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CH28 28 .6 - 2019 Salary Ordinance Amendment

Salary Ordinance – Effective January 1st 2019

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 1st, 2019 and ending December 31st, 2019 shall be as follows, to-wit:

Clerk/Treasurer

General Fund \$1.298

Gas Company \$8.224

Water Company \$8.224

Sewer Company \$8.224

Total \$25,970

Town Council Members

General Fund \$240

Gas Company \$1.520

Water Company \$1.520

Sewer Company \$1.520

Total \$4.800

Attorney

Annually \$4,600

Janitor

\$50/weekly

Checks will be issued as follows: Council-monthly, the next pay period following the Council meeting
Clerk/Treasurer weekly, Janitor-monthly, Town Attorney-semiannually, and all other employees weekly.

Specific salaries for Town of Lapel employees beginning January 1st, 2019 and ending December 31st, 2019 are:

Police Chief

Annually \$50,490

K9 Officer

Annually \$37,500

Officer

Annually \$37,500

Police Captain

Annually \$40,000

Part Time Officer

\$22.00/hour

Non-academy graduate

Annually \$33,000

Academy graduate

Annually \$34,500 (Less than 2 years experience)

Deputy Clerk

\$15.00 - \$24.00/hour Office Administration

Accounts Payable

\$15.00 - \$24.00/hour Office Administration

Accounts Payable

\$15.00 - \$24.00/hour Part Time Utility Clerk

Seasonal Labor 1

\$15.00 - \$24.00/hour Part Time General Maintenance

Seasonal Labor 2

\$15.00 - \$24.00/hour Part Time Seasonal Labor

Seasonal Labor 3

\$15.00 - \$24.00/hour Part Time Seasonal Labor

Wastewater Operator

\$15.00 - \$24.00/hour

Contract Employee

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

Utility Superintendent

\$15.00 - \$24.00/hour

Gas Operator

\$15.00 - \$24.00/hour

Gas Assistant/Labor

\$15.00 - \$24.00/hour

Utility Labor

\$15.00 - \$24.00/hour

Code Enforcement

Annually \$47,940

Water Operator

\$15.00 - \$24.00/hour

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.

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, Veterans Day, Thanksgiving (Thursday & Friday), Christmas Eve and Christmas Day.

Vacation/Personal Days for Full-Time Employees

All new employees will be under a probationary period for the first 90 days 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 full-time employees will be eligible to carry over three (3) vacation/personal days into the new year but those three (3) days must be used by March 31st.

All eligible employees will receive eight (8) Personal Days per calendar year. **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. Personal Days, if not used within the calendar year, can be accumulated up to 30 days. Employees will be paid unused personal days upon termination of employment.

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

Years of Employment – Weeks of 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.

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 a 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.

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.

Office Hours and Utility/Street Department Hours

Town Hall office hours are Monday-Friday 8am to 4pm. The Utility/Street Department hours are 7am to 3:30pm.

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 ½ 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 per year. The salary of a Lapel Police Officer with less than two (2) years of experience, with an academy certification is \$33,000 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.

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 the 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.

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.

Utility Certificates

When a Lapel Utility employee acquires a Class 1 operator's certification for waste or wastewater, their salary will be increased 75 cents per hour.

When a Lapel Utility employee acquires a Class 2 operator's certification for waste or wastewater, their salary will increase 75 cents per hour.

If a Lapel Utility employee receives an initial gas operator's certification, their salary will be increased 50 cents per hour.

Special Pay/Year End

Employees with 1 to 5 years of service will receive \$100.00, employees with more than 5 years' service will receive \$250.00 at year end.

Further Information

6-2019

Date Passed: 5/2/2019