AN ORDINANCE TO SET THE 2024 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 2024, 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 2024, 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							
		Biweekly (\$)	Biweekly (\$)	Monthly (\$)			
Position	FLSA	General Fund	WWTU	General Fund			
Mayor	Exempt	2,858.30	1,905.54				
Clerk	Exempt	1,624.16	1,082.77				
		538.47					
City Judge	Exempt	793.62	_				
				1,273.25			
Councilor	Exempt			1,059.06			
Council President				40.00			
Council APC Representative		1		40.00			

Department: Building						
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum		
Building Commissioner	40	Exempt	3,301.78	3,702.12		
				3,072.58		
Deputy Building Commissioner	37.5	Non-Exempt	2,444.19	2,870.83		
Inspector	37.5	Non-Exempt	2,030.19	2,595.52		
Administrative Assistant	37.5	Non-Exempt	1,594.49	2,125.47		
Rental Housing Assistant	37.5	Non-Exempt	1,319.38	1,746.98		

Department: Clerk						
	# Hours/		Biweekly (\$)	Biweekly (\$)		
Position	Workweek	FLSA	Minimum	Maximum		
1st Deputy Clerk	37.5	Non-Exempt	2,047.10	2,251.68		
Deputy Clerk	37.5	Non-Exempt	1,650.26	1,904.14		

Departmen	ıt: Development	/EDIT		
	# Hours/		Biweekly (\$)	Biweekly (\$)
Position	Workweek	FLSA	Minimum	Maximum
Director of Development	40	Exempt	3,301.78	3,702.12
Deputy Director of Development	37.5	Non-Exempt	2,533.21	2,977.70
Community Development Manager	37.5	Non-Exempt	2,073.93	2,426.95
Economic Development Administrative Aide	37.5	Non-Exempt	1,594.49	2,125.47
Facilities Manager	37.5	Non-Exempt	2,424.54	2,852.72
Custodian	37.5	Non-Exempt	1,125.00	1,425.00

Department: Engineering						
	# Hours/		Biweekly (\$)	Biweekly (\$)		
Position	Workweek	FLSA	Minimum	Maximum		
City Engineer	37.5	Exempt	3,582.69	3,980.78		
Assistant City Engineer	37.5	Exempt	2,985.58	3,622.50		
Construction Manager	37.5	Non-Exempt	2,587.50	3,184.62		
Stormwater Specialist	37.5	Non-Exempt	2,364.58	3,149.40		
Project Manager/GIS	37.5	Non-Exempt	2,089.90	2,866.16		
Business Manager	37.5	Non-Exempt	2,206.32	2,647.60		

Department: Finance							
	# Hours/	0	Biweekly (\$)	Biweekly (\$)			
Position	Workweek	FLSA	Minimum	Maximum			
Controller	40	Exempt	3,683.82	4,078.99			
Deputy Controller	37.5	Exempt	2,800.48	3,218.46			
Treasury Specialist	37.5	Non-Exempt	1,985.92	2,779.68			
Payroll Specialist	37.5	Non-Exempt	1,588.74	2,360.25			
Accounts Payable Specialist	37.5	Non-Exempt	1,588.74	2,360.25			
Accounts Receivable Specialist	37.5	Non-Exempt	1,588.74	2,360.25			

Department: Fire - Civilians						
Position	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum	
Lead Inspector/Investigator	40	Non-Exempt	700.00	2,408.23	2,918.45	
Administrative Assistant	37.5	Non-Exempt	0.00	1,594.49	2,125.47	

	Departme	nt: Fire - Swor	n Firefighters		
			Annual (\$)		
	# Hours/		Clothing	Biweekly (\$)	
Rank	Workweek	FLSA	Allowance	Maximum	Position
Chief	40	Exempt	1,500.00	3,940.97	Chief
Deputy Chief	40	Exempt	1,500.00		Deputy Chief
Battalion Chief	b	Non-Exempt	1,500.00	3,313.13	Battalion Chief
	b	Non-Exempt	1,500.00	3,187.71	Captain
Captain	40	Non-Exempt	1,500.00	3,187.71	Fire Inspections, Captain of
	40	Non-Exempt	1,500.00	3,054.72	Fire Inspections, Lieutenant of
Lieutenant	b	Non-Exempt	1,500.00	3,054.72	Lieutenant
			1,500.00	2,769.10	Firefighter, First Class
Firefighter	b	Non-Exempt	0.00	2,624.46	Firefighter, Entry Level
				150.00	Technology Support
				150.00	Training Coordinator
				100.00	Health & Safety Officer
Additional Duties	b	Non-Exempt	0.00	100.00	EMS Coordinator

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

Dep	artment: Human Reso	ources		
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Human Resources Director	40	Exempt	3,301.78	3,702.12
Human Resources Manager	37.5	Non-Exempt	2,370.15	2,938.95
Human Resources Coordinator	37.5	Non-Exempt	1,730.46	2,292.85

Department:	Information Te	chnology		and the second
	# Hours/		Biweekly (\$)	Biweekly (\$)
Position	Workweek	FLSA	Minimum	Maximum
Director of Technology	40	Exempt	3,301.78	3,702.12
IT Project Manager	37.5	Non-Exempt	1,923.08	2,485.00
Systems Administrator	37.5	Non-Exempt	2,249.57	2,811.97
			1,600.00	2,100.00
IT Specialist	37.5	Non-Exempt	1,544.43	1,985.69
			1,350.00	1,600.00
IT Support Technician	37.5	Non-Exempt	1,304.10	1,544.43

Department: Mayor						
	# Hours/		Biweekly (\$)	Biweekly (\$)		
Position	Workweek	FLSA	Minimum	Maximum		
Mayor's Administrative Assistant	37.5	Non-Exempt	2,047.10	2,483.90		

Depa	artment: Parks a	nd Recreation			
	# Hours/		Annual (\$) Clothing	Biweekly (\$)	Biweekly (\$)
Position	Workweek	FLSA	Allowance	Minimum	Maximum
Superintendent	40	Exempt	0.00	3,301.78	
Assistant Superintendent	37.5	Exempt	0.00	2,835.55	3,094.02
Parks Director	40	Exempt	700.00	2,086.10	2,571.02
Parks Naturalist	40	Non-Exempt	700.00	1,799.81	2,073.93
Recreation Coordinator	40	Exempt	0.00	1,799.81	2,073.93
Grant Administrator	37.5	Non-Exempt	0.00	2,070.00	2,587.50
Membership & Events Coordinator	37.5	Non-Exempt	0.00	1,594.49	
Administrative Assistant	37.5	Non-Exempt	0.00	1,594.49	
Receptionist/Building Administrator	37.5	Non-Exempt	0.00	1,279.67	
Community Forestry & Greenspace Planner	40	Exempt	700.00	1,990.52	2,292.10
Horticulture Technician	40	Non-Exempt	700.00	1,671.93	
Forestry Technician	40	Non-Exempt	700.00	1,671.93	2,000.00
Maintenance Foreman	40	Non-Exempt	700.00	1,912.79	2,212.00
Maintenance Technician I	40	Non-Exempt	700.00	1,875.79	
Maintenance Technician II	40	Non-Exempt	700.00	1,750.27	1,838.28

Depa	artment: Polic	e - Civilians			
Position	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Social Service & Crisis Response Specialist	37.5	Non-Exempt	0.00	2,206.31	3,000.59
Administrative Assistant	35	Non-Exempt	0.00	1,594.49	2,125.47
Systems Manager	37.5	Non-Exempt	0.00	1,815.45	2,125.47
Data Processor	37.5	Non-Exempt	0.00	1,614.97	1,792.08
Communications Center Supervisor	40	Non-Exempt	0.00	2,384.31	2,581.15
Assistant Communications Center Supervisor	40	Non-Exempt	0.00	1,972.35	2,147.88
Patrol Dispatcher	40	Non-Exempt	0.00	1,919.48	2,095.02
Probationary Patrol Dispatcher	40	Non-Exempt	0.00	1,759.48	0.00
Neighborhood Resource Supervisor	37.5	Exempt	700.00	2,384.31	2,581.15
Neighborhood Resource Officer	37.5	Non-Exempt	700.00	1,886.42	2,366.56
Property & Evidence Manager/Programs Director	37.5	Non-Exempt	0.00	1,886.42	2,366.56
Fleet/Maintenance Technician	37.5	Non-Exempt	700.00	1,886.42	2,366.56
School Crossing Guard	Paid \$38.00) Per Assignmer	ıt		

SEE ADDITIONAL STATEMENTS

	Departm	ent: Police - Sw	orn Officers		
			Annual (\$)		
	# Hours/		Clothing	Biweekly (\$)	
Rank	Workweek	FLSA	Allowance	Maximum	Position
Chief	40	Exempt	1,500.00		
Deputy Chief	40	Exempt	1,500.00	3,589.28	Commander of Traffic & Operations
					Patrol, Captain of
					Investigations, Captain of
Captain	40	Non-Exempt	1,500.00	3,313.13	Special Services, Captain of
					Patrol, Lieutenant of
					Investigations, Lieutenant of
ieutenant	a	Non-Exempt	1,500.00	3,187.71	Special Services, Lieutenant of
					Patrol, Sergeant of
					Investigations, Sergeant of
					Special Services, Sergeant of
Sergeant	a	Non-Exempt	1,500.00	3,054.72	Traffic, Sergeant of
Detective	a	Non-Exempt	1,500.00	2,899.45	Detective
			1,500.00	2,769.10	Police Officer, First Class
Officer	a	Non-Exempt	0.00	2,624.46	Police Officer, Probationary

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

Departn	ent: Street, Sanit	ation and Recy	cling		
*			Annual (\$)		
	# Hours/		Clothing	Biweekly (\$)	Biweekly (\$)
Position	Workweek	FLSA	Allowance	Minimum	Maximum
Public Works Director	40	Exempt	0.00	3,986.62	4,386.34
Assistant Street Commissioner	40	Exempt	700.00	2,786.54	3,105.00
Collection System Foreman	40	Non-Exempt	700.00	1,848.72	2,794.50
Equipment Operator Foreman	40	Non-Exempt	700.00	1,848.72	2,794.50
Sanitation Foreman	40	Non-Exempt	700.00	1,848.72	2,794.50
Stormwater Foreman	40	Non-Exempt	700.00	1,848.72	2,794.50
Traffic Technician Foreman	40	Non-Exempt	700.00	1,848.72	2,794.50
Fleet Manager	40	Non-Exempt	0.00	1,848.72	2,820.38
Assistant Foreman	40	Non-Exempt	700.00	1,848.72	2,646.41
Mechanic/Equipment Operator	40	Non-Exempt	0.00	1,848.72	2,404.26
Traffic Maintenance/Equipment Operator	40	Non-Exempt	700.00	1,848.72	2,404.24
Equipment Operator/Laborer	40	Non-Exempt	700.00	1,848.72	2,404.24
Driver/Collector	40	Non-Exempt	700.00	1,848.72	2,404.24
Administrative Assistant	40	Non-Exempt	0.00	1,594.49	2,125.47

SEE ADDITIONAL STATEMENTS

Department: Was	stewater Treat	ment Utility		
Position	# Hours/ Workweek	FLSA	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Utility Director	40	Exempt	3,301.78	3,702.12
Maintenance Supervisor	40	Exempt	2,418.37	3,169.20
Operations Supervisor	40	Exempt	2,418.37	3,169.20
Laboratory Manager	40	Exempt	2,331.78	2,913.74
Collections Systems/GIS Supervisor	40	Exempt	2,418.37	3,119.94
Information Services/Instrumentation Technician	40	Non-Exempt	2,051.86	2,664.84
Climate Resiliency & Sustainability Officer	40	Non-Exempt	1,751.54	2,189.43
Operator	40	Non-Exempt	1,695.08	2,332.39
Maintenance/Operator	40	Non-Exempt	1,695.08	2,332.39
Laboratory Technician	40	Non-Exempt	1,695.08	2,264.83
Administrative Assistant	40	Non-Exempt	1,594.49	2,125.47

SEE ADDITIONAL STATEMENTS

D	epartment: Well	ness Center			
Position	# Hours/ Workweek	FLSA	Annual (\$) Clothing Allowance	Biweekly (\$) Minimum	Biweekly (\$) Maximum
Wellness Center Director	40	Exempt	0.00	2,610.53	2,835.55
Marketing & Communications Director Membership & Marketing Director	40	Exempt	0.00	2,086.10	2,571.02
Wellness Coordinator	40	Exempt	0.00	1,799.81	2,073.93
Aquatics Coordinator	40	Exempt	0.00	1,799.81	2,073.93
Assistant Aquatics Coordinator	40	Non-Exempt	0.00	1,514.14	1,946.75
Recreation Coordinator	40	Exempt	0.00	1,799.81	2,073.93
Youth Development Coordinator	40	Exempt	0.00	1,799.81	2,073.93
Assistant Youth Development Coordinator	40	Non-Exempt	0.00	1,514.14	1,946.75
Hub Services Associate	40	Non-Exempt	0.00	1,304.10	1,738.80
Maintenance Technician I	40	Non-Exempt	700.00	1,875.79	2,177.37
Custodian	40	Non-Exempt	0.00	1,200.00	1,520.00

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)

Fire Department (continued):

5. Pending degree verification, an annual college degree incentive will be paid once a year to qualified firefighters for a maximum of one degree earned by November 1 of each year. Payment will be determined by the City Controller in the amounts of \$500.00 for associate degree, \$1,000.00 for bachelor's degree, and \$1,500.00 for master's degree.

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)
- 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)
- 10. Pending degree verification, an annual college degree incentive will be paid once a year to qualified police officers for a maximum of one degree earned by November 1 of each year. Payment will be determined by the City Controller in the amounts of \$500.00 for associate degree, \$1,000.00 for bachelor's degree, and \$1,500.00 for master's degree.

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 I	Step 2	Step 3	
Initiation	1 Year	3 Year	5 Year	
New Hire	(5% Increase)	(6% Increase)	(6% Increase)	Maximum
\$1,848.72	\$1,941.16	\$2,057.63	\$2,181.09	\$2,404.24

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 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 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 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	Annual (\$)	
of Service	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	
	5,500.00	
20+	4,000.00	

SECTION 7.

The West Lafayette Parks and Recreation Department and AmeriCorps have established an Agreement regarding the participation of members who will serve in the West Lafayette Parks and Recreation and AmeriCorps Program ("Program"). AmeriCorps is a federal agency who works with communities and supports a variety of partnerships and governmental collaborations to address local challenges through service. Program members will serve our community for a specified number of minimum hours and will receive a living allowance. The living allowance is paid by the City of West Lafayette and reimbursed by AmeriCorps. The employment status of AmeriCorps members may not be considered to be an employee of the Program in which the participant is enrolled.

SECTION 78

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

SECTION 8 9.

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 10

This ordinance will be effective for, and including, the payment date beginning January 1, 2024, and will continue through the payment date ending December 31, 2024.

SECTION 40 11

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 6 DA	AY OF N	ovember	, 2023	š.		
MOTION TO ADOPT MADE BY COUNCILOR Deb	ser	, AND S	ECONDED			
BY COUNCILOR Parker.						
DULY ORDAINED, PASSED, AND ADOPTED BY THE	COMMON	COUNCIL OF	THE CITY OF	0		
west larayette, indiana, on the $\frac{4}{2}$ day o	F Dece	ember	. 2023. HAVI	NG		
BEEN PASSED BY A VOTE OF 8 IN FAVOR AND						
VOTE BEING:	_	. SS				
	AYE	NAY	ABSENT	ABSTAIN		
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Attess):			Peter Bunder,	Presiding Office	er ili of	EST LANGE
Sana G. Booker, Clerk	-				* Cle	AL SI
PRESENTED BY ME TO THE MAYOR OF THE CITY OF THE 5 DAY OF DECEMBER, 202			DIANA ON Sana G. Booke	er, Clerk	Borker	VA
Attest Attest Sana G. Booker, Clerk	ON THE SE	AL .m	Decem John R. Denni) -	023.	
	, IND	IANA				