7

COMPENSATION FOR MEMBERS OF BOARDS AND COMMISSIONS OF THE CITY OF VALPARAISO.

(SEE ATTACHED EXHIBIT "H" WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE AS THOUGH IT HAS BEEN PRINTED HERE IN ITS ENTIRETY)

SECTION: 8

SERVICE PAY

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

(SEE EXHIBIT "I" WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE AS THOUGH IT HAS BEEN PRINTED HERE IN ITS ENTIRETY)

SECTION: 9

EXTRA ASSISTANCE, OVERTIME COMPENSATION AND OTHER SALARY MATTERS, CHANGE IN JOB RESPONSIBILITIES, DEPARTMENTAL SAFETY OFFICER, FULFILLING A STATUTORY REQUIREMENT

Those employees who are categorized as "Extra Help" in various budgets of the City shall be paid at a rate of not less than the minimum wage in effect at the time of the work performed and a maximum of twelve dollars per hour of employment with the actual rate to be established by the Mayor upon recommendation of the appropriate Department Head. Any employee who is categorized as "regular part-time" shall be paid a maximum of fifteen dollars and fifty cents (\$15.50) per hour, with the rate to be established by

the Mayor upon recommendation from the appropriate Department Head.

Any employee in this category who is performing a job that is currently a part of the job classification system shall be paid the rate for such job.

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. The "on-call" policy developed on a City-wide or Departmental basis shall be made a part of the Personnel Policy of the City. 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 in this Ordinance. All conflicts of interpretation within the Ordinance shall be finally determined by the Mayor.

In the event any employee moves from one job classification to another, said employee may be paid any salary which fits within the range with the determination to be made by the Mayor and the Clerk-Treasurer and the Council Liaison to that Department. In the event there is no Council Liaison to the department then the Council Finance Liaison will assist.

SECTION 10:

BENEFITS

Full-time employees of the City of Valparaiso, as part of their compensation, receive certain benefits from the City of Valparaiso. All such employees, with the exception of firefighters and police officers, receive paid time off (PTO) pursuant to the Personnel Policy adopted by the Board of Public Works and Safety of the City of Valparaiso. Firefighters and Police Officers receive such benefits as may be provided for in rules and regulations for each department as well as any contracts that may exist between the City and the employee units.

The Personnel Policy previously adopted by the Board of Public Works and Safety is hereby ratified along with any changes or amendments made since the adoption of the 1996 Salary Ordinance. The Board is specifically authorized to amend and change the Personnel Policy as it may deem appropriate. It is the desire of the City Council that such system be uniform for all employees to the extent possible.

Such policy may be developed by the adoption of a specific personnel policy by the Board of Public Works and Safety or by contract between the Board of Public Works and Safety and recognized bargaining agents or by amendments to existing rules and regulations to the various departments.

Specific authority is hereby granted to the Board of Public Works and Safety to approve and administer such system or systems provided that it is approved after development by the Mayor, Clerk-Treasurer and Council Finance Liaison and any other persons deemed appropriate by the Mayor, Clerk-Treasurer and Council Finance Liaison.

The Board of Public Works and Safety is hereby specifically granted the authority to enter into written contracts with any recognized bargaining agents provided that such contracts shall be limited to benefits, working conditions and related matters.

The Board of Public Works and Safety is granted specific authority to develop and approve a performance evaluation system on a City wide or individual department basis. This such system or systems may be implemented during calendar year 2004 if the individual department budget has sufficient funds to do so.

Pursuant to the Compensation Administration Ordinance individual positions and employees may receive compensation over and above the five hundred dollars per person salary increase included in this Ordinance.

SECTION: 11

MILEAGE ALLOWANCE

Any elected or appointed official or employee of the City of Valparaiso shall be reimbursed for mileage allowance for official and authorized travel at a rate established by the State Board of Accounts or State Board of Tax Commissioners. Such compensation shall only be paid when the official or employee is using a personal vehicle and not a City-owned vehicle.

This provision is subject to the availability of such funds in the individual department budgets.

SECTION: 12

PERF PAYMENTS AND OR RETIREMENT PAYMENTS

From and after January 1, 2004, the City shall pay the entire employee obligation for all City employees with the exception of Policemen and Firefighters. The City shall pay one-half (1/2) of the employee share for Police Officers and shall make no payments other than those required by statute for Firefighters. This payment shall continue until rescinded by the Common Council.

SECTION: 13

GENERAL PROVISIONS

The Mayor and the Common Council of the City of Valparaiso, Indiana, shall retain all rights, duties and privileges authorized by statute for the administration of wages and compensation received by employees of said City and 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 (1st) day of January, 2004.

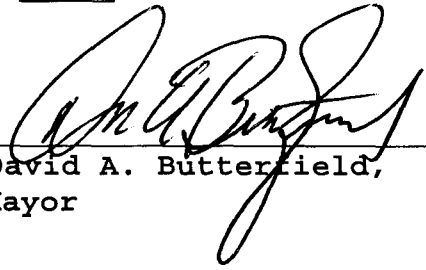
The Mayor and the Common council shall also retain the rights, duties, and privileges provided for in the Compensation Management System of the City of Valparaiso. In the event that it becomes necessary to change the job classification of an employee of the City during the calendar year or if it becomes necessary to change the job classification of a job during the year, the Mayor, the Clerk-Treasurer, and the Council Member responsible to such department where the employee is employed shall approve such job classification change. In the event there is no Council representative to the particular department, the Council Finance Liaison shall serve in this capacity. Decisions of the Mayor, Clerk-Treasurer, and the Council Representative shall be final.

The Board of Public Works and Safety is granted the specific authority to modify job descriptions for the Compensation Management System. In the event the establishment or amendment of a job description results in a new job classification or a classification change, such change shall be made as provided for or in the Compensation Management Ordinance.

All previous ordinances pertaining to salaries for employees of the City of Valparaiso, Indiana, are hereby expressly repealed effective the first (1st) day of January, 2004.

This Ordinance is to be construed and interpreted subject to the terms and conditions contained in the Job Classification Ordinance of the City of Valparaiso, Indiana, as amended and supplemented.

This Ordinance was adopted by the Common Council of the City of Valparaiso, Indiana, by a 5-0 vote of members present and voting this 25 day of August, 2003.


David A. Butterfield,
Mayor

ATTEST:


Sharon Swihart, Clerk-Treasurer

This Ordinance consisting of eight (8) pages and Exhibits "A" through "I" was presented to the Mayor of the City of Valparaiso, Indiana, this 25 day of August, 2003, at 7:15 o'clock p.m.


Sharon Swihart, Clerk-Treasurer

This Ordinance consisting of eight (8) pages and Exhibits "A" through "I" was presented to the Clerk-Treasurer of the City of Valparaiso, Indiana, and was approved and signed by me this 25 day of August, 2003, at 7:15 o'clock p.m.

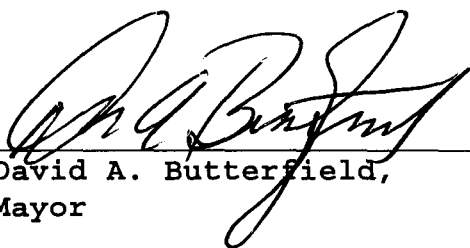

David A. Butterfield,
Mayor

EXHIBIT "A" TO ORDINANCE NO.32, 2003

2004 POLICE WAGES

GRADE	LEVEL 1	LEVEL 2	LEVEL 3
Probationary	29,711		
Patrolmen	33,952	34,750	35,550
Sergeant/Det.Sgt.	35,527	36,455	37,422
Capt/Shift Com.	38,172	39,291	40,450
Assistant Chief	39,939	41,119	42,341

(This schedule does not include
service pay or educational compensation)

EXHIBIT "B" TO ORDINANCE NO.32, 2003

ADDITIONAL COMPENSATION FOR POLICE OFFICERS
FOR CALENDAR YEAR 2004

Those members of the Police Department of the City who meet the following minimum standards shall receive additional compensation per annum in the amount as follows:

1. Three (3) years of continuous service and successful attendance at three (3) approved schools \$750
2. Five (5) years of continuous service and successful attendance at three (3) approved schools \$1,500
3. Nine (9) years of continuous service and successful attendance at three (3) approved schools \$2,500
4. Twelve (12) years of continuous service and successful attendance at three (3) approved schools \$3,000
5. Field Training Officer \$600
6. Call-out pay \$600
7. Breathalyzer \$120

In the event that a member of the Police Department of the City becomes qualified in any of the above mentioned categories during the year, such member shall receive compensation indicated pro-rated for that portion of the year remaining. All members of the Department shall be eligible for this additional compensation. The Chief shall have sole authority to appoint Field Training Officers and may remove same at his discretion.

EXHIBIT "C TO ORDINANCE NO.32, 2003

SALARIES FOR FIREFIGHTERS FOR CALENDAR YEAR 2004

GRADE	SALARY
Probationary	\$31,066
Firefighters	\$35,145
Lieutenants	\$36,899
Captain	\$38,366
Chief Inspector	\$39,776
Battalion Chief	\$42,831
Deputy Chief	\$45,535
Training Coordinator	\$39,776

(This schedule does not include longevity or other compensation for certification and categories contained in Exhibit "D")

EXHIBIT "D" TO ORDINANCE NO.32, 2003

ADDITIONAL COMPENSATION FOR FIREFIGHTERS
FOR CALENDAR YEAR 2004

Those members of the Fire Department of the City of Valparaiso who are certified in the following categories shall receive additional compensation per annum in the amounts following:

1.	CPR Instructor (maximum-7)	\$500.00
2.	Inspection/Inspector (maximum-4)	\$1000.00
3.	Fire Investigator (maximum-5)	\$1000.00
4.	Chief Fire Investigator (1)	\$2000.00
5.	Chief Mechanic (1)	\$2000.00
6.	Assistant Mechanic (1)	\$1650.00
7.	Safety Officer (1)	\$1500.00
8.	HazMat Officer (1)	\$1500.00
9.	First Responder	\$500.00
10.	EMT	\$1000.00
11.	School Officer (1)	\$2000.00
12.	Educator Trainer (22)	\$500.00
13.	Facilities Maintenance Coordinator (1)	\$2000.00
14.	Air Pack Maintenance (2)	\$1000.00

In the event that any member of the Fire Department becomes qualified in any of the above mentioned categories during the year, such member shall receive compensation indicated pro-rated for that portion of the year remaining. A member of the Fire Department may qualify as either an EMT or First Responder, but not both.

The Chief shall have sole authority to appoint Inspection/Inspector, Fire Investigator and Safety Officer and HazMat Officer and may remove the same at his discretion.

VALPARAISO SALARY/WAGE SCHEDULE

1/2004

SAM Category

	<u>Min</u>	<u>Mid</u>	<u>Max</u>
40-49 points	37,435	46,944	56,153
Sewer Collections Manager (Sewer)			
Assistant Director (Park)			
Supervisor (Police)			
Operations/Maintenance Manager (Wastewater)			
Water Quality Manager (Wastewater)			
30-39 points	33,725	42,157	50,588
Golf Course Superintendent (Park)			
Recreation Superintendent (Park)			
Maintenance/Construction Superintendent (Park)			
20-29 points	30,383	37,979	45,575
Adult Recreation Director (Park)			
Youth Recreation Director (Park)			
Head Golf Professional (Park)			
Senior Recreation Director (Park)			

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Exhibit E, Page 1

**VALPARAISO SALARY/WAGE SCHEDULE
1/2004**

PAT Category

	<u>Min</u>	<u>Mid</u>	<u>Max</u>
600-695 points Drainage Engineering Assistant (Engineering)	35,742	44,678	53,613
500-595 points Horticulture Superintendent (Park) Economic Development Planner (Planning)	32,200	40,250	48,300
400-495 points Landscape Specialist (Park)	29,009	36,262	43,514
300-395 points No positions	24,162	31,185	38,207

**VALPARAISO SALARY/WAGE SCHEDULE
1/2004**

LTC Category

	<u>Min</u>	<u>Mid</u>	<u>Max</u>
600-695 points	15.63/hr	19.54/hr	23.44/hr
Assistant Superintendent of Maintenance (Park)			
Sewer Collections Supervisor (Sewer)			
Assistant Superintendent (Solid Waste)			
Road Supervisor (Street)			
Maintenance/Electrical Technician – WL (Wastewater)			
Maintenance/Electrical Technician (Wastewater)			
500-595 points	14.08/hr	17.60/hr	21.12/hr
Assistant Golf Course Superintendent (Park)			
Maintenance Property Supervisor (Park)			
Mechanic (Sewer)			
Mechanic – WL (Solid Waste)			
Mechanic (Solid Waste)			
Materials Recovery Facility - Machine Operator – WL (Solid Waste)			
Heavy Equipment Operator (Solid Waste)			
400-495 points	12.69/hr	15.86/hr	19.03/hr
Mechanic (Park)			
Heavy Equipment Operator (Sewer)			
Materials Recovery Facility-Machine Operator (Solid Waste)			
Truck Driver/Light Equipment Operator – WL (Solid Waste)			
Truck Driver/Light Equipment Operator (Solid Waste)			
Heavy Equipment Operator (Street)			
Plant Operator – WL (Wastewater)			
Plant Operator (Wastewater)			
Maintenance Technician (Wastewater)			
Maintenance Technician/Instrument Technician Helper (Wastewater)			
300-395 points	11.43/hr	14.29/hr	17.14/hr
Landscape – WL (Park)			
Groundskeeper – WL (Park)			
Truck Driver/Light Equipment Operator (Sewer)			
Skilled Laborer (Solid Waste)			
Mechanic Helper (Solid Waste)			
Truck Driver/Light Equipment Operator – WL (Street)			
Truck Driver/Light Equipment Operator (Street)			
Maintenance Skilled Laborer (Wastewater)			
200-295 points	10.30/hr	12.87/hr	15.44/hr
Building Coordinator (Park)			
Golf Maintenance Greenskeeper (Park)			
Custodian (Mayor)			
Skilled Laborer (Sewer)			
Laborer (Solid Waste)			
Skilled Laborer (Street)			
100-195 points	9.28/hr	11.59/hr	13.91/hr
Laborer (Sewer)			
Unskilled Laborer (Solid Waste)			

**VALPARAISO SALARY/WAGE SCHEDULE
1/2004**

OSS Category

	<u>Min</u>	<u>Mid</u>	<u>Max</u>
600-695 points	13.38/hr	16.72/hr	20.07/hr
Engineer CAD-GIS (Engineering)			
Engineering Assistant (Engineering)			
Engineering Project Manager (Engineering)			
Instrument Technician (Wastewater)			
500-595 points	12.05/hr	15.06/hr	18.08/hr
Chief Inspector (Building Comm)			
Administrative Secretary (Mayor)			
Chief Deputy Clerk-Treasurer (Clerk-Treasurer)			
Deputy Clerk-Treasurer (Clerk-Treasurer)			
Telecommunicator (Police)			
Trained TV Skilled Laborer (Sewer)			
Pretreatment Coordinator (Wastewater)			
400-495 points	10.86/hr	13.57/hr	16.29/hr
Engineering Administrator (Engineering)			
Human Resources Assistant (HR)			
Bookkeeper – WL (Park)			
Administrative Assistant (Police)			
Records Clerk/Telecommunicator (Police)			
Account Clerk/Office Manager (Street & Solid Waste)			
Lab Technician (Wastewater)			
300-395 points	9.78/hr	12.23/hr	14.67/hr
Administrative Assistant (Building Commission)			
Administrative Assistant (Fire)			
Administrative Secretary (Park)			
Assistant Senior Recreation Director (Park)			
Customer Service Secretary – WL (Park)			
Customer Service Secretary (Park)			
Payroll/Benefits Secretary (Park)			
Assistant Bookkeeper (Park)			
Parking Meter Operator (Police)			
Detective Bureau Secretary (Police)			
Administrative Assistant (Project Management)			
Secretary (Sewer)			
Administrative Assistant (Solid Waste)			
Office Assistant (Street)			
Administrative Assistant (Wastewater Treatment)			
200-295 points	8.81/hr	11.01/hr	13.22/hr
Receptionist (Mayor)			
Untrained TV Skilled Laborer			

EXHIBIT "G" TO ORDINANCE NO.32, 2003

ADDITIONAL COMPENSATION FROM SEWAGE WORKS OPERATING
FUND

The following officials and employees of the City shall receive for the calendar year 2004 salaries and compensation in addition to salary and compensation received from the General Fund, the following amounts from the Sewage Works Operating Fund:

1. Mayor - \$23,200
2. Clerk-Treasurer - \$23,800
3. Chief Deputy CT- \$17,000
4. Three Deputies - \$11,000 (each)
5. Deputy City Attorney - \$21,000
6. Secretary to Deputy City Attorney - \$8,000
7. Secretary to Mayor - \$6,550
8. Engineer - \$31,000
9. Three Deputy Engineers - \$16,500 (each)
10. Engineer - Administrative Assistant - \$8,000
11. Chief Inspector - \$19,000
12. Secretary to Inspector/Engineering - \$10,000
13. Human Resource Director - \$14,000
14. Human Resource Secretary - \$12,000
15. MIS Director - \$21,000
16. City Planner - \$6,000
17. Economic Development Planner - \$5,000
18. Assistant City Planner - \$3,000

EXHIBIT "H" TO ORDINANCE NO.32, 2003

Plan Commission	\$600.00
Board of Zoning Appeals	\$600.00
Park Board	\$600.00
Stormwater Board	\$600.00
Redevelopment Commission	\$600.00

EXHIBIT "I" TO ORDINANCE NO.32, 2003

SCHEDULE FOR SERVICE PAY FOR CALENDAR YEAR 2004

All eligible officials and employees of the City of Valparaiso who have served continuously for more than three (3) years as of January 1, 2003, shall receive additional compensation as follows:

1. At least three (3) years but not more than six (6) years.
\$200.00
2. At least six (6) years but not more than nine (9) years.
\$500.00
3. At least nine (9) years but not more than twelve (12) years.
\$800.00
4. At least twelve (12) years but not more than fifteen (15) years.
\$1,100.00
5. At least fifteen (15) years but not more than eighteen (18) years.
\$1,400.00
6. At least eighteen (18) years but not more than twenty (20) years.
\$1,700.00
7. More than twenty (20) years.
\$2,000.00

In the event that the anniversary date of employment for an employee or appointed official covered by this section falls on a date other than January 1, 2004, 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 (7) categories.

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