

Ordinance No 15-2023

Presented by the Controller

AN ORDINANCE TO AMEND ORDINANCE 31-22, TO FIX THE 2023 SALARY SCHEDULE FOR ELECTED OFFICIALS, APPOINTED OFFICERS, EMPLOYEES, MEMBERS OF THE POLICE DEPARTMENT, MEMBERS OF THE FIRE DEPARTMENT, WELLNESS CENTER, AND WASTEWATER TREATMENT UTILITY OF THE CITY OF WEST LAFAYETTE, INDIANA

WHEREAS, the Mayor of the City of West Lafayette, Indiana, hereby fixes the salary schedule for elected officials, appointed officers, employees, members of the Police Department, members of the Fire Department, Wellness Center, and Wastewater Treatment Utility of the City of West Lafayette, Indiana, for the year 2023, 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 2023, the salary schedule for the elected officials, appointed officers, employees, members of the Police Department, members of the Fire Department, Wellness Center, and Wastewater Treatment Utility of the City of West Lafayette, Indiana, be fixed as follows:

Department: Elected Officials				
Position	FLSA	Biweekly (\$) General Fund	Biweekly (\$) WWTU	Monthly (\$) General Fund
Mayor	Exempt	2,761.64	1,841.10	
Clerk	Exempt	1,569.23	1,046.16	
City Judge	Exempt	793.62		
Councilor	Exempt			1,023.25
Council President				40.00
Council APC Representative				40.00

Department: Building				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Building Commissioner	40	Exempt	3,190.13	3,576.93
Deputy Building Commissioner	37.5	Non-Exempt	2,361.54	2,773.75
Inspector	37.5	Non-Exempt	1,961.54	2,507.75
Inspector I	37.5	Non-Exempt	2,161.54	2,507.75
Inspector II	37.5	Non-Exempt	1,961.54	2,307.70
Administrative Assistant	37.5	Non-Exempt	1,540.57	2,053.59
Rental Housing Assistant	37.5	Non-Exempt	1,274.76	1,687.90

Department: Clerk				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
1st Deputy Clerk	37.5	Non-Exempt	1,977.87	2,175.54
Deputy Clerk	37.5	Non-Exempt	1,594.45	1,839.75

Department: Development/EDIT				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Director of Development	40	Exempt	3,190.13	3,576.93
Facilities Manager	37.5	Non-Exempt	2,342.55	2,756.25
Deputy Director of Development	37.5	Non-Exempt	2,447.55	2,877.00
Community Development Manager	37.5	Non-Exempt	2,003.80	2,344.88
Economic Development Administrative Aide	37.5	Non-Exempt	1,540.57	2,053.59

Department: Engineering				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
City Engineer	37.5 40	Exempt	3,461.54	3,846.16
Assistant City Engineer	37.5	Exempt	2,284.62	3,255.91
			2,500.00	3,076.93
Construction Manager	37.5	Non-Exempt	2,311.84	3,042.90

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Stormwater Specialist	37.5	Non-Exempt	2,284.62	3,042.90
Project Engineer	37.5	Non-Exempt	2,019.23	2,769.24
Department: Engineering (continued)				
Engineering Technician	37.5	Non-Exempt	1,790.64	2,216.97
Business Manager	37.5	Non-Exempt	2,131.71	2,558.07
Stormwater Inspector	37.5	Non-Exempt	2,085.05	2,551.12

Department: Finance				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Controller	40	Exempt	3,559.25	3,941.05
Deputy Controller	37.5	Exempt	2,705.78	3,109.62
Treasury Specialist	37.5	Non-Exempt	1,918.76	2,685.68
Payroll Specialist	37.5	Non-Exempt	1,535.01	2,280.43
Accounts Payable Specialist	37.5	Non-Exempt	1,535.01	2,280.43
Accounts Receivable Specialist	37.5	Non-Exempt	1,535.01	2,280.43

Department: Fire - Civilians					
Position	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Lead Inspector/Investigator	40	Non-Exempt	700.00	2,326.79	2,819.76
Administrative Assistant	37.5	Non-Exempt	0.00	1,540.57	2,053.59

Department: Fire - Sworn Firefighters					
Rank	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Maximum	Position
Chief	40	Exempt	1,500.00	3,807.70	Chief
Deputy Chief	40	Exempt	1,500.00	3,467.90	Deputy Chief
Battalion Chief	b	Non-Exempt	1,500.00	3,201.09	Battalion Chief
Captain	b	Non-Exempt	1,500.00	3,079.91	Captain
	b	Non-Exempt	1,500.00	3,079.91	Fire Inspections, Captain of
Lieutenant	40	Non-Exempt	1,500.00	2,951.42	Fire Inspections, Lieutenant of
	b	Non-Exempt	1,500.00	2,951.42	Lieutenant
Firefighter	b	Non-Exempt	1,500.00	2,675.46	Firefighter, First Class
			0.00	2,535.71	Firefighter, Entry Level
				150.00	Technology Support
				150.00	Training Coordinator
<i>Additional Duties</i>	b	Non-Exempt	0.00	100.00	Health & Safety Officer
				100.00	EMS Coordinator

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

Department: Human Resources				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Human Resources Director	40	Exempt	3,190.13	3,576.93
Human Resources Manager	37.5	Non-Exempt	2,290.00	2,839.57
Human Resources Coordinator	37.5	Non-Exempt	1,671.94	2,215.31

Department: Information Technology				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Director of Technology	40	Exempt	3,190.13	3,576.93
Systems Administrator	37.5	Non-Exempt	2,173.50	2,716.88
IT Specialist	37.5	Non-Exempt	1,492.20	1,918.54
IT Support Technician	37.5	Non-Exempt	1,260.00	1,492.20

Department: Mayor				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Mayor's Administrative Assistant	37.5	Non-Exempt	1,977.87	2,399.90

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Department: Parks and Recreation					
Position	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Superintendent	40	Exempt	0.00	3,190.13	3,576.93
Assistant Superintendent	37.5	Exempt	0.00	2,739.66	2,989.39
Parks Director	40	Exempt	700.00	2,015.56	2,484.08
Lilly Nature Center Director	40	Non-Exempt	700.00	2,015.56	2,484.08
Recreation Coordinator	40	Exempt	0.00	1,738.95	2,003.80
Grant Administrator	37.5	Non-Exempt	0.00	1,462.94	1,880.92
Administrative Assistant	37.5	Non-Exempt	0.00	2,000.00	2,500.00
Receptionist/Building Administrator	37.5	Non-Exempt	0.00	1,540.57	2,053.59
Community Forestry & Greenspace Planner	40	Exempt	700.00	1,236.40	1,492.20
Horticulture Technician					
Forestry Technician	40	Non-Exempt	700.00	1,923.21	2,214.59
Maintenance Technician I	40	Non-Exempt	700.00	1,615.39	1,896.10
Maintenance Technician II	40	Non-Exempt	700.00	1,812.36	2,103.74
				1,691.08	1,776.12

Department: Police - Civilians					
Position	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Social Service & Crisis Response Specialist	37.5	Non-Exempt	0.00	2,131.70	2,899.12
Administrative Assistant	35	Non-Exempt	0.00	1,540.57	2,053.59
Systems Manager	37.5	Non-Exempt	0.00	1,754.06	2,053.59
Data Processor	37.5	Non-Exempt	0.00	1,560.36	1,731.48
Communications Center Supervisor	40	Non-Exempt	0.00	2,303.68	2,493.86
Assistant Communications Center Supervisor	40	Non-Exempt	0.00	1,905.65	2,075.25
Patrol Dispatcher	40	Non-Exempt	0.00	1,854.57	2,024.17
Probationary Patrol Dispatcher	40	Non-Exempt	0.00	1,699.98	0.00
Neighborhood Resource Supervisor	37.5	Exempt	700.00	2,303.68	2,493.86
Neighborhood Resource Officer	37.5	Non-Exempt	700.00	1,822.63	2,286.53
Property & Evidence Manager/Programs Director	37.5	Non-Exempt	0.00	1,822.63	2,286.53
Fleet/Maintenance Technician	37.5	Non-Exempt	700.00	1,822.63	2,286.53
School Crossing Guard					

SEE ADDITIONAL STATEMENTS

Department: Police - Sworn Officers					
Rank	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Maximum	Position
Chief	40	Exempt	1,500.00	3,807.70	Chief
Deputy Chief	40	Exempt	1,500.00	3,467.90	Commander of Traffic & Operations
Captain	40	Non-Exempt	1,500.00	3,201.09	Patrol, Captain of Investigations, Captain of Special Services, Captain of
Lieutenant	a	Non-Exempt	1,500.00	3,079.91	Patrol, Lieutenant of Investigations, Lieutenant of Special Services, Lieutenant of
Sergeant	a	Non-Exempt	1,500.00	2,951.42	Patrol, Sergeant of Investigations, Sergeant of Special Services, Sergeant of
Detective	a	Non-Exempt	1,500.00	2,801.40	Traffic, Sergeant of Detective
Officer	a	Non-Exempt	1,500.00	2,675.46	Police Officer, First Class
			0.00	2,535.71	Police Officer, Probationary

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

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Department: Street, Sanitation and Recycling					
Position	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Public Works Director	40	Exempt	0.00	3,851.81	4,238.01
				2,692.31	3,000.00
Assistant Street Commissioner	40	Exempt	700.00	2,963.66	2,692.31
Collection System Foreman	40	Non-Exempt	700.00	1,786.20	2,700.00
Equipment Operator Foreman	40	Non-Exempt	700.00	1,786.20	2,700.00
Sanitation Foreman	40	Non-Exempt	700.00	1,786.20	2,700.00
Stormwater Foreman	40	Non-Exempt	700.00	1,786.20	2,700.00
Traffic Technician Foreman	40	Non-Exempt	700.00	1,786.20	2,700.00
					2,725.00
Fleet Manager	40	Non-Exempt	0.00	1,786.20	2,700.00
Assistant Foreman	40	Non-Exempt	700.00	1,786.20	2,556.92
Mechanic/Equipment Operator	40	Non-Exempt	0.00	1,786.20	2,322.96
Traffic Maintenance/Equipment Operator	40	Non-Exempt	700.00	1,786.20	2,322.94
Equipment Operator/Laborer	40	Non-Exempt	700.00	1,786.20	2,322.94
Driver/Collector	40	Non-Exempt	700.00	1,786.20	2,322.94
Administrative Assistant	40	Non-Exempt	0.00	1,540.57	2,053.59

SEE ADDITIONAL STATEMENTS

Department: Wastewater Treatment Utility				
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Utility Director	40	Exempt	3,190.13	3,576.93
Maintenance Supervisor	40	Exempt	2,336.59	3,062.03
Operations Supervisor	40	Exempt	2,336.59	3,062.03
Laboratory Manager	40	Exempt	2,252.93	2,815.21
Collections Systems/GIS Supervisor	40	Exempt	2,336.59	3,014.43
Information Services/Instrumentation Technician	40	Non-Exempt	1,982.47	2,574.72
Climate Resiliency & Sustainability Officer	40	Non-Exempt	1,692.31	2,115.39
Operator	40	Non-Exempt	1,637.76	2,253.52
Maintenance/Operator	40	Non-Exempt	1,637.76	2,253.52
Laboratory Technician	40	Non-Exempt	1,637.76	2,188.24
Administrative Assistant	40	Non-Exempt	1,540.57	2,053.59

SEE ADDITIONAL STATEMENTS

Department: Wellness Center					
Position	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Wellness Center Director	40	Exempt	0.00	2,522.25	2,739.66
Membership & Marketing Director	40	Exempt	0.00	2,015.56	2,484.08
Wellness Coordinator	40	Exempt	0.00	1,738.95	2,003.80
Aquatics Coordinator	40	Exempt	0.00	1,738.95	2,003.80
Assistant Aquatics Coordinator	40	Non-Exempt	0.00	1,462.94	1,880.92
				1,738.95	2,003.80
Youth Development Coordinator	40	Exempt	0.00	1,462.94	1,880.92
Assistant Youth Development Coordinator	40	Non-Exempt	0.00	1,462.94	1,880.92
Hub Services Associate	40	Non-Exempt	0.00	1,260.00	1,680.00
Maintenance Technician I	40	Non-Exempt	700.00	1,812.36	2,103.74

PENSION FUNDS

The Police Pension Secretary and the Fire Pension Secretary are each paid \$300.00 monthly.

ADDITIONAL STATEMENTS RELATED TO THE:

Fire Department:

1. The hourly rate for all non-exempt firefighters shall be calculated by dividing the annual salary by 13.5 (tours) and by 204 (hours) per the Fair Labor Standards Act guidelines.
2. 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.
3. 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.
4. The Firefighter Retirement Entitlements Policy outlines a retiring firefighters' final benefits. (WLFD Sec 2.20)

Police Department:

1. The hourly rate for all non-exempt police officers will be calculated by dividing the annual salary by 13 (tours) and by 160 (hours) 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 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, Field Training Coordinator, Less Lethal Instructor, ICAT/De-Escalation Instructor, Active Shooter Instructor, Drone Pilot, Mobile Field Force Instructor, Emergency Medical Dispatch (EMD) Trainer, Firearms Coordinator, Shift Level Technician, **High Tech Crime Unit (HTCU)**, or is Foreign Language Speaking. (WLPD Policy 1012.1)
6. 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. (WLPD Policy 1012.1)
7. The Police Officer Lateral Entry Program outlines the sign on bonus for lateral transfers. Qualified officers will be entitled to a \$5,000.00 sign on bonus; \$2,500.00 upon FTO completion and \$2,500.00 upon completion of their one-year anniversary. (WLPD Police 1027.2)
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)

Street Sanitation and Recycling Department:

1. 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.

	Step 1 1 Year	Step 2 3 Year	Step 3 5 Year	
Initiation New Hire	(5% Increase)	(6% Increase)	(6% Increase)	Maximum
\$1,786.20	\$1,875.51	\$1,988.04	\$2,107.32	\$2,322.94

Wastewater Treatment Utility Department:

1. 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.
2. 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 **beginning of the nearest pay period** first day of the month specified on the Certification of Completion for each Sacramento course. For IDEM Certifications, pay increases will be retroactive to **the beginning of the nearest pay period to the 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 are 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

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

SECTION 2.

The hourly rate for all exempt and 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 \$10.00/hour to a maximum of \$41.00/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. Employees will be compensated for the holiday based on when the employee's workday begins. For example: An employee working from 10 pm December 24th to 8 am December 25th would not receive holiday compensation for the December 25th Holiday; however, an employee working 10 pm December 25th to 8 am December 26th would be compensated 10 hours for working the December 25th Holiday. This section does not apply to department heads, sworn police officers, police patrol dispatchers, sworn firefighters, wellness center, and wastewater maintenance staff.

SECTION 5.

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

SECTION 6.

Sworn Police Officers and Sworn Firefighters will be compensated for longevity based on years of service as of June 30th. Longevity will be paid once a year (the date to be decided by the City Controller) per the schedule below.

Years of Service	Annual (\$) Compensation
1-4	0.00
5	250.00
6	500.00
7	750.00
8	1,000.00
9	1,250.00
10	1,500.00
11	1,750.00
12	2,000.00
13	2,250.00
14	2,500.00
15	2,750.00
16	3,000.00
17	3,250.00
18	3,500.00
19	3,750.00
20+	4,000.00

SECTION 7.

Benefits will be paid as described in the civilian Personnel Manual, WLPD Department Manual, and the WLPD Standard Operating Guidelines.

SECTION 8.

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 9.

This ordinance will be effective for, and including, the payment date beginning ~~June 30, 2023~~ ~~January 1, 2023~~, and will continue through the payment date ending December 31, 2023.

SECTION 10.

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 5 DAY OF June, 2023.

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

DULY ORDAINED, PASSED, AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA, ON THE 5 DAY OF June, 2023, HAVING BEEN PASSED BY A VOTE OF 8 IN FAVOR AND 0 OPPOSED, THE ROLL CALL VOTE BEING:

	AYE	NAY	ABSENT	ABSTAIN
Blanco	✓			
Brown	✓			
Bunder	✓			
DeBoer	✓			
Lee	✓			
Leverenz	✓			
Parker	✓			
Sanders	✓			
Thomas			✓	


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 June, 2023.


Sana G. Booker, Clerk

THIS ORDINANCE APPROVED AND SIGNED BY ME ON THE 7 DAY OF June, 2023.


John R. Dennis, Mayor

Attest: 
Sana G. Booker, Clerk

