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CH29 29.1 - Salary Ordinance for 2020

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, 2020 and ending December 31st, 2020 shall be as follows, to-wit:

Clerk/Treasurer

- General Fund \$1,298
- Gas Company \$8,657
- Water Company \$8,657
- Sewer Company \$8,658
- Total \$27,270

Town Council Members

- General Fund \$9,60
- Gas Company \$1,280
- Water Company \$1,280
- Sewer Company \$1,280
- Total \$4,800

Town Council President

- General Fund \$240
- Gas Company \$1,920
- Water Company \$1,920
- Sewer Company \$1,920
- Total \$6,000

As of 12/19/2019 the Town Council President shall receive \$100 more per month than the other Town Council Members. As of 1/16/2020 Vice President of the Council shall receive \$75 more per month than

the other Town Council Members.

Attorney

- Annually \$4,600

Janitor on Contract

- \$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-semi-annually, and all other employees weekly.

Specific salaries for Town of Lapel employees beginning January 1st, 2020 and ending December 31st, 2020 are:

- **Part Time Officer** \$22/hour
- **Deputy Clerk** \$22.89/hour Office Administration
- **Accounts Payable** \$16.71/hour Office Administration
- **Seasonable Labor 1** \$12.50/hour Part Time General Maintenance
- **Seasonable Labor 2** \$16.32/hour Part Time Seasonable Labor
- **Seasonable Labor 3** \$11.00/hour Part Time Seasonable Labor
- **Wastewater Operator** \$20.35/hour
- **Contract Employee** \$40.00hr/5hr week Water Operator/Sewer Operator
- **Utility Director** \$60,000 annually
- **Gas Operator** \$17.22/hour
- **Gas Assistant/Labor** \$16.21/hour
- **Utility Labor** \$15.00-\$15.30/hour
- **Code Enforcement** \$49,378.20 annually
- **Water Operator** \$15.97/hour
- **Full time/Part time Office Employee** \$16.54/hour

Section - Bereavment Days

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, immediate grandparents; **one day (1)** for brother-in-law, sister-in-law and immediate aunts/uncles. *Aunts/Uncles and immediate grandparents amended 11/21/2019.*

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, Veterans Day, Thanksgiving (Thursday & Friday), Christmas

Eve and Christmas Day. Holidays are paid at the employee's current pay rate. **As of January 1st 2020, Holidays will not be used in overtime calculations, or any special forms of compensation such as incentives, commissions, bonuses or shift differentials.**

Vacation/Personal Days for Full-Time Employees

The amount of paid vacation benefits an employee earns each year increases with the length of his or her employment. Once employees enter an eligible employment classification, they earn vacation benefits according to the schedule below.

- 90-days through December 31st of the employee's first year / 40-hours pro-rated based upon the number of months left in the year / Five-days pro-rated based upon the number of months left in the year.
- On January 1st of the employee's first year to the December 31st prior to the employee's second anniversary / 40-hours / Five-days.
- On January 1st prior to the employee's second anniversary to December 31st prior to the employee's fifth anniversary / 80-hours / Ten-days.
- On January 1st prior to the employee's fifth anniversary to December 31st prior to the employee's tenth anniversary / 120-hours / Fifteen-days.
- On January 1st prior to the employee's tenth anniversary and all subsequent years / 160-hours / Twenty-days.

Vacation benefits may be used in minimum increments of one hour. New employees are not entitled to paid vacation benefits during their first 90 days of employment. After 90 days of employment, employees will be eligible to use a pro-rated amount of vacation benefits for the remainder of the calendar year. Requests for vacation benefits will be honored on a "first come/first serve" basis. Employees should request approval from their Supervisors in writing at least 24 hours in advance of the requested time off. Approval of vacation benefits requests is the responsibility of a Supervisor and is subject to the operational needs of the Town. The Town reserves the right to deny vacation benefits requests when such vacation benefits would interfere with busy times, limited staff, or other circumstances which jeopardize the operations of the Town. All vacation benefits must be exhausted before an employee requests the use of unpaid time off.

Personal Days

The Town of Lapel provides paid personal days to all eligible employees for periods of temporary absence due to illness, injuries, or personal pursuits. Employees in the following employment classification(s) are eligible to earn and use personal days as described in this policy:

*Regular full time employees

Eligible employees receive eight personal days (64 hours) per calendar year which are available to employees on January 1st of each year. New employees are not entitled to paid personal days during their first 90 days

of employment. After 90 days of employment, employees will be eligible to use a pro-rated amount of personal days for the remainder of the calendar year.

Employees should request approval from their Supervisors prior to the start of their shift. If a Supervisor cannot be reached, the employee should contact Town Hall prior to the start of their shift and leave a voicemail. Approval of personal day requests is the responsibility of a Supervisor and is subject to the operational needs of the Town. The Town reserves the right to deny personal day requests when such personal days would interfere with busy times, limited staff, or other circumstances which jeopardize the operations of the Town.

Effective with the implementation of the handbook, personal days may not be carried over year to year.

All earned but unused personal days will be paid out on the last pay period in 2019. Beginning in 2020, earned but unused personal days will be forfeited at the end of the calendar year. Upon involuntary termination of employment, employees will not be paid for all earned but unused personal days. Upon voluntary termination of employment, employees who provide a minimum of two weeks' notice and work thru the final day of employment according to their notice will be paid for all earned but unused personal days.

Personal days are paid at the employee's current pay rate at the time of the personal day. Paid time off for personal days will be used in overtime calculations, and any special forms of compensation such as incentives, commissions, bonuses, or shift differentials thru December 31st, 2019. **As of January 1, 2020, personal days will not be used in overtime calculations, or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.**

Section Overtime

Overtime compensation will be paid to nonexempt employees in accordance with federal and state wage and hour restrictions, which includes any time worked over 40 hours in a standard workweek. Paid time off (vacations, holidays, personal days and bereavement leave) will be used in overtime calculations and any special forms of compensation such as incentives, commissions, bonuses, or shift differentials thru December 31st, 2019.

As of January 1st, 2020 vacation time used, personal time used and holidays will not count toward the calculation of overtime.

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.

"ON CALL" Employees: The employees who are assigned to utilities duties on weekends that is is considered part of the essential duties and responsibilities of their job and is not considered an emergency will be paid at their straight time rate for all hours worked. Overtime will be paid to nonexempt employees in

accordance with federal and state wage and hour laws, for any time worked over 40 hours in a standard workweek.

The definition of "on call" is being designated to be available to answer emergency calls from the Town during nonscheduled hours. Employees in an "on call" status are required to respond to an "on call" emergency within 30 minutes. Employees will be paid for a minimum of two hours of pay, regardless of the amount of time worked. Employees will receive premium pay at a rate of time and one half for all hours worked when in an employee is "on call". Premium pay will not be included in overtime calculations.

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 4pm. The Utility/Street Department hours are 7am to 3:30pm.

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 1/1/2 x hourly pay = overtime pay. Overtime must be approved by the Town Marshall or the Town Council.

Pay Scale for Lapel Police Officers

- **3rd Class Patrolman** Non Certified Employee \$17.30/hour /\$35,984 annually
- **2nd Class Patrolman** Non Certified Employee after 6 month employment or Certified Officer New Hire \$17.80/hour /\$37,024 annually
- **1st Class Patrolman** Completion of 6 month probationary period for all employees \$18.30/hour /\$38,064 annually
- **Police Captain** \$20.50/hour /\$42,640 annually
- **Police Chief** \$52,000 annually

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.

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.

Police - Compensation Pay

May be taken in lieu of overtime pay, this will be capped at 40 hours and will transfer between fiscal years.

Police - Longevity Pay

1 - 5 years employment \$100.00 5+ years employment \$250.00

Police - Take Home Vehicle

Issued to Officers residing in Madison County or 20 miles from Town limits and per department policy. Vehicles are non-personnel use. Estimated value is \$3000.00 per year.

Police - Jan-April 2020

The pay period consists of seven (7) days beginning on Sunday and ending on Saturday. If a police officer works more than 40 hours in a paid period, they will be in overtime status.

Police - May-Dec 2020

The pay period consists of fourteen (14) days beginning on Sunday and ending on Saturday. If a police Officer works more than 86 hours in a pay period, they will be in overtime status.

Police - Overtime/Holiday

Overtime = Overtime hours worked x 1.5 x hourly pay. Overtime must be approved by the Police Chief or the Town Council. Sick hours used, Vacation time used, nor Holiday hours earned will not count toward the calculation of overtime hours.

Holiday pay will be paid at the hourly rate and will be in addition to any pay for time worked. Officers may be compensated with paid time off in lieu of Holiday pay at the discretion of the Police Chief or the Town Council. Holiday pay = Hourly pay x 8 hours.

Section - Educational 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.

- Health, Life and 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 **75** cents per hour.

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

If a Lapel Utility employee receives an initial gas operators certification, their salary will be increased by **50** cents per hour.

Section - Special Pay/Year End

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

Salary Ranges

The Council may use these ranges when hiring new Town Employees. Ranges may be increased or decreased depending upon qualifications of the new applicant.

- Deputy Clerk \$20-\$23/hour Office Administration
- Accounts Payable \$14-\$17/hour Office Administration
- Seasonal Labor 1 \$10-\$14/hour Part Time General Maintenance
- Seasonal Labor 2 \$14-\$17/hour Part Time Seasonal Labor
- Seasonal Labor 3 \$9-12/hour Part Time Seasonal Labor
- Wastewater Operator \$18-\$21/hour
- Utility Superintendent \$19-\$22/hour
- Gas Operator \$15-\$18/hour
- Gas Assistant/Labor \$14-\$17/hour

- Utility Labor \$13-\$16/hour
- Water Operator \$13-\$16/hour
- Full time/Part Time Office Employee \$14-\$17/hour