

**Ordinance No 29-18**

Prepared by the Board of Public Works

**AN ORDINANCE TO AMEND ORDINANCE NO. 24-18, TO FIX 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 I.**

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/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Utility Director	40	Exempt	2,821.49	3,106.63
Superintendent	40	Exempt	2,733.57	2,924.94
Maintenance Supervisor	40	Exempt	2,066.58	2,708.19
Operations Supervisor	40	Exempt	2,066.58	2,616.68
Information Services/Instrumentation Technician	40	Non-Exempt	1,753.38	2,277.20
Laboratory Manager	40	Exempt	1,992.59	2,489.89
Administrative Assistant	40	Non-Exempt	1,315.63	1,728.04
Operator	40	Non-Exempt	1,372.34	1,993.11
Maintenance/Operator	40	Non-Exempt	1,372.34	1,993.11
Laboratory Technician	40	Non-Exempt	1,372.34	1,935.38
Collections Systems/GIS Supervisor	40	Exempt	2,066.58	2,666.10

SEE ADDITIONAL STATEMENTS

<b>Collection System</b>					
Position	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Collection System Foreman	40	Non-Exempt	600.00	1,579.76	2,468.41
Assistant Foreman	40	Non-Exempt	600.00	1,579.76	2,261.45
Equipment Operator/Laborer	40	Non-Exempt	600.00	1,579.76	2,054.50
Inspector	40	Non-Exempt	600.00	1,579.76	2,208.81

SEE ADDITIONAL STATEMENTS

<b>Sanitation</b>					
Position	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Sanitation Foreman	40	Non-Exempt	600.00	1,579.76	2,468.41
Driver/Collector	40	Non-Exempt	600.00	1,579.76	2,054.50
Administrative Assistant	40	Non-Exempt	0.00	563.61	865.39

SEE ADDITIONAL STATEMENTS

<b>Pollution Prevention/Stormwater</b>					
Position	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Stormwater Foreman	40	Non-Exempt	600.00	1,579.76	2,468.41
Fleet Manager	40	Non-Exempt	300.00	789.89	1,234.22
Equipment Operator/Laborer	40	Non-Exempt	600.00	1,579.76	2,054.50
Equipment Operator/Laborer (25%)	40	Non-Exempt	150.00	394.94	513.63

SEE ADDITIONAL STATEMENTS

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:

Ordinance No 29-18, 2019 WWTU Salary Ordinance (continued)

Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Mayor	-	Exempt	-	1,514.66
Clerk	-	Exempt	-	897.78
Controller	40	Exempt	1,168.22	1,301.72
Accounting I	37.5	Non-Exempt	95.92	1,654.45
Accounting II	37.5	Non-Exempt	129.80	2,011.99
Accounting III	37.5	Non-Exempt	162.52	2,369.54
Mayor's Administrative Assistant	37.5	Non-Exempt	262.40	318.39
Human Resources Director	40	Exempt	1,128.60	1,263.67
Human Resources Manager	37.5	Non-Exempt	1,012.68	1,255.71
Information Technology Director	40	Exempt	1,106.47	1,229.95
IT Systems Administrator	37.5	Non-Exempt	814.66	966.99
Network Administrator	37.5	Non-Exempt	814.66	1,000.40
Public Works Director	40	Exempt	1,519.27	1,693.40
City Engineer	40	Exempt	1,465.37	1,627.80
Assistant City Engineer	37.5	Exempt	2,020.62	2,878.87
Stormwater Inspector	37.5	Non-Exempt	1,844.11	2,256.32
Project Engineer	37.5	Exempt	408.93	538.25
Business Manager/Permits Coordinator	37.5	Non-Exempt	938.33	1,106.47
Administrative Assistant (Engineering)	37.5	Non-Exempt	438.64	544.89
Director of Development	40	Exempt	1,410.76	1,553.32
Deputy Director of Development	37.5	Exempt	1,121.17	1,317.49
Economic Development Administrative Aide	37.5	Exempt	386.72	419.07
Director of Rental Housing Inspections	37.5	Exempt	285.30	364.63
Street Commissioner	40	Exempt	564.30	621.33

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 New Hire	Step 1 1 Year (5% Increase)	Step 2 3 Year (6% Increase)	Step 3 5 Year (6% Increase)	Maximum
\$1,579.76	\$1,658.75	\$1,758.28	\$1,863.78	\$2,054.50

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.

INTRODUCED ON FIRST READING ON THE 3 DAY OF December, 2018.

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

DULY ORDAINED, PASSED, AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA, ON THE 7 DAY OF January, 2019, 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	✓			

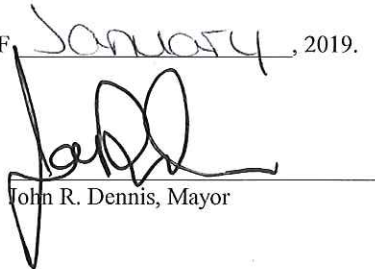
  
Peter Bunder, Presiding Officer

Attest:  
  
Sana G. Booker, Clerk

PRESENTED BY ME TO THE MAYOR OF THE CITY OF WEST LAFAYETTE, INDIANA ON THE 8 DAY OF January, 2019.

  
Sana G. Booker, Clerk

THIS ORDINANCE APPROVED AND SIGNED BY ME ON THE 8 DAY OF January, 2019.

  
John R. Dennis, Mayor

Attest:  
  
Sana G. Booker, Clerk