

TOWN OF ST. JOHN, LAKE COUNTY, INDIANA

ORDINANCE NO. 1276

AN ORDINANCE ESTABLISHING A SCHEDULE OF WAGES AND SALARIES FOR EMPLOYEES, FIRE AND POLICE PERSONNEL, AND TOWN OFFICIALS

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, finds it appropriate to amend the schedule of wages and salaries for the Town of St. John, Lake County, Indiana, for Town Employees, Town Officials, Police Personnel, Fire Personnel, Building and Planning Department Employees, Park Department Employees, and Public Works Department Employees which include the Water Utility Employees, Wastewater Utility Employees, Street Department Employees, Sanitary District Employees, and Waterworks District Employees; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, finds it proper and appropriate to set forth a schedule for payment of such salaries and wages; and

WHEREAS, pursuant to the provisions of Title 36 of the Indiana Code, as amended from time to time, the compensation of the Council Members, Clerk-Treasurer, Police Chief, Fire Chief, other Town Officials and Town Employees for services shall be as the Town Council of the Town of St. John, Lake County, Indiana, by ordinance, made direct, and find proper and appropriate to establish wages, salaries, and schedule of payment thereof.

NOW, THEREFORE, BE IT ORDAINED, by the Town Council of the Town of St. John, Lake County, Indiana, that the following schedule of wages and salaries and dates of payment, therefore, and Town Employees, Fire and Police Department Personnel, the Town Officials, be and are hereby established and shall commence with pay period beginning December 14, 2002, and continue through pay period ending December 12, 2003, to wit:

- A. **Town Council Employees**
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| Town Council President | Not to exceed \$10,000.00 per year, payable in the amount of \$2,500.00 quarterly, (March 28, June 20, September 26, and December 19, 2003), from the General Fund. |
| Town Council Members | Not to exceed \$8,000.00 per year, payable in the amount of \$2,000.00 quarterly, (March 28, June 20, September 26, and December 19, 2003), from the General Fund. |
| Town Manager | Not to exceed \$2,507.31 paid bi-weekly from the General Fund. |
| Administrative Secretary | Not to exceed \$16.50 per hour, paid bi-weekly from the General Fund. |
| Computer Network Administrator | Not to exceed \$2,083.08 paid bi-weekly from the General Fund. |
- B. **Clerk-Treasurer's Employees**
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| Clerk-Treasurer | Not to exceed \$2,089.43 paid bi-weekly from the General Fund, Water Utility, or Wastewater Utility, in whole or in part. |
| Chief Deputy, Class I | Not to exceed \$22.92 per hour, paid bi-weekly from the General Fund, Water Utility, or Wastewater Utility, in whole or in part. |

Chief Deputy, Class II	Not to exceed \$22.04 per hour paid bi-weekly from the General Fund, Water Utility, or Wastewater Utility, in whole or in part.
Class I, Clerk, Full Time	Not to exceed \$16.61 per hour, paid bi-weekly from the General Fund, Water Utility, or Wastewater Utility, in whole or in part.
Class II, Clerk, Full Time	Not to exceed \$15.84 per hour, paid bi-weekly from the General Fund, Water Utility, or Wastewater Utility, in whole or in part.
Class III, Clerk, Full Time	Not to exceed \$14.32 per hour, paid bi-weekly from the General Fund, Water Utility, or Wastewater Utility, in whole or in part.
Class IV, Clerk, Full Time	Not to exceed \$12.79 per hour, paid bi-weekly from the General Fund, Water Utility, or Wastewater Utility, in whole or in part.
Class V, Clerk, Full Time	Not to exceed \$11.28 per hour, paid bi-weekly from the General Fund, Water Utility, or Wastewater Utility, in whole or in part.
Class VI, Clerk, Full or Part Time	Not to exceed \$10.76 per hour, paid bi-weekly from the General Fund, Water Utility, or Wastewater Utility, in whole or in part.
Class VII, Clerk, Full or Part Time	Not to exceed \$9.74 per hour, paid bi-weekly from the General Fund, Water Utility, or Wastewater Utility, in whole or in part.
Class VIII, Clerk, Full or Part Time	Not to exceed \$8.71 per hour, paid bi-weekly from the General Fund, Water Utility, or Wastewater Utility, in whole or in part.
Billing Clerk Class I, Clerk, Full Time	Not to exceed \$17.88 per hour, paid bi-weekly from the Water Utility or Wastewater Utility, in whole or in part.
Class II, Clerk, Full Time	Not to exceed \$15.84 per hour, paid bi-weekly from the Water Utility or Wastewater Utility, in whole or in part.
Class III, Clerk, Full Time	Not to exceed \$14.32 per hour, paid bi-weekly from the Water Utility or Wastewater Utility, in whole or in part.
Class IV, Clerk, Full Time	Not to exceed \$12.79 per hour, paid bi-weekly from the Water Utility or Wastewater Utility, in whole or in part.
Class V, Clerk, Full Time	Not to exceed \$11.28 per hour, paid bi-weekly from the Water Utility or Wastewater Utility, in whole or in part.
Class VI, Clerk, Full or Part Time	Not to exceed \$10.76 per hour, paid bi-weekly from the Water Utility or Wastewater Utility, in whole or in part.
Class VII, Clerk, Full or Part Time	Not to exceed \$9.74 per hour, paid bi-weekly from the Water Utility or Wastewater Utility, in whole or in part.
Class VIII, Clerk, Full or Part Time	Not to exceed \$8.71 per hour, paid bi-weekly from the Water Utility or Wastewater Utility, in whole or in part.

C. Police Department Employees

Police Chief	Not to exceed \$2,355.71 paid bi-weekly from the General Fund.
Assistant Chief	Not to exceed \$2,203.02 paid bi-weekly from the General Fund.
Lieutenant	Not to exceed \$24.07 per hour, paid bi-weekly from the General Fund.
Sergeant	Not to exceed \$24.49 per hour, paid bi-weekly from the General Fund.
Corporal	Not to exceed \$22.56 per hour, paid bi-weekly from the General Fund.
Patrolman 1 st Class	Not to exceed \$21.85 per hour, paid bi-weekly from the General Fund.
Patrolman 1 st Class on Special Assignment	Not to exceed \$22.9425 per hour, paid bi-weekly from the General Fund.
Patrolman 2 nd Class	Not to exceed \$21.06 per hour, paid bi-weekly from the General Fund.
Probationary Officer	Not to exceed \$20.06 per hour, paid bi-weekly from the General Fund.
Highway Safety Grant Officer	Not to exceed Police Officer's prevailing hourly wage.
Police Specialist	Not to exceed \$76.92 bi-weekly from the General Fund.
Police Traffic School Trainer	Not to exceed \$45.00 per hour for the five-hour class, bi-weekly from the General Fund.
Police K-9 Officers	Not to exceed \$99.03 bi-weekly from the General Fund
Secretary to the Police Chief Class I, Full Time	Not to exceed \$17.11 per hour, paid bi-weekly from the General Fund.
Class II, Full or Part Time	Not to exceed \$11.09 per hour, paid bi-weekly from the General Fund.
Class III, Full or Part Time	Not to exceed \$10.03 per hour, paid bi-weekly from the General Fund.
Class IV, Full or Part Time	Not to exceed \$8.98 per hour, paid bi-weekly from the General Fund.
Chief Radio Operator, Full Time	Not to exceed \$16.25 per hour, paid bi-weekly from the General Fund.

Radio Operator, Full Time	Not to exceed \$15.44 per hour, paid bi-weekly from the General Fund.
Radio Operator, Part Time	Not to exceed \$12.67 per hour, paid bi-weekly from the General Fund or MVH, in whole or in part.
Radio Operator, Trainee	Not to exceed \$7.69 per hour, bi-weekly from the General Fund or MVH, in whole or in part.
D. Fire Department	
Fire Chief	Not to exceed \$2,089.43 paid bi-weekly from the General Fund.
Assistant Fire Chief	Not to exceed \$12.00 for each call or run within the corporate limits of the Town of St. John and within the area under contract with the St. John Township Trustee, payable bi-annually from the General Fund (June 6 and December 5, 2003).
Firefighter/EMT 1 st Class, Full Time	Not to exceed \$1,419.23 paid bi-weekly from the General Fund.
Firefighter/EMT 2 nd Class, Full Time	Not to exceed \$1,340.38 paid bi-weekly from the General Fund.
Firefighter/EMT 3 rd Class, Full Time	Not to exceed \$1,261.54 paid bi-weekly from the General Fund.
Firefighter/EMT Probationary, Full Time	Not to exceed \$1,182.70 paid bi-weekly from the General Fund.
Firefighter/EMT, Part Time	Not to exceed \$10.00 per hour, paid bi-weekly from the General Fund.
Records/Billing Clerk, Full or Part Time	Not to exceed \$8.71 per hour, paid bi-weekly from the General Fund.
Firefighter	Not to exceed \$10.00 for each call or run responded to within the corporate limits of the Town of St. John and within the area under contract with the St. John Township Trustee, payable bi-annually from the General Fund (June 6 and December 5, 2003).
Firefighter Training	Not to exceed \$10.00 for each practice session attended, payable bi-annually from the General Fund (June 6 and December 5, 2003).
Officers Compensation	Not to exceed \$25.00 per month, payable bi-annually from the General Fund (June 6 and December 5, 2003).

Unless otherwise provided by contract, each active and participating member of a volunteer fire company shall be paid not less than \$100.00 per year for a clothing allowance and not less than \$100.00 per year for an automobile allowance. Should a fireman leave the department before serving the entire year, clothing allowance and car allowance will be pro-rated.

E. Building & Planning Employees
Building Commissioner

Not to exceed \$21.12 per hour, paid bi-weekly from the General Fund.

Class I, Clerk, Full Time

Not to exceed \$15.84 per hour, paid bi-weekly from the General Fund.

Class II, Clerk, Full Time

Not to exceed \$14.32 per hour, paid bi-weekly from the General Fund.

Class III, Clerk, Full Time

Not to exceed \$11.28 per hour, paid bi-weekly from the General Fund.

Class IV, Full or Part Time

Not to exceed \$10.76 per hour, bi-weekly from the General Fund.

Class V, Full or Part Time

Not to exceed \$9.74 per hour, bi-weekly from the General Fund.

Electrical Inspector

The hourly rate of compensation, paid bi-weekly, shall be the prevailing wage rate for union electricians of the class or category of the said Electrical Inspector, i.e., a fourth year electrical apprentice, a fifth year apprentice, or a journeyman electrician.

F. Public Works Employees
Director of Public Works
Class I

Not to exceed \$2,436.36 bi-weekly from MVH, Waterworks District, and Sanitary District, in whole or in part.

Class II

Not to exceed \$2,236.36 bi-weekly from MVH, Waterworks District, and Sanitary District, in whole or in part.

Waterworks Superintendent

Not to exceed \$24.47 per hour, paid bi-weekly from MVH, Water Utility, Wastewater Utility, Waterworks District, Sanitary District, or Park Department, in whole or in part.

Class I, Full Time

Not to exceed \$23.45 per hour, paid bi-weekly from MVH, Water Utility, Wastewater Utility, Waterworks District, Sanitary District, or Park Department, in whole or in part.

Class II, Full Time

Not to exceed \$21.94 per hour, paid bi-weekly from MVH, Water Utility, Wastewater Utility, Waterworks District, Sanitary District, or Park Department, in whole or in part.

Class III, Full Time

Not to exceed \$19.91 per hour, paid bi-weekly from MVH, Water Utility, Wastewater Utility, Waterworks District, Sanitary District, or Park Department, in whole or in part.

Class IV, Full Time

Not to exceed \$17.88 per hour, paid bi-weekly from MVH, Water Utility, Wastewater Utility, Waterworks District, Sanitary District, or Park Department, in whole or in part.

Class V, Full Time	Not to exceed \$15.84 per hour, paid bi-weekly from MVH, Water Utility, Wastewater Utility, Waterworks District, Sanitary District, or Park Department, in whole or in part.
Class VI, Full Time	Not to exceed \$13.81 per hour, paid bi-weekly from MVH, Water Utility, Wastewater Utility, Waterworks District, Sanitary District, or Park Department, in whole or in part.
Class VII, Full Time	Not to exceed \$12.79 per hour, paid bi-weekly from MVH, Water Utility, Wastewater Utility, Waterworks District, Sanitary District or Park Department, in whole or in part.
Class VIII, Full or Part Time	Not to exceed \$11.79 per hour, paid bi-weekly from MVH, Water Utility, Wastewater Utility, Waterworks District, Sanitary District, or Park Department, in whole or in part.
Class IX, Full or Part Time	Not to exceed \$10.25 per hour, paid bi-weekly from MVH, Water Utility, Wastewater Utility, Waterworks District, Sanitary District, or Park Department, in whole or in part.
Class X, Full or Part Time	Not to exceed \$8.71 per hour, paid bi-weekly from MVH, Water Utility, Wastewater Utility, Waterworks District, Sanitary District, or Park Department, in whole or in part.
Class XI, Part Time Summer Help	Not to exceed \$6.44 per hour, paid bi-weekly from MVH, Water Utility, Wastewater Utility, Waterworks District, Sanitary District, or Park Department, in whole or in part.
Administrative Assistant	Not to exceed \$17.36 per hour, paid bi-weekly from MVH, Water Utility, or Wastewater Utility, in whole or in part.
Class I, Clerk, Full Time	Not to exceed \$11.50 per hour, paid bi-weekly from MVH, Water Utility, Wastewater Utility, or Park Department, in whole or in part.
Class II, Clerk, Full or Part Time	Not to exceed \$10.50 per hour, paid bi-weekly from MVH, Water Utility, Wastewater Utility, or Park Department, in whole or in part.
Class III, Clerk, Full or Part Time	Not to exceed \$10.03 per hour, paid bi-weekly from MVH, Water Utility, Wastewater Utility, or Park Department, in whole or in part.
Class IV, Clerk, Full or Part Time	Not to exceed \$8.50 per hour, paid bi-weekly from MVH, Water Utility, Wastewater Utility, or Park Department, in whole or in part.
G. Sanitary District Commissioners	Not to exceed \$600.00 per year payable in the amount of \$300.00 bi-annually from the Sanitary District Operating Fund (June 20 and December 19, 2003).

H.	Town Council Secretary Pro-Tem	\$60.00 per meeting.
	Plan Commission Secretary	\$60.00 per meeting.
	Secretary Pro-Tem	\$60.00 per meeting.
	BZA Secretary	\$60.00 per meeting.
	Secretary Pro-Tem	\$60.00 per meeting.
	Police Commission Secretary	\$60.00 per meeting.
	Secretary Pro-Tem	\$60.00 per meeting.
	Park Department Secretary	\$60.00 per meeting.
	Secretary Pro-Tem	\$60.00 per meeting.
	Utility Districts Secretary	\$60.00 per meeting.
	Secretary Pro-Tem	\$60.00 per meeting.

When any given meeting of the Town Council, Plan Commission, BZA, Police Commission, Park Board, or Utility Districts exceeds two (2) hours in total time, the Secretary or Secretary Pro-Tem shall be entitled to an additional \$20.00 per hour for each additional hour, or portion thereof, which exceeds the aforesaid two (2) hours in total time.

I. Longevity – Full Time Employees

The amount earned will be based upon one (1) year increments as follows with the first year of employment not receiving any credit towards the program, as it is still a probationary year. The longevity pay for the employee shall be paid out of the following funds: General, MVH, Sanitary District, Waterworks District, Water Utility, Wastewater Utility, and Park Department. The following longevity pay schedule shall apply to all Regular Full Time Town Employees. The amount paid will be based on completed years of continuous service as follows:

2 Years = \$100.00	14 Years = \$800.00
3 Years = \$150.00	15 Years = \$900.00
4 Years = \$200.00	16 Years = \$950.00
5 Years = \$300.00	17 Years = \$1,000.00
6 Years = \$350.00	18 Years = \$1,050.00
7 Years = \$400.00	19 Years = \$1,100.00
8 Years = \$450.00	20 Years = \$1,200.00
9 Years = \$500.00	21 Years = \$1,250.00
10 Years = \$600.00	22 Years = \$1,300.00
11 Years = \$650.00	23 Years = \$1,350.00
12 Years = \$700.00	24 Years = \$1,400.00
13 Years = \$750.00	25 Years & Over = \$1,500.00

Longevity will be included in the first payroll of December.

For purposes of proration at termination any part of a month worked shall be credited as a full month worked.

J. Police Department Uniform Allowance

Police Chief	\$1,000.00 per year, with \$500.00 paid on or about June 20, 2003, and \$500.00 on or about December 19, 2003. In the event of hire or appointment during the calendar year the amount of uniform allowance shall be prorated.
Police Officers	\$1,000.00 per year for all ranks, with \$500.00 paid on or about June 20, 2003, and \$500.00 on or about December 19, 2003. In the event of being hired during the calendar year, the Officer shall be required to purchase the uniform items prescribed by the

Board of Metropolitan Police Commissioners (not exceeding \$1,000.00). After one (1) year of service, the Officer would be entitled to receive the regular prescribed allowance, prorated for that calendar year.

Radio Operators, Chief & Full Time \$800.00 per year, with \$400.00 paid on or about June 20, 2003, and \$400.00 paid on or about December 19, 2003. In the event of being hired during the calendar year, the Radio Operator shall be required to purchase the uniform items prescribed by the Board of Metropolitan Police Commissioners (not exceeding \$300.00). After one (1) year of service the Radio Operator would be entitled to receive the regular prescribed allowance, prorated for that calendar year. No allowance shall be paid until training is completed and employment is permanent.

Radio Operators, Part Time \$150.00 per year, with \$75.00 paid on or about June 20, 2003, and \$75.00 paid on or about December 19, 2003. In the event of being hired during the calendar year, the Part Time Radio Operator shall be required to purchase the uniform items prescribed by the Board of Metropolitan Police Commissioners (not exceeding \$300.00). After one (1) year of service the Part Time Radio Operator would be entitled to receive the regular prescribed allowance prorated for that calendar year. No allowance shall be paid until training is completed and employment is permanent.

Reserve Officers \$100.00 per year, with \$50.00 paid on or about June 20, 2003, and \$50.00 paid on or about December 19, 2003. In the event of being appointed during the calendar year, the Reserve Officer shall be required to purchase the uniform items prescribed by the Board of Metropolitan Police Commissioners (not exceeding \$700.00). After one (1) year of service the Reserve Officer would be entitled to receive the regular prescribed allowance, prorated for that calendar year.

No uniform allowances shall be paid for employees of the Police Department unless specifically prescribed herein.

K. Employees Health Benefits

Each employee shall be provided health, dental, and life insurance at the cost of 20% of the monthly premium charged and paid by the Town, payable monthly. The Town will pay 80% of the monthly premium charged to the Town for such coverage. Notwithstanding anything in the foregoing sentence to the contrary, the Town employee shall pay 20% of the monthly premium charged to the Town for whatever coverage that employee selects.

L. Pre-Tax Premium Plan

All employees have the option, and may elect to participate in a Pre-Tax Premium Plan to be established by the Town as permitted by the provisions of Internal Revenue Code, Section 125, as amended from time to time. All employees electing to participate in the Pre-Tax Premium Plan shall be required to comply with the requirements of the plan, as amended from time to time.

M. Deferred Compensation Program

All employees have the option, and may elect to participate in a Deferred Compensation Program to be established by the Town for the benefit of the employees. The Deferred Compensation Program is specifically established to permit Town employees to participate in a supplemental retirement savings plan by contribution of a portion of salary before federal taxes to an established retirement account, all as permitted by Internal Revenue Section 457, as amended from time to time. All employees electing to participate in the program shall be required to comply with the requirements of the plan, as amended from time to time.

N. Emergency Fire Service Response

All employees of the Town who are also delineated as Members of the St. John Volunteer Fire Department, Inc., a Not-For-Profit entity, which contracts with the Town to provide fire and emergency-related services to the residents of the Town, shall be permitted to respond to any fire or emergency-related call which the Town Volunteer Fire Department ordinarily and necessarily responds to while said Employee is engaged in his/her duties and responsibilities as a Town Employee. In the event an Employee elects to respond to the fire or emergency-related call for which the Town Volunteer Fire Department ordinarily responds, then said Employee shall be paid the regular wage or salary which the employee is entitled to under the terms and provisions of this Ordinance, as amended from time to time, without loss or penalty. In the event an Employee elects to respond to a fire or emergency-related call while working as a Town Employee, that Employee shall not be entitled to receipt of, nor shall be paid by the Town Volunteer Fire Department, and the only compensation of the Employee shall be that of the wages or salaries to which that employee is entitled and no other.

That all existing ordinances, or parts thereof, in conflict with the provisions of this ordinance, are hereby deemed null, void, and of no legal effect, and are specifically repealed.

If any section, clause, provision, or portion of this ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect any other section, clause, provision, or portion of this ordinance.

That this ordinance shall take effect, and be in full force and effect, from and after its passage by the Town Council of the Town of St. John.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA, THIS 17th DAY OF Dec, 2002.

Aye 5 Nay 0

Kristie L. Aldridge
KRISTIE L. ALDRIDGE, President

Jerome J. Rudy
JEROME J. RUDY, Member

William M. Winterhaler
WILLIAM M. WINTERHALER, Member

Michael S. Forbes
MICHAEL S. FORBES, Vice-President

Kathleen J. Willman
KATHLEEN J. WILLMAN, Member

ATTEST:
Judith L. Companik
JUDITH L. COMPANIK, Clerk-Treasurer