

Ordinance No 14-20

Presented by the Controller

AN ORDINANCE TO SET THE 2021 SALARY SCHEDULE FOR APPOINTED OFFICERS, EMPLOYEES, AND MEMBERS OF THE POLICE AND FIRE DEPARTMENTS OF THE CITY OF WEST LAFAYETTE, INDIANA

WHEREAS, the Mayor of the City of West Lafayette, Indiana, hereby fixes the salary schedule for appointed officers, employees, and members of the Police and Fire Departments of the City of West Lafayette, Indiana, for the year 2021, and requests that such salary ranges for each position be approved by the Common Council, as required by Indiana Code 36-4-7-3 and 36-8-3-3. All amounts shown are subject to the availability funds.

Be It Ordained by the Common Council of the City of West Lafayette, Indiana, that:

SECTION 1.

For the year 2021, the salary schedule for the appointed officers, employees, and members of the Police and Fire Departments of the City of West Lafayette, Indiana, be fixed as follows:

Department: Mayor				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Mayor's Administrative Assistant	37.5	Non-Exempt	1,516.65	1,840.28

Department: Clerk				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
1st Deputy Clerk	37.5	Non-Exempt	1,784.30	1,962.62
Deputy Clerk	37.5	Non-Exempt	1,438.40	1,659.70

Department: Human Resources				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Human Resources Director	40	Exempt	1,726.75	1,933.42
Human Resources Manager	37.5	Non-Exempt	1,032.94	1,280.83

Department: Finance				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Controller	40	Exempt	1,787.38	1,991.64
Accounting III	37.5	Non-Exempt	165.77	2,416.93
Accounting II	37.5	Non-Exempt	132.40	2,052.23
Accounting I	37.5	Non-Exempt	97.84	1,687.54

Department: Facilities				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Facilities Director	40	Exempt	2,877.92	3,168.76

Department: Engineering				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Public Works Director	40	Exempt	1,549.66	1,727.27
City Engineer	40	Exempt	1,494.68	1,660.36
Project Engineer	37.5	Exempt	1,668.42	2,196.08
Business Manager/Permits Coordinator	37.5	Non-Exempt	957.10	1,128.60
Administrative Assistant	37.5	Non-Exempt	1,043.96	1,296.83

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Department: Building				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Building Commissioner	40	Exempt	2,877.92	3,168.76
Deputy Building Commissioner	37.5	Non-Exempt	2,011.11	2,502.29
Inspector I	37.5	Non-Exempt	1,904.53	2,295.00
Inspector II	37.5	Non-Exempt	1,785.00	2,198.81
Administrative Assistant	37.5	Non-Exempt	1,491.37	1,852.62
Rental Housing Assistant	37.5	Non-Exempt	1,150.00	1,522.71

Department: Information Technology				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Information Technology Manager	37.5	Exempt	1,384.62	1,615.39
Sr. IT Specialist	37.5	Non-Exempt	1,153.85	1,384.62
IT Specialist	37.5	Non-Exempt	807.70	1,038.46
IT Support Technician	37.5	Non-Exempt	1,059.53	1,346.16

Department: Fire - Civilians				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Lead Inspector/Investigator	40	Non-Exempt	2,099.07	2,543.80
Administrative Assistant	37.5	Non-Exempt	1,149.76	1,568.76

Department: Police - Civilians					
Position	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Administrative Assistant	35	Non-Exempt	0.00	1,582.39	1,709.82
Systems Manager	37.5	Non-Exempt	0.00	1,582.39	1,709.82
Data Processor	37.5	Non-Exempt	0.00	1,407.66	1,516.53
Communications Center Supervisor	40	Non-Exempt	0.00	2,078.23	2,249.78
Assistant Communications Center Supervisor	40	Non-Exempt	0.00	1,719.15	1,872.15
Patrol Dispatcher	40	Non-Exempt	0.00	1,673.07	1,826.07
Probationary Patrol Dispatcher	40	Non-Exempt	0.00	1,533.61	N/A
Neighborhood Resource Supervisor	37.5	Non-Exempt	700.00	2,078.23	2,249.78
Neighborhood Resource Officer	37.5	Non-Exempt	700.00	1,644.25	2,062.75
Property & Evidence Manager/Programs Director	37.5	Non-Exempt	0.00	1,644.25	2,062.75
Maintenance Technician	37.5	Non-Exempt	700.00	1,533.61	1,952.10
School Crossing Guard	Paid \$31.45 Per Day				

SEE ADDITIONAL STATEMENTS

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Department: Police - Sworn Officers					
Rank	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Maximum	Position
Chief	40	Exempt	1,500.00	3,205.95	Chief
Deputy Chief	40	Exempt	1,500.00	3,033.77	Commander of Traffic & Operations
Captain	a	Exempt	1,500.00	2,887.81	Patrol, Captain of
					Investigations, Captain of
					Special Services, Captain of
Lieutenant	a	Exempt	1,500.00	2,778.49	Patrol, Lieutenant of
					Investigations, Lieutenant of
					Special Services, Lieutenant of
Sergeant	a	Non-Exempt	1,500.00	2,662.58	Patrol, Sergeant of
					Investigations, Sergeant of
					Special Services, Sergeant of
Detective	a	Non-Exempt	1,500.00	2,527.24	Detective
Officer	a	Non-Exempt	1,500.00	2,413.62	Police Officer, First Class
			1,500.00	2,287.54	Police Officer, Second Class
			0.00	2,099.07	Police Officer, Probationary

a – Based on a 28-day tour of duty.
SEE ADDITIONAL STATEMENTS

Department: Fire - Sworn Firefighters					
Rank	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Maximum	Position
Chief	40	Exempt	1,500.00	3,205.95	Chief
Deputy Chief	40	Exempt	1,500.00	3,033.77	Deputy Chief
Battalion Chief	b	Non-Exempt	1,500.00	2,838.98	Battalion Chief
Captain	b	Non-Exempt	1,500.00	2,682.90	Captain
Lieutenant	b	Non-Exempt	1,500.00	2,577.46	Lieutenant
					Training, Lieutenant of
Firefighter	b	Non-Exempt	1,500.00	2,413.62	Firefighter, First Class
				2,287.54	Firefighter, Second Class
				0.00	2,099.07
Additional Duties	b	Non-Exempt	0.00	188.07	Mechanic
				121.39	OSHA Coordinator

b – Based upon a 27-day tour of duty.
SEE ADDITIONAL STATEMENTS

PENSION FUNDS

The Police Pension Secretary and the Fire Pension Secretary are each paid \$282.07 monthly.

Department: Development/EDIT				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Director of Development	40	Exempt	1,438.98	1,584.39
Community Development & Communication Manager	37.5	Non-Exempt	1,807.70	2,115.39
Neighborhood Vitality	37.5	Non-Exempt	1,337.42	1,595.24
Economic Development Administrative Aide	37.5	Non-Exempt	1,183.36	1,282.36

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Department: Street, Sanitation and Recycling/MVH					
Position	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Street Commissioner	40	Exempt	600.00	2,302.34	2,535.02
Assistant Street Commissioner	40	Exempt	600.00	2,673.61	2,804.95
Administrative Assistant	40	Non-Exempt	0.00	574.88	882.70
Traffic Technician Foreman	40	Non-Exempt	600.00	1,611.36	2,523.93
Fleet Manager	40	Non-Exempt	0.00	805.68	1,258.91
Mechanic/Equipment Operator	40	Non-Exempt	0.00	805.68	1,047.80
Traffic Maintenance/Equipment Operator	40	Non-Exempt	600.00	1,611.36	2,095.60
Equipment Operator/Laborer	40	Non-Exempt	600.00	1,611.36	2,095.60
Equipment Operator/Laborer (75%)	40	Non-Exempt	450.00	1,208.52	1,571.70

SEE ADDITIONAL STATEMENTS

Department: Parks and Recreation					
Position	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Superintendent	40	Exempt	0.00	2,877.92	3,168.76
Assistant Superintendent	37.5	Exempt	0.00	2,471.54	2,696.82
Parks Director	40	Exempt	600.00	1,818.30	2,240.97
Recreation Director	37.5	Non-Exempt	0.00	1,818.30	2,240.97
Lilly Nature Center Director	40	Non-Exempt	600.00	1,818.30	2,240.97
Administrative Assistant	37.5	Non-Exempt	0.00	1,568.76	1,744.17
Claims/Grants Administrator	37.5	Non-Exempt	0.00	1,409.10	1,568.75
Trails Manager	40	Non-Exempt	600.00	1,634.99	1,897.85
Maintenance Technician I	40	Non-Exempt	600.00	1,634.99	1,897.85
Maintenance Technician II	40	Non-Exempt	600.00	1,525.58	1,602.29

Department: Health and Wellness Center					
Position	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Wellness Center Director	40	Exempt	0.00	2,275.40	2,471.54
Membership & Marketing Director	40	Exempt	0.00	1,818.30	2,240.97
Wellness Coordinator	40	Non-Exempt	0.00	1,568.76	1,807.70
Aquatics Coordinator	40	Non-Exempt	0.00	1,568.76	1,807.70
Maintenance Technician I	40	Non-Exempt	600.00	1,634.99	1,897.85

Additional Statements Related to the Street, Sanitation and Recycling Department:

- Employee pay will be increased based on the below Step-Increase Program schedule. The Step-Increase Program is for qualified Driver/Collector and Equipment Operator/Laborer positions in Sanitation, WWTU Collections and the Pollution Prevention/Stormwater areas of the Street, Sanitation and Recycling Department.

Initiation New Hire	Step 1 1 Year (5% Increase)	Step 2 3 Year (6% Increase)	Step 3 5 Year (6% Increase)	Maximum
\$1,611.36	\$1,691.93	\$1,793.45	\$1,901.06	\$2,095.60

Additional Statements Related to the Fire Department:

- The hourly rate for all non-exempt firefighters shall be calculated by dividing the annual salary by 13.5 and by 204 per the Fair Labor Standards Act guidelines.
- Firefighters who work on Thanksgiving Day and/or December 25th will be compensated at the rate of two and one half times for hours worked.
- A firefighter assigned as the Compliance Master will receive \$466.23 additional annual compensation.
- A firefighter assigned as a Shift Training Instructor will receive \$611.79 additional annual compensation.
- The Mechanic position may be filled by one or prorated among more than one firefighter.

Additional Statements Related to the Fire Department (continued):

6. Non-exempt firefighters will be compensated, at their current overtime rate, for the following required hours; emergency call-backs, an emergency incident requiring him/her to remain past the regular duty schedule, staffing a station to meet the minimum prescribed manpower levels, training that qualifies for reimbursement and/or IN Department of Homeland Security District 4 deployments. Voluntary training is excluded.
7. The Firefighter Retirement Entitlements Policy outlines a retiring firefighters final benefits. (WLFDD Sec 2.20)

Additional Statements Related to the Police Department:

1. The hourly rate for all non-exempt police officers will be calculated by dividing the annual salary by 13 and by 160 per the Fair Labor Standards Act guidelines.
2. An officer or a patrol dispatcher assigned to a shift of 6:00 p.m. to 6:00 a.m. will receive an additional \$0.50 per hour in shift differential compensation. Probationary officers and patrol dispatchers are not eligible for shift differentials.
3. Police officers and patrol dispatchers who work on Thanksgiving Day and/or December 25th will be compensated at the rate of two and one half times for hours worked.
4. Officers assigned as Technicians will receive \$2,429.96 additional annual compensation.
5. The Specialty Field Compensation Policy outlines officers will receive \$250.00 annual compensation per specialty field with a maximum payment of two (2) specialty fields, or \$500.00, per officer. Officers are eligible if certified members of the following specialty fields, teams, or units: Special Response Team, Hostage Negotiation Team, Field Training Unit, Crash Reconstruction Unit, ILEA Generalist Instructor, ILEA Psycho-motor Skills Instructor, RAD Instructor, STOPS Instructor, Drug Recognition Expert, Polygraph Operator, Narcotics Unit Members, Dispatch Training Officer, or is Foreign Language Speaking. (WLPD Policy 1012.1)
6. The Specialty Field Compensation Policy outlines that the Field Training Coordinator will receive \$250.00 annual compensation. (WLPD Policy 1012.1)
7. A certified Field Training Officer (FTO) who facilitates the field training of a new officer will receive \$250.00 for each completed four-week training session.
8. The IDACS Coordinator Compensation Policy outlines the personnel assigned as IDACS Coordinator or IDACS Assistant Coordinator will receive a \$300.00 annual compensation. (WLPD Policy 1024.1)
9. The Police Officer Retirement Entitlements Policy outlines a retiring police officers final benefits. (WLPD Policy 208.1)

SECTION 2.

The hourly rate for all non-exempt full-time civilian employees will be calculated by dividing the biweekly salary by the number of hours of two regularly scheduled workweeks for such employee.

SECTION 3.

The part-time personnel salary range will be a minimum of \$7.25/hour to a maximum of \$30.00/hour, subject to the approval of the Board of Public Works and Safety.

SECTION 4.

In addition to holiday pay, all employees working on Thanksgiving Day or December 25th will be compensated at the rate of two times for hours worked either by pay or compensatory time. In addition to holiday pay, employees working on all other designated City holidays will be compensated at the rate one and one-half times for hours worked either by pay or compensatory time. Departmental policy will specify whether non-exempt employees will receive pay or compensatory time for hours worked on a designated City holiday. Exempt employees will receive compensatory time only for hours worked on a designated City holiday. This section does not apply to department heads, sworn police officers, police patrol dispatchers, and sworn firefighters.

SECTION 5.

Clothing allowances will be paid two times a year (the date to be decided by the City Controller) to designated employees.

SECTION 6.

The payroll week will be the calendar week beginning Saturday and ending Friday. The payroll period will consist of two (2) consecutive weeks. The pay date will be the Friday after the end of the payroll period.

SECTION 7.

This ordinance will be effective for, and including, the payment date beginning January 1, 2021, and will continue through the payment date ending December 31, 2021.

SECTION 8.

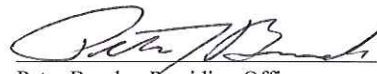
That this ordinance will be in full force and effect from and after its passage and signing by the Mayor.

INTRODUCED ON FIRST READING ON THE 8 DAY OF September, 2020.

MOTION TO ADOPT MADE BY COUNCILOR DeBoer, AND SECONDED BY COUNCILOR Thomas.

DULY ORDAINED, PASSED, AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA, ON THE 5 DAY OF October, 2020, HAVING BEEN PASSED BY A VOTE OF 9 IN FAVOR AND 0 OPPOSED, THE ROLL CALL VOTE BEING:

	AYE	NAY	ABSENT	ABSTAIN
Blanco	✓			
Bunder	✓			
DeBoer	✓			
Kang	✓			
Leverenz	✓			
Parker	✓			
Sanders	✓			
Thomas	✓			
Wang	✓			


Peter Bunder, Presiding Officer




Attest:

Sana G. Booker, Clerk

PRESENTED BY ME TO THE MAYOR OF THE CITY OF WEST LAFAYETTE, INDIANA ON THE 6 DAY OF October, 2020.


Sana G. Booker, Clerk

THIS ORDINANCE APPROVED AND SIGNED BY ME ON THE 6 DAY OF October, 2020.


John R. Dennis, Mayor



Attest:

Sana G. Booker, Clerk