

**Ordinance No 24-18[Amended]****AN ORDINANCE TO SET THE 2019 SALARY SCHEDULE FOR THE WASTEWATER TREATMENT UTILITY AS SUBMITTED BY THE BOARD OF PUBLIC WORKS AND SAFETY FOR APPROVAL BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA**

WHEREAS, the Board of Public Works and Safety of the City of West Lafayette, Indiana, hereby fixes the salary schedule for appointed officers and employees working with the Wastewater Treatment Utility of the City of West Lafayette, Indiana, for the year 2019, and requests that such salary ranges for each position be approved by the Common Council. 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 2019, the salary schedule for the appointed officers and employees with Wastewater Treatment Utility of the City of West Lafayette, Indiana, be fixed as follows:

| <b>Operations</b>                               |                      |            |                          |                          |
|---|----------------------|------------|--------------------------|--------------------------|
| Position  | # Hours/<br>Workweek | FLSA       | Biweekly (\$)<br>Minimum | Biweekly (\$)<br>Maximum |
| Utility Director                                | 40                   | Exempt     | 2,828.39                 | 3,114.23                 |
| Superintendent                                  | 40                   | Exempt     | 2,740.26                 | 2,932.09                 |
| Maintenance Supervisor                          | 40                   | Exempt     | 2,071.64                 | 2,714.82                 |
| Operations Supervisor                           | 40                   | Exempt     | 2,071.64                 | 2,623.08                 |
| Information Services/Instrumentation Technician | 40                   | Non-Exempt | 1,757.67                 | 2,282.77                 |
| Laboratory Manager                              | 40                   | Exempt     | 1,997.46                 | 2,495.98                 |
| Administrative Assistant                        | 40                   | Non-Exempt | 1,318.85                 | 1,732.26                 |
| Operator  | 40                   | Non-Exempt | 1,375.69                 | 1,997.98                 |
| Maintenance/Operator                            | 40                   | Non-Exempt | 1,375.69                 | 1,997.98                 |
| Laboratory Technician                           | 40                   | Non-Exempt | 1,375.69                 | 1,940.11                 |
| Collections Systems/GIS Supervisor              | 40                   | Exempt     | 2,071.64                 | 2,672.62                 |

SEE ADDITIONAL STATEMENTS

| <b>Collection System</b>   |                      |            |                                      |                          |                          |
|----------------------------|----------------------|------------|--------------------------------------|--------------------------|--------------------------|
| Position                   | # Hours/<br>Workweek | FLSA       | Annual (\$)<br>Clothing<br>Allowance | Biweekly (\$)<br>Minimum | Biweekly (\$)<br>Maximum |
| Collection System Foreman  | 40                   | Non-Exempt | 600.00                               | 1,583.64                 | 2,474.44                 |
| Assistant Foreman          | 40                   | Non-Exempt | 600.00                               | 1,583.64                 | 2,266.98                 |
| Equipment Operator/Laborer | 40                   | Non-Exempt | 600.00                               | 1,583.64                 | 2,059.52                 |
| Inspector                  | 40                   | Non-Exempt | 600.00                               | 1,583.64                 | 2,214.22                 |

SEE ADDITIONAL STATEMENTS

| <b>Sanitation</b>        |                      |            |                                      |                          |                          |
|--------------------------|----------------------|------------|--------------------------------------|--------------------------|--------------------------|
| Position                 | # Hours/<br>Workweek | FLSA       | Annual (\$)<br>Clothing<br>Allowance | Biweekly (\$)<br>Minimum | Biweekly (\$)<br>Maximum |
| Sanitation Foreman       | 40                   | Non-Exempt | 600.00                               | 1,583.64                 | 2,474.44                 |
| Driver/Collector         | 40                   | Non-Exempt | 600.00                               | 1,583.64                 | 2,059.52                 |
| Administrative Assistant | 40                   | Non-Exempt | 0.00                                 | 564.99                   | 865.39                   |

SEE ADDITIONAL STATEMENTS

| <b>Pollution Prevention/Stormwater</b> |                      |            |                                      |                          |                          |
|--|----------------------|------------|--------------------------------------|--------------------------|--------------------------|
| Position                               | # Hours/<br>Workweek | FLSA       | Annual (\$)<br>Clothing<br>Allowance | Biweekly (\$)<br>Minimum | Biweekly (\$)<br>Maximum |
| Stormwater Foreman                     | 40                   | Non-Exempt | 600.00                               | 1,583.64                 | 2,474.44                 |
| Fleet Manager                          | 40                   | Non-Exempt | 300.00                               | 791.82                   | 1,237.23                 |
| Equipment Operator/Laborer             | 40                   | Non-Exempt | 600.00                               | 1,583.64                 | 2,059.52                 |
| Equipment Operator/Laborer (25%)       | 40                   | Non-Exempt | 150.00                               | 395.91                   | 514.88                   |

SEE ADDITIONAL STATEMENTS

Ordinance No 24-18, 2018 WWTU Salary Ordinance (continued)

From the revenues of the Wastewater Treatment Utility of the City of West Lafayette, Indiana, additional compensation will be paid to certain officials and employees for services connected with the operation of the Wastewater Treatment Utility as follows:

| Position                                 | # Hours/<br>Workweek | FLSA       | Biweekly (\$) Minimum | Biweekly (\$) Maximum |
|--|----------------------|------------|-----------------------|-----------------------|
| Mayor                                    | -                    | Exempt     | -                     | 1,495.93              |
| Clerk                                    | -                    | Exempt     | -                     | 923.08                |
| Controller                               | 40                   | Exempt     | 1,171.08              | 1,304.91              |
| Accounting I                             | 37.5                 | Non-Exempt | 96.16                 | 1,658.49              |
| Accounting II                            | 37.5                 | Non-Exempt | 130.11                | 2,016.91              |
| Accounting III                           | 37.5                 | Non-Exempt | 162.91                | 2,375.34              |
| Mayor's Administrative Assistant         | 37.5                 | Non-Exempt | 263.04                | 319.17                |
| Human Resources Director                 | 40                   | Exempt     | 1,131.36              | 1,266.76              |
| Human Resources Manager                  | 37.5                 | Non-Exempt | 1,015.15              | 1,258.78              |
| Information Technology Director          | 40                   | Exempt     | 1,109.17              | 1,232.96              |
| IT Systems Administrator                 | 37.5                 | Non-Exempt | 816.65                | 969.35                |
| Network Administrator                    | 37.5                 | Non-Exempt | 816.65                | 1,002.84              |
| Public Works Director                    | 40                   | Exempt     | 1,522.99              | 1,697.54              |
| City Engineer                            | 40                   | Exempt     | 1,468.95              | 1,631.78              |
| Assistant City Engineer                  | 37.5                 | Exempt     | 2,025.56              | 2,885.91              |
| Stormwater Inspector                     | 37.5                 | Non-Exempt | 1,848.62              | 2,261.84              |
| Project Engineer                         | 37.5                 | Exempt     | 409.93                | 539.57                |
| Business Manager/Permits Coordinator     | 37.5                 | Non-Exempt | 940.62                | 1,109.18              |
| Administrative Assistant (Engineering)   | 37.5                 | Non-Exempt | 439.71                | 546.22                |
| Director of Development                  | 40                   | Exempt     | 1,414.21              | 1,557.12              |
| Deputy Director of Development           | 37.5                 | Exempt     | 1,123.92              | 1,320.72              |
| Economic Development Administrative Aide | 37.5                 | Exempt     | 387.66                | 420.09                |
| Director of Rental Housing Inspections   | 37.5                 | Exempt     | 286.00                | 365.52                |
| Street Commissioner                      | 40                   | Exempt     | 565.68                | 622.85                |

Additional Statements Related to the WWTU Department:

- Employees assigned to work any hours on the 2nd shift will receive an additional \$0.25 per hour compensation. Employees assigned to work any hours on the 3rd shift will receive an additional \$0.50 per hour compensation.
- Employee pay will be increased for each Sacramento course passed and each level of IDEM Certification achieved according to the following schedules. The Board of Works will approve all pay increases upon presentation of Certification. For Sacramento courses, pay increases will be retroactive to the first day of the month specified on the Certification of Completion for each Sacramento course. For IDEM Certifications, pay increases will be retroactive to date of the IDEM examination. An employee will be paid for the total of all courses and/or certification levels achieved. Any incentive pay, certification and/or home study courses may be in addition to the salary and pay schedule listed above.

Schedule of Sacramento Course Pay

\$250.00 each course, up to four (4) courses

Schedule of IDEM Certification Pay

Class I, Class II, Class III, Class IV - \$1,000.00 per class passed

Class A, Class B, Class C, Class D - \$125.00 per class passed

- Operations employees receive a 30-minute paid lunch period. This 30-minute paid lunch period will be considered hours worked for the computation of overtime pay or earning compensatory time.

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<br>New Hire | Step 1<br>1 Year<br>(5% Increase) | Step 2<br>3 Year<br>(6% Increase) | Step 3<br>5 Year<br>(6% Increase) | Maximum    |
|------------------------|-----------------------------------|-----------------------------------|-----------------------------------|------------|
| \$1,583.64             | \$1,662.82                        | \$1,762.59                        | \$1,868.35                        | \$2,059.52 |

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.

SECTION 5.

Clothing allowance 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 15, 2018 and will continue through the pay period ending December 13, 2019.

SECTION 8.

This Ordinance shall be in full force and effect from and after its passage and signing by the Mayor.

Ordinance No 24-18, 2018 WWTU Salary Ordinance (continued)

INTRODUCED ON FIRST READING ON THE 10 DAY OF September, 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 1 DAY OF October, 2018, HAVING BEEN PASSED BY A VOTE OF 7 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

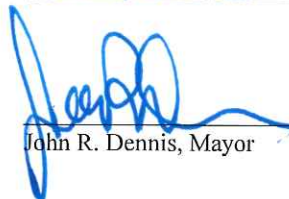
Attest:

  
Sana G. Booker, Clerk

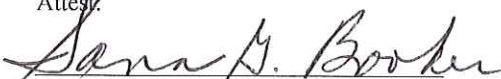
PRESENTED BY ME TO THE MAYOR OF THE CITY OF WEST LAFAYETTE, INDIANA ON THE 4 DAY OF October, 2018.

  
Sana G. Booker, Clerk

THIS ORDINANCE APPROVED AND SIGNED BY ME ON THE 4 DAY OF October, 2018.

  
John R. Dennis, Mayor

Attest:

  
Sana G. Booker, Clerk