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CH20 20 .12 - Salary Ordinance for 2012

Be it ordained by the Town of Lapel, Madison County, Indiana: Section #1 the salaries of the town officials, police officers, utility/park employees, and all others employed by the Town of Lapel, IN, effective for all pays after January 1, 2012 and ending December 31, 2012 shall be as follows, to-wit:

Clerk/Treasurer	General Fund	\$7900
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Gas Company	\$5700
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Water Company	\$4700
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Sewer Company	<u>\$5700</u>
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Total	\$24000
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Town Council Members	General Fund	\$ 500
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Gas Company	\$1100
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Water Company	\$1000
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Sewer Company	<u>\$1000</u>
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Total	\$3600
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Attorney	Annually	\$4600
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Building Inspector		\$600/monthly
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Enforcement Inspector		\$300/monthly
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Janitor		\$50/weekly
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Checks will be issued as follows: Council-monthly, the next pay period following the Council meeting
Clerk/Treasurer weekly, Building Inspector-monthly, Development Inspector-monthly, Janitor-monthly, Town
Attorney-semiannually, all other employees weekly.

Specific salaries for Town of Lapel employees beginning January 1, 2012 and ending December 31, 2012 are:

Dennis Molina, Police Chief		\$46,037 annually
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Mike Barnes, Police Officer		\$41,142 annually
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Jon Hosier, Police Officer		\$33,600 annually
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Ryan Daniels, Police Officer		\$33,600 annually
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Robert Kowalski, Part time Officer		\$17.00/hour
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Non academy graduate		\$30,000 annually
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Academy graduate \$33,000 annually (Less than 2 years' experience)

NEW HIRES

Part time General Maintenance \$9.00 to \$13.00/hr.

Full time General Maintenance \$9.50 to \$12.00/hr.

Office Staff \$9.00 to \$12.00/hr.

Matt McDole \$16.65/hour

Donna Lawther \$15.15/hour

Paula Lee \$15.15/hour

Gary Swaim \$600/monthly Building Inspector

Robert Kowalski \$300/monthly Development Inspector

Nathon Owens \$15.90/hour Water/Utility/Street

Virgil Hobbs \$11.00/hour Part Time General Maintenance

Cameron Clawson

\$13.95/hour Utility/Street

C.J. Taylor

\$40.00/hr/5hr week Water/Sewer Operator

Todd Bryant

\$16.23/hour Gas Operator

John M. Johnson

\$12.55/hour Part Time Maintenance

Daniel Barker

\$12.00/hour Sewer/Utility

Section-Personal Days

All full-time employees are entitled to eight (8) personal days per calendar year. Bereavement days- three (3) per family member, which includes and is limited to the following: wife, husband, children, stepchildren, father, mother, stepfather, stepmother, father-in-law, mother-in-law, brothers, sisters; one day (1) for brother-in-law, sister-in-law, and two (2) days for grandparents.

Section-Paid Legal Holidays

All full-time employees are entitled to the following: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday & Friday), ½ day Christmas Eve and Christmas Day.

Vacation/Personal Days for Full-Time Employees

All new employees will be under a probationary period for the first six months of their employment, starting with the first day on the job. During this probationary period the employee will not be entitled to paid vacation benefits or personal leave benefits. After six (6) months on the job the employee will receive two (2) paid vacation days, and two (2) paid personal days for the remainder of the first year of service.

All eligible employees will receive eight (8) Personal Days per calendar year. **Accumulated Sick Days (those earned prior to January 1, 2009) are designed and intended to be used for the employee's illness or medical appointments. Absences may be subject to investigation.** A physician's statement of "fitness for duty" will be

required if an employee is off work for 3 consecutive days or more. The Town also reserves the right to request a “fitness for duty” statement at any time. **Accumulated Sick Days, if not used can be carried over to future years.** Accumulated Sick Days will not be paid upon termination of employment. Personal Days, if not used, (8 as of January 1, 2009) can be accumulated up to 30 days. **At the accumulation of 30 days, this accrual will be capped.**

Section-Vacations

Time worked reports must be submitted weekly to the Town Hall for all employees that are eligible for Personal Days, Paid Legal Holidays, Insurance and, Paid Vacation.

As of January 1 of the current year the full-time employee will be eligible for the following vacation schedule:

Completed Years of Employment	Weeks Paid Vacation
One	One
Two thru Four	Two
Five thru Nine	Three
Ten or more	Four

Following the first year of employment additional weeks will be earned on a calendar year basis beginning January 1st. All vacations are mandatory (cannot work and collect pay plus vacation). Vacations must be scheduled one week in advance with supervisor. Vacations cannot be held over until the next year. Unused vacation days will be paid upon termination of employment. Vacations days must be used before unpaid days off are granted.

Section-Overtime

Overtime is defined for all full-time employees, except Police Officers, as the hours worked, on a daily basis, over 8 hours. Overtime hours will be paid at 1 ½ X their hourly pay. The payroll clerk will prepare on a weekly basis, a report to the Council illustrating the amount of and who were paid overtime. It will be the job of the department supervisors to limit overtime whenever possible.

Section-Meeting Attendance Payment

Non-council members that are authorized members of the Planning Commission, Park Board, Board of Zoning Appeals and Storm Water Subcommittee will be paid \$10 per meeting attended. Disbursements of amounts

owed will be semi-annually July and January.

Section Office Hours and Utility/Street Department Hours

Town Hall office hours are Monday-Friday 8am to 5pm. The Utility/Street Department hours are 7am to 3:30pm. On disconnect day, one utility employee will work from 10am to 6pm so that paid disconnected services can be returned to service.

Section Police Officers

The workweek consists of seven (7) days from Sunday to Saturday. If a Police Officer works more than 40 hours per week, overtime will be paid. Holiday pay is calculated by annual salary divided by 260 days divided by 8 hours = holiday pay. Overtime hours x 1 x hourly pay = overtime pay. Overtime must be approved by the Town Marshall or the Town Council.

The salary of a Lapel Police Officer, without academy certification is \$30,000.00 per year. The salary of a Lapel Police Officer with less than two (2) years of experience, with an academy certification is \$33,000.00 per year.

If a Lapel Police Officer is sent to the Police Academy, and compensated by the Town of Lapel, the Police Officer is required to remain on the department for two (2) years after graduation from the Academy. If for some foreseen or unforeseen reason the officer has to leave the department or fails to complete the academy assignment, said officer must repay all training compensation of the Town of Lapel.

Non-academy graduates will be in a probationary status until one year from graduation date.

Academy graduates will be on a probationary period of one year from hire date.

New hire without academy certification will be sent to the academy within one year of hire date.

Section Education Reimbursement

It is the desire of the Town of Lapel that all employees gain more education in their specific disciplines. If the employee quits a course, paid by the Town of Lapel, the employee must repay to the Town the cost of the course. This would include tuition fees, cost of books and materials, and mileage reimbursements. If the employee completes the course work and attendance requirements, but fails the final test, reimbursement is not required. Retesting is at the discretion of the Council.

Section- Insurance

The Town of Lapel will pay 100% of the employee's health insurance premium; employees will have to pay dependent coverage, if desired. This benefit is available to full-time employees only. Employees who are eligible to enroll in the group medical program may choose to waive participation in the plan. Only employees covered under another group health carrier will be permitted to waive coverage. Employees are required to complete the appropriate form to waive their election and provide verification of coverage.

Options**Forms**

Health Life & Vision

Health Application

Life Only

Health Application (check life only, indicate waiver/other coverage)

An optional dental insurance benefit plan is offered to all full-time employees. The premium for the insurance policy is split 50%/50% between the employee and the employer.

Section Utility Certificates

When a Lapel Utility employee acquires a **Class 1** operator's certification for water or wastewater, their salary will be increased **25** cents per hour.

If a Lapel Utility employee receives an initial gas operators certification, their salary will be increased **75** cents per hour.

Further Information**12-2011****Date Passed: 12/22/2011**