

**Ordinance16, 2018**

**City of Valparaiso**

**2019 Salary Ordinance**

Section 1:	Officers of the Police Department	Page 2
Section 2:	Firefighters of the Fire Department	Page 2
Section 3:	All remaining Appointed Officials and Employees	Page 3
Section 4:	Salary for Elected Officials from the General Fund	Page 3
Section 5:	Exceptions for the City Administrator and Department Heads Positions	Page 3
Section 6:	Compensation for Members of Boards and Commissions of the City of Valparaiso	Page 3
Section 7:	Service Pay	Page 3
Section 8:	Other Salary Matters	Page 3
Section 9:	Benefits, Board of Public Works & Safety and Personnel Policy	Page 4
Section 10:	Allowances	Page 4
Section 11:	PERF Payments and or Retirement Payments	Page 5
Section 12:	Public Works Buy Back Program	Page 5
Section 13:	General Provisions	Page 5
Exhibit A:	Police Officers	Page 7
Exhibit B:	Firefighters	Page 8
Exhibit C:	All remaining Appointed Officials and Employees	Page 9
Exhibit D:	Salary for Elected Officials	Page 11
Exhibit E:	Compensation for Members of Boards and Commissions	Page 11
Exhibit F:	Service Pay	Page 11
Exhibit G:	Health Insurance Account Contribution	Page 11

**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 2019, 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 2019, said Officers 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)

**SECTION 2: FIREFIGHTERS OF THE FIRE PROTECTION TERRITORY**

From and after the first day of January 2019, said Firefighters of the 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 2019, 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 2019. The Mayor shall inform the Clerk Treasurer in writing of the salaries for the calendar year of 2019, 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 employee is classified as either Exempt (E) or Non-Exempt (NE) based on Federal law and has the classification listed as part of the Salary Ordinance.
- f. The hourly 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 2019 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 monthly compensation 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, 2019, 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 classification:

- Assistant Superintendent/Operation Manager
- Maintenance Supervisor
- Heavy Equipment Operator/Working Leader/Trainer
- Truck Driver Working Leaders
- Truck Driver
- Heavy Equipment Operator
- Mechanic
- Truck Driver/Light Equipment Operator
- Automated Truck Driver
- Skilled Laborer
- Senior Mechanic
- Mechanic Assistant

This section does not apply to any Supplement 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 statutes 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 2019.

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 2019.

This Ordinance consists of six (6) pages and Exhibits "A" through "G" 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 \_\_\_\_\_ vote of all members present and voting, this \_\_\_\_\_ day of September 2018.

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

ATTEST:

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

Presented by me to the Mayor of the City of Valparaiso, Indiana, this 24<sup>th</sup> day of September 2018 at the hour of \_\_\_\_\_ o'clock P.M.

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

This Ordinance approved and signed by me this 24<sup>th</sup> day of September 2018 at the hour of \_\_\_\_\_ o'clock P. M.

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

**EXHIBIT A: Police Department Wages for 2019  
POLE (Protective Occupations, Law Enforcement) Category**

**POLE A**

**Position**

Captain (E) \$66,968

**POLE B**

Lieutenant (NE) \$62,285

**POLE C**

Sergeants (NE) \$59,740

**POLE D**

Master Patrolman (NE) \$56,111

Master Patrol Officer 1<sup>st</sup> Class (NE) \$66,111

Patrol Officer 2<sup>nd</sup> Class (NE) \$50,813

Patrol Officer 3<sup>rd</sup> Class (NE) \$49,294

Probationary Officer (NE) \$45,220

**POLE Part-time**

Crossing Guards (NE) \$8,000

This schedule does not include service pay or other compensation.

**Additional Pay/Compensation (not to exceed)**

Detective Specialty Pay – Sergeant \$2,545

Detective Specialty Pay – Master Patrolman \$6,175

IT Specialty Pay – Master Patrolman \$6,175

Uniform \$1,600

Breathalyzer Operator \$ 120

Call Out \$ 800

Adjutant to the Chief – Sergeant \$4,734

FTO (Field Training Officer) \$ 800

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 amounts as follow:

1. Three (3) years of continuous service the sum of \$200.
2. Six (6) years of continuous service the sum of \$500
3. Nine (9) years of continuous service the sum of \$800
4. Twelve (12) years of continuous service the sum of \$1,100
5. Fifteen (15) years of continuous service the sum of \$1,400
6. Eighteen (18) years of continuous service the sum of \$1,700
7. Twenty (20) years of continuous service the sum of \$2,000
8. Twelve (12) years of continuous service and successful attendance of an additional ten (10) approved schools the sum of \$3,000

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: Firefighters  
POLE (Protective Occupations, Law Enforcement) Category  
BASED on 2,912 hours.**

**POLE B**

Battalion Chief(s) (E)	\$67,381
Firefighters 1st Class	\$63,000

**POLE C**

Division Chief (NE)	\$60,473
Captain (NE)	

**POLE D**

Lieutenants (NE)	\$57,947
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**POLE E**

Firefighters/Engineer (NE)	\$54,328
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**POLE F**

Master Firefighter (NE)	\$53,032
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**Part-time**

Not to exceed \$13.23 per hour

Members of the Valparaiso Fire Department who are certified in the following categories shall receive additional compensation per year in the following amounts:

**Additional Pay/Compensation (not to exceed)**

Air Pack Maintenance	\$	1,000
Assistant Mechanic	\$	1,650
Chief Fire Investigator	\$	2,000
Chief Mechanic	\$	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 w/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	\$	1,250
Rescue Task Force Coordinator	\$	1,000
Water Rescue Coordinator	\$	1,000
Shift Drill Master	\$	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 & ½) their regular rate of pay.

FLSA exempt combat firefighters (Battalion Chiefs) performing the duty of inspection and/or preplanning while off regular schedule 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**

<b>SO (Special Occupation)</b> <b>All positions are excluded from the Fair Labor Standards Act (FLSA)</b>	<b>Market</b>	<b>Mid</b>	<b>Max</b>
City Administrator	\$83,747	\$98,526	\$121,187
Chief Deputy	\$44,598	\$52,468	\$ 64,536
Clerk-Treasurer – Deputy Clerk/Grant Administrator	\$44,598	\$52,468	\$ 64,536
Executive Assistant	\$46,132	\$54,273	\$ 66,756
<b>EXE (Executives)</b> <b>All positions are exempt under the Fair Labor Standards Act (FLSA)</b>			
<b>EXE A</b> Engineering Director	\$80,950	\$95,235	\$117,139
<b>EXE B</b> Project Management Director Public Works Director Parks Director Chief of Police Fire Chief Planning/Transit Director Chief Deputy Engineer IT Director Economic Development/General Counsel	\$70,451	\$82,883	\$101,946
<b>EXE C</b> Building Commissioner Assistant Director Public Works Human Relation Director Director of Community Engagement Assistant Fire Chief of Operations Assistant Fire Chief of EMS Assistant Police Chief Deputy Engineer	\$60,395	\$71,053	\$87,395
<b>PAT (Professional, Administration, Technological)</b>			
<b>PAT A</b> <b>Based on 2,080 hours</b> Parks - Golf Maintenance Superintendent (E) Parks - Horticulture Superintendent (E) Parks - Recreation Superintendent (E) Parks – Maintenance Superintendent (E) Parks - Business Operation Superintendent (E) Planning - Transit Manager (E)	\$52,914	\$62,252	\$76,570
<b>PAT B</b> <b>Based 1,820 hours</b> Engineering - Project Manager (E) Planning - Assistant Planner (E) Engineering – Deputy Engineer – CAD/GIS (NE) Engineering – Deputy Engineer – MS4 Coord. (NE)	\$43,263	\$50,898	\$62,604
<b>Based on 2,080 hours</b> Park – Recreation Facility Director (E) Project & Facility Management – Resident Project Representative (NE) Park - Recreation Program Director (E) Park - Youth Recreation Programmer (E) Planning – Assistant Economic Development Director (E)	\$49,444	\$58,169	\$71,548
<b>PAT C</b> <b>Based on 1,820 hours</b> Building – Building Inspector NE)	\$35,266	\$41,489	\$51,032

Building – Code Enforcement Inspector (NE) <b>Based on 2,080 hours</b>	\$40,304	\$47,416	\$58,322
Park - Business Operation Manager (E)			
Park – Digital Marketing Specialist (NE)			

**LTC (Labor, Trade, and Crafts) CATEGORY**

**Based on 2,080 hours**

	<b>Market</b>	<b>Mid</b>	<b>High</b>
<b>LTC A</b>	\$51,031	\$60,036	\$73,844
Public Works – Maintenance Supervisor (E)			
Project & Facility Management – Maintenance Tech. (NE)			
Public Works – Operations Supervisor (E)			

<b>LTC B</b>	\$47,398	\$55,763	\$68,588
Park – Assistant Horticulture Superintendent (NE)			
Park – Assistant Maintenance Superintendent (NE)			
Park – Assistant Golf Course Superintendent (NE)			
Public Works – Working Leader Safety/Winter Response (NE)			
Public Works – Working Leader Truck Driver/Arborist (NE)			
Public Works – Working Leader (NE)			
Public Works – Working Leader Trainer (NE)			
Public Works – Senior Mechanic (NE)			

<b>LTC C</b>	\$43,083	\$50,666	\$62,344
Public Works – Mechanic (NE)			
Park – Mechanic (NE)			

<b>LTC D</b>	\$41,092	\$48,343	\$56,462
Public Works – Heavy Equipment Operator (NE)			
Public Works – Mechanic Assistant (NE)			
Park – Maintenance Property Supervisor (NE)			

<b>LTC E</b>			
Public Works – Automated Truck Driver (Level 2) (NE)	\$38,769	\$45,610	\$56,100
Public Works - Truck Driver Light Equip. Op. (Level 1) (NE)	\$37,918	\$44,810	\$54,870
Park – Groundskeeper Working Leader (Level 1) (NE)			

<b>LTC F</b>	\$35,595	\$41,877	\$51,509
Public Works – Skilled Laborer (NE)			
Park – Groundskeeper (NE)			

**OSS (Office Support Specialist) CATEGORY**

**All positions are non-exempt under the Fair Labor Standards Act (FLSA)**

	<b>Market</b>	<b>Mid</b>	<b>High</b>
<b>OSS A</b>	\$41,015	\$48,253	\$59,351
<b>Based on 1,820 hours</b>			
Clerk Treasurer – Deputy Clerk Treasurer			

<b>OSS B</b>	\$35,741	\$42,048	\$51,719
<b>Based on 1,820 hours</b>			
Police – Administrative Assistant			
Building – Administrative Assistant			
Planning – Administrative Assistant			
Police – Investigations Administrative Assistant			
Engineer – Administrative Assistant			
Project & Facility Management – Administrative Assistant			
<b>Based on 2,080 hours</b>	\$40,847	\$48,055	\$59,108
Public Works – Administrative Assistant			
Park – Administrative Assistant -Payroll/HR			
Park – Bookkeeper			
Park – Administrative Assistant			

**OSS C**

**Based on 1,820 hours**

Police – Records Clerk

Police – Parking Enforcement

Mayor/Administration – Receptionist

\$31,939    \$37,575    \$46,217

**Based on 2,080 hours**

Public Works – Receptionist/Clerk

Park – Payroll/Bookkeeping Assistant

Park – Customer Service Secretary

\$36,502    \$42,943    \$52,820

**OSS D**

Fire – Administrative Assistant PT (NE)

Clerk-Treasurer – Deputy Clerk-Treasurer PT (NE)

Fire – EMS Assistant PT (NE)

\$16.50 per hour

**EXHIBIT D: Salary for elected officials**

**EO (Elected Officials)**

**All positions are excluded from the Fair Labor Standards Act (FLSA)**

Mayor	\$78,169	\$91,963	\$113,114
Clerk Treasurer	\$58,643	\$68,992	\$ 84,860
Common City Council	\$ 9,558	\$11,244	\$ 13,830

**EXHIBIT E: Compensation for Members of Boards and Commissions**

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

**EXHIBIT F: Service Pay**

<b>At Least</b>	<b>Not More Than</b>	<b>Amount</b>
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, 2019, 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 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 2019 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.