

Ordinance No 04-18

Presented by the Controller

AN ORDINANCE TO AMEND ORDINANCE NO. 24-17 (AMENDED), TO FIX THE 2018 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 2018, 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 2018, 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 | 1,454.20 | 1,764.49 |

| Department: CLERK | | | | |
|-------------------|----------------------|------------|-----------------------|-----------------------|
| Position | # Hours/ Workweek | FLSA | Biweekly (\$) Minimum | Biweekly (\$) Maximum |
| 1st Deputy Clerk | 37.5 | Non-Exempt | 1,710.82 | 1,881.80 |
| Deputy Clerk | 37.5 | Non-Exempt | 1,379.17 | 1,591.35 |

| Department: HUMAN RESOURCES | | | | |
|-----------------------------|----------------------|------------|-----------------------|-----------------------|
| Position | # Hours/ Workweek | FLSA | Biweekly (\$) Minimum | Biweekly (\$) Maximum |
| Human Resources Director | 40 | Exempt | 1,655.64 | 1,853.79 |
| Human Resources Manager | 37.5 | Non-Exempt | 1,980.77 | 2,456.16 |

| Department: FINANCE | | | | |
|--------------------------|----------------------|---------------|-----------------------|-----------------------|
| Position | # Hours/ Workweek | FLSA | Biweekly (\$) Minimum | Biweekly (\$) Maximum |
| Controller | 40 | Exempt | 1,713.77 | 1,909.62 |
| Deputy Controller | 37.5 | Exempt | 1,200.00 | 1,431.00 |
| Accounting I | 37.5 | Non-Exempt | 93.81 | 1,618.04 |
| Accounting II | 37.5 | Non-Exempt | 126.94 | 1,967.72 |
| Accounting III | 37.5 | Non-Exempt | 158.94 | 2,317.40 |

| Department: ENGINEERING | | | | |
|--------------------------------------|----------------------|------------|-----------------------|-----------------------|
| Position | # Hours/ Workweek | FLSA | Biweekly (\$) Minimum | Biweekly (\$) Maximum |
| Public Works Director | 40 | Exempt | 1,485.84 | 1,656.13 |
| City Engineer | 40 | Exempt | 1,433.12 | 1,591.98 |
| Project Engineer | 37.5 | Exempt | 1,599.71 | 2,105.64 |
| Building Commissioner | 40 | Exempt | 2,759.40 | 3,038.27 |
| Deputy Building Commissioner | 37.5 | Non-Exempt | 1,928.29 | 2,399.25 |
| Inspector I | 37.5 | Non-Exempt | 1,826.10 | 2,271.59 |
| Business Manager/Permits Coordinator | 37.5 | Non-Exempt | 917.68 | 1,082.12 |
| Administrative Assistant | 37.5 | Non-Exempt | 714.98 | 888.16 |

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| Department: INFORMATION TECHNOLOGY | | | | |
|------------------------------------|----------------------|------------|-----------------------|-----------------------|
| Position | # Hours/ Workweek | FLSA | Biweekly (\$) Minimum | Biweekly (\$) Maximum |
| Information Technology Director | 40 | Exempt | 1,623.18 | 1,804.33 |
| IT Systems Administrator | 37.5 | Non-Exempt | 1,195.10 | 1,418.57 |
| Network Administrator | 37.5 | Non-Exempt | 1,195.10 | 1,467.57 |

| Department: FACILITIES | | | | |
|------------------------|----------------------|--------|-----------------------|-----------------------|
| Position | # Hours/ Workweek | FLSA | Biweekly (\$) Minimum | Biweekly (\$) Maximum |
| Facilities Director | 40 | Exempt | 2,759.40 | 3,038.27 |

| Department: POLICE (Sworn Officers) | | | | |
|--|----------------------|-------------------|----------------------------------|-----------------------|
| Position | # Hours/ Workweek | FLSA | Annually (\$) Clothing Allowance | Biweekly (\$) Maximum |
| Chief | 40 | Exempt | 1,500.00 | 3,073.93 |
| Deputy Chief/Commander of Traffic and Operations | 40 | Exempt | 1,500.00 | 2,908.83 |
| Captain of Patrol | a | Exempt | 1,500.00 | 2,768.89 |
| Captain of Special Services | a | Exempt | 1,500.00 | 2,768.89 |
| Captain of Investigations | a | Exempt | 1,500.00 | 2,768.89 |
| Lieutenant of Patrol | a | Exempt | 1,500.00 | 2,664.07 |
| Lieutenant of Investigations | a | Exempt | 1,500.00 | 2,664.07 |
| Lieutenant of Special Services | a | Exempt | 1,500.00 | 2,664.07 |
| Sergeant of Patrol | a | Non-Exempt | 1,500.00 | 2,552.93 |
| Sergeant of Investigations | a | Non-Exempt | 1,500.00 | 2,552.93 |
| Sergeant of Traffic | a | Non-Exempt | 1,500.00 | 2,552.93 |
| Sergeant of Special Services | a | Non-Exempt | 1,500.00 | 2,552.93 |
| Detective | a | Non-Exempt | 1,500.00 | 2,423.17 |
| Police Officer, First Class | a | Non-Exempt | 1,500.00 | 2,314.22 |
| Police Officer, Second Class | a | Non-Exempt | 1,500.00 | 2,193.34 |
| Probationary Officer, First Year | a | Non-Exempt | 0.00 | 2,012.63 |

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

| Department: POLICE (Civilians) | | | | | |
|---|----------------------|------------|----------------------------------|-----------------------|-----------------------|
| Position | # Hours/ Workweek | FLSA | Annually (\$) Clothing Allowance | Biweekly (\$) Minimum | Biweekly (\$) Maximum |
| Administrative Assistant | 35 | Non-Exempt | 0.00 | 1,517.22 | 1,639.40 |
| Systems Manager | 37.5 | Non-Exempt | 0.00 | 1,517.22 | 1,639.40 |
| Data Processor | 37.5 | Non-Exempt | 0.00 | 1,349.69 | 1,454.07 |
| Communications Center Supervisor | 40 | Non-Exempt | 0.00 | 1,992.65 | 2,157.13 |
| Assistant Communications Center Supervisor | 40 | Non-Exempt | 0.00 | N/A | 1,648.35 |
| Patrol Dispatcher | 40 | Non-Exempt | 0.00 | N/A | 1,604.17 |
| Probationary Patrol Dispatcher | 40 | Non-Exempt | 0.00 | 1,470.45 | N/A |
| Neighborhood Resource Supervisor | 37.5 | Non-Exempt | 700.00 | 1,992.65 | 2,157.13 |
| Neighborhood Resource Officer | 37.5 | Non-Exempt | 700.00 | 1,576.54 | 1,977.80 |
| Property & Evidence Manager/Programs Director | 37.5 | Non-Exempt | 0.00 | 1,576.54 | 1,977.80 |
| Maintenance Technician | 37.5 | Non-Exempt | 700.00 | 1,470.45 | 1,871.71 |
| School Crossing Guard | Paid \$31.45 Per Day | | | | |

SEE ADDITIONAL STATEMENTS

Ordinance No 04-18, 2018 City Salary Ordinance (continued)

| Department: FIRE (Sworn Firefighters) | | | | |
|---------------------------------------|----------------------|-------------------|----------------------------------|-----------------------|
| Position | # Hours/ Workweek | FLSA | Annually (\$) Clothing Allowance | Biweekly (\$) Maximum |
| Chief | 40 | Exempt | 1,500.00 | 3,073.93 |
| Deputy Chief/Operations | 40 | Exempt | 1,500.00 | 2,908.83 |
| Assistant Chief – Shift Commander | b | Non-Exempt | 1,500.00 | 2,722.06 |
| Captain | b | Non-Exempt | 1,500.00 | 2,572.41 |
| Lieutenant | b | Non-Exempt | 1,500.00 | 2,471.32 |
| Lieutenant of Training | b | Non-Exempt | 1,500.00 | 2,471.32 |
| Firefighter, First Class | b | Non-Exempt | 1,500.00 | 2,314.22 |
| Firefighter, Second Class | b | Non-Exempt | 1,500.00 | 2,193.34 |
| Entry Level Firefighter, First Year | b | Non-Exempt | 0.00 | 2,012.63 |
| | | | | 180.32 |
| Mechanic | b | Non-Exempt | 0.00 | 180.31 |
| OSHA Coordinator | b | Non-Exempt | 0.00 | 116.39 |

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

| Department: FIRE (Civilians) | | | | |
|--|----------------------|------------|-----------------------|-----------------------|
| Position | # Hours/ Workweek | FLSA | Biweekly (\$) Minimum | Biweekly (\$) Maximum |
| Lead Inspector/Investigator | 40 | Non-Exempt | 2,012.63 | 2,439.04 |
| Administrative Assistant | 37.5 | Non-Exempt | 1,102.42 | 1,504.16 |
| Director of Rental Housing Inspections | 37.5 | Exempt | 1,116.09 | 1,426.42 |
| Inspector | 37.5 | Non-Exempt | 1,700.79 | 1,992.63 |
| Financial and Code Assistant | 37.5 | Non-Exempt | 1,312.37 | 1,501.43 |

PENSION FUNDS

The Police Pension Secretary and the Fire Pension Secretary are each paid \$270.45 monthly.

| Department: DEVELOPMENT/EDIT | | | | |
|--|----------------------|------------|-----------------------|-----------------------|
| Position | # Hours/ Workweek | FLSA | Biweekly (\$) Minimum | Biweekly (\$) Maximum |
| Director of Development | 40 | Exempt | 1,379.71 | 1,519.14 |
| | | | 963.69 | 1,165.43 |
| Quality of Life | 37.5 | Exempt | 1,638.27 | 1,981.24 |
| Neighborhood Vitality | 37.5 | Non-Exempt | 1,282.35 | 1,529.55 |
| Economic Development Administrative Aide | 37.5 | Non-Exempt | 1,134.61 | 1,229.54 |

| Department: STREET, SANITATION AND RECYCLING/MVH | | | | | |
|--|----------------------|------------|----------------------------------|-----------------------|-----------------------|
| Position | # Hours/ Workweek | FLSA | Annually (\$) Clothing Allowance | Biweekly (\$) Minimum | Biweekly (\$) Maximum |
| Street Commissioner | 40 | Exempt | 600.00 | 2,207.52 | 2,430.62 |
| Assistant Street Commissioner | 40 | Exempt | 600.00 | 2,563.51 | 2,689.44 |
| Administrative Assistant | 40 | Non-Exempt | 0.00 | 551.21 | 752.09 |
| Fleet Manager/Operator | 40 | Non-Exempt | 300.00 | 772.50 | 1,207.05 |
| | | | | 1,545.00 | |
| Foreman/Equipment Operator | 40 | Non-Exempt | 600.00 | 1,397.64 | 2,414.09 |
| | | | | 1,545.00 | |
| Mechanic/Equipment Operator | 40 | Non-Exempt | 600.00 | 1,397.62 | 2,246.08 |
| | | | | 1,545.00 | |
| Traffic Technician/Foreman | 40 | Non-Exempt | 600.00 | 1,397.62 | 2,414.09 |
| Traffic Maintenance/Equipment Operator | 40 | Non-Exempt | 600.00 | 1,545.00 | 2,125.09 |
| Equipment Operator/Laborer | 40 | Non-Exempt | 600.00 | 1,545.00 | 2,009.29 |
| Equipment Operator/Laborer (75%) | 40 | Non-Exempt | 450.00 | 1,158.75 | 1,506.97 |

SEE ADDITIONAL STATEMENTS

Ordinance No 04-18, 2018 City Salary Ordinance (continued)

| Department: PARKS AND RECREATION | | | | | |
|----------------------------------|----------------------|------------|----------------------------------|-----------------------|-----------------------|
| Position | # Hours/ Workweek | FLSA | Annually (\$) Clothing Allowance | Biweekly (\$) Minimum | Biweekly (\$) Maximum |
| Superintendent | 40 | Exempt | 0.00 | 2,759.40 | 3,038.27 |
| Assistant Superintendent | 37.5 | Exempt | 0.00 | 2,464.75 | 2,585.76 |
| Parks Director | 40 | Exempt | 600.00 | 1,743.42 | 2,148.68 |
| Recreation Director | 37.5 | Exempt | 0.00 | 1,743.42 | 2,148.68 |
| Morton Center Director | 37.5 | Non-Exempt | 0.00 | 1,743.42 | 2,148.68 |
| Lilly Nature Center Director | 40 | Non-Exempt | 600.00 | 1,743.42 | 2,148.68 |
| Skating Center and Pool Manager | 40 | Non-Exempt | 0.00 | 1,643.54 | 1,722.64 |
| Trails Manager | 40 | Non-Exempt | 600.00 | 1,567.66 | 1,680.39 |
| Administrative Assistant | 37.5 | Non-Exempt | 0.00 | 1,504.16 | 1,672.34 |
| Claims/Grants Administrator | 37.5 | Non-Exempt | 0.00 | 1,351.07 | 1,504.15 |
| Morton Administrative Assistant | 37.5 | Non-Exempt | 0.00 | 1,504.16 | 1,643.54 |
| Maintenance Technician I | 40 | Non-Exempt | 600.00 | 1,567.66 | 1,819.70 |
| Maintenance Technician II | 40 | Non-Exempt | 600.00 | 1,462.76 | 1,536.30 |

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/Processor and Equipment Operator/Laborer positions in Sanitation, WWTU Collections and the Pollution Prevention 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 |
|--------------------------|-----------------------------------|-----------------------------------|-----------------------------------|------------|
| \$1,545.00 | \$1,622.25 | \$1,719.59 | \$1,822.76 | \$2,009.29 |

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.
- 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.
- The Firefighter Retirement Entitlements Policy outlines a retiring firefighters final benefits. (WLFDD Sec 2.20)

Additional Statements Related to the Police Department:

- 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.
- 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.
- 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.
- Officers assigned as Technicians will receive \$2,429.96 additional annual compensation.
- 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)
- The Specialty Field Compensation Policy outlines that the Field Training Coordinator will receive \$250.00 annual compensation. (WLPD Policy 1012.1)

Additional Statements Related to the Police Department: (continued)

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 \$25.00/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 pay period beginning December 16, 2017, and will continue through the pay period ending December 14, 2018.

SECTION 8.

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

Ordinance No 04-18, 2018 City Salary Ordinance (continued)

INTRODUCED ON FIRST READING ON THE 2 DAY OF April, 2018.

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

DULY ORDAINED, PASSED, AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA, ON THE 2 DAY OF April, 2018, HAVING BEEN PASSED BY A VOTE OF 9 IN FAVOR AND 0 OPPOSED, THE ROLL CALL VOTE BEING:

| | AYE | NAY | ABSENT | ABSTAIN |
|----------|-----|-----|--------|---------|
| Bunder | | | | |
| DeBoer | | | | |
| Dietrich | | | | |
| Jones | | | | |
| Keen | | | | |
| Leverenz | | | | |
| Sanders | | | | |
| Thomas | | | | |
| Wang | | | | |


Peter Bunder, Presiding Officer

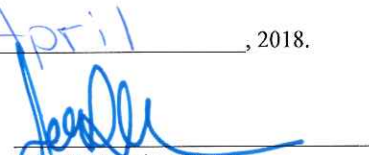
Attest:


Sana G. Booker, Clerk

PRESENTED BY ME TO THE MAYOR OF THE CITY OF WEST LAFAYETTE, INDIANA ON THE 5 DAY OF April, 2018.


Sana G. Booker, Clerk

THIS ORDINANCE APPROVED AND SIGNED BY ME ON THE 5 DAY OF April, 2018.


John R. Dennis, Mayor

Attest:


Sana G. Booker, Clerk