

# ORDINANCE NO. 2021-2182

## AN ORDINANCE FIXING

### SALARIES OF APPOINTED OFFICERS AND EMPLOYEES, FIRE AND POLICE PERSONNEL OF THE CITY OF PLYMOUTH, INDIANA FOR THE YEAR 2022

BE IT ORDAINED by the Common Council of the City of Plymouth, Indiana that from and after the first day of January, 2022, the following appointed officers and employees of the City of Plymouth, Indiana, may receive up to the following salaries and wages. The first payroll for City Employees in January, 2022, will reflect the rate of pay as established by the Salary Ordinance. Employee benefits are addressed in the City of Plymouth Employee Handbook adopted by Ordinance No. 2013-2052, passed January 14, 2013, and as most recently amended by Ordinance No. 2019-2149, passed June 24, 2019.

#### OFFICE OF THE MAYOR

Promotion of the City Coordinator		\$	46,339.20	per yr
Member of the Board of Public Works & Safety who is not an elected official		\$	36.05	per
	Regular, Executive, or Special Session Board of Wks mtg attended			

#### OFFICE OF THE CLERK-TREASURER

Deputy Clerk-Treasurer		\$	22.48	per hr
Deputy Clerk-Treasurer / Probation (90-180 days)		\$	22.48	* per hr
Human Resources and Payroll Coordinator		\$	21.59	per hr
Accounts Payable Coordinator		\$	19.50	per hr
Accounts Receivable Coordinator		\$	19.50	per hr
EMS Billing and Cash Balancing Coordinator		\$	19.50	per hr
Utility Billing Coordinator		\$	20.30	per hr
Clerk Part Time		\$	15.70	per hr
All Coordinators / Probation (90-180 days)		\$	19.50	* per hr

#### POLICE DEPARTMENT

Chief of Police		\$	72,526.80	per yr
Assistant Chief of Police		\$	65,506.08	per yr

<u>Position</u>	<u>Projected Hours</u>			
Detective	2080 hrs	\$	30.43	per hr
Sergeant	2016 hrs	\$	30.43	per hr
Corporal	2016 hrs	\$	29.80	per hr
Patrol Officer	2016 hrs	\$	29.12	per hr
Patrol Officer / Probation (one year maximum)	2016 hrs	\$	29.12	* per hr

The School Resource Officer's rate of pay shall be determined by their position, above.

Longevity pay is additional compensation to be paid to a qualified police officer. A qualified police officer is one who has at least three (3) years of continuous service to the City.

Longevity pay is calculated to be Two Hundred Twenty-five Dollars (\$225.00). The amount to be paid to a qualified police officer is \$225.00 multiplied by the number of years of continuous service. The maximum amount

A Clothing Allowance of \$850.00 per year is paid to all police officers who have at least one full year of continuous service to the city. Clothing Allowance is payable in equal installments at the end of each quarter.\*\*

Work Schedule - There is established a seven (7) day work week for members of the Plymouth Police Department. For the officers working patrol, the work schedule shall be established as five (5) days on duty, followed by two (2) days off duty, then four (4) days on duty, followed by two (2) days off duty; returning again to the five (5) days on duty, followed by two (2) days off duty; and then four (4) days on duty, followed by two (2) days off duty, with this

All non-exempt Police Officers will be paid one and one-half (1 and 1/2) times their regular rate of pay for all hours worked in excess of forty (40) hours (See §FLSA 553.230) in any scheduled work week. Only hours worked will count for overtime purposes. All overtime work must be approved by the initialing or signing of your time

\*\*Except for those instances noted in Ordinance No. 1479.

\*\*\*Except for those instances noted in Ordinance No. 1480.

## POLICE DEPARTMENT

<u>Position</u>	<u>Projected Hours</u>			
Police Aide	2080 hrs	\$	19.12	per hr
Police Aide / Probation (90-180 days)	2080 hrs	\$	19.12 *	per hr
Projected Hours Not Calculated on the Following Part-time Positions				
School Crossing Guard	up to	\$	35.87	per day

## POLICE DEPARTMENT INCENTIVE DAYS

Full-time hourly police personnel who work special details or who work a shift other than the 7:00 a.m. - 3:00 p.m. shift shall be entitled to extra paid days off duty referred to as "incentive days" as follows:

- A. Full-time hourly police personnel assigned to the 11:00 p.m. - 7:00 a.m. shift shall receive one (1) incentive day per calendar month.
- B. Full-time hourly police personnel assigned to the 3:00 p.m. - 11:00 p.m. or the 7:00 p.m. - 3:00 a.m. shift shall receive one (1) incentive day per calendar months.
- C. Full-time hourly police personnel assigned to the 11:00 a.m. to 7:00 p.m. shift shall receive one (1) incentive day every six months.
- D. Full-time hourly police personnel shall begin being compensated for incentive days after working an eligible shift for 30 calendar days.
- E. If a full-time hourly police personnel does not timely use his or her earned incentive days as required above, he or she shall be paid for said day (s) at his or her standard rate. In no event shall any officer be paid overtime (or more than standard rate) for unused incentive days. Said personnel are requested to mark a day off on their time card as an incentive day if they wish to be paid for the day without taking it off.

## FIRE DEPARTMENT

Fire Chief - EMS Director	\$	71,519.04	per yr
Assistant Chief - Firefighter	\$	62,816.16	per yr
Assistant Chief - Firefighter Paramedic	\$	62,816.16	per yr
Firefighter - Chief Mechanic	\$	60,218.88	per yr
Firefighter - Chief Paramedic	\$	60,218.88	per yr
Firefighter - Training Instructor	\$	60,218.88	per yr
Firefighter - Paramedic - Training Instructor	\$	60,218.88	per yr
Firefighter 1st Class	\$	58,142.88	per yr
Firefighter - Paramedic	\$	58,142.88	per yr
Firefighter - Inspector	\$	58,142.88	per yr
Firefighter - Probation (one year maximum)	\$	58,142.88 *	per yr
Firefighter - Paramedic - Probation (one year maximum)	\$	58,142.88 *	per yr
Firefighter - EMT - Probation (one year maximum)	\$	58,142.88 *	per yr

Longevity pay is additional compensation to be paid to a qualified firefighter. A qualified firefighter is one who has at least three (3) continuous years of service to the City.

Longevity pay is calculated to be Two Hundred Twenty-five Dollars (\$225.00). The amount to be paid to a qualified firefighter is \$225.00 multiplied by the number of years of continuous service. The maximum amount paid shall be \$4,500.00. Longevity shall be paid on the pay day following the anniversary date for that individual.\*\*\*

**Civilian Fire Department Employees**

Paramedic, Civilian	\$	58,142.88	per yr
Paramedic, Civilian - Probation (one year maximum)	\$	58,142.88 *	per yr
Paramedic Part-time	\$	14.76	per hr
Advance EMT Part-time	\$	13.86	per hr
Basic EMT Part-time	\$	12.93	per hr
Administrative Assistant	\$	19.12	per hr.
Administrative Assistant / Probation (90-180 days)	\$	19.12 *	per hr.

Paramedic's salary shall be increased by \$2,500.08 annually; however the certified salary shall be the same as a First Class Firefighters.

A Clothing Allowance of \$600.00 per year is paid to all firefighters and paramedics who have at least one full year of continuous service to the city. Clothing Allowance is payable in equal installments at the end of each quarter.\*\*

Work Schedule - The Fire Department works 24 hours on, 24 hours off, 24 hours on, 24 hours off, 24 hours on and 96 hours off in a 28 day period. If such 28 day period includes benefit days, extra hours worked up to 212 are to be paid at a regular hourly rate. Hours worked over the 212 hours are to be paid at time and one-half. Salaries for the fire department are based on 2928 hours per year.

\*\*Except for those instances noted in Ordinance No. 1479.

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**CITY ENGINEER/STORM WATER DEPARTMENT**

City Engineer/Storm Water Compliance Superintendent	\$	95,033.28	per yr
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**DEPARTMENT OF BUILDING COMMISSION**

Building Commissioner	\$	63,257.04	per yr
Part-time Building Commissioner	\$	16.10	per hr.
Administrative Assistant	\$	19.12	per hr.
Administrative Assistant / Probation (90-180 days)	\$	19.12 *	per hr.

**DEPARTMENT OF LAW**

City Attorney	\$	98,061.84	per yr.
Human Resources Manager	\$	42,630.00	per yr.

**CEMETERY DEPARTMENT**

Cemetery Superintendent	\$	60,741.36	per yr
Assistant Superintendent	\$	23.57	per hr
Laborers - Full Time	\$	19.95	per hr
Laborers / Probation (90-180 days)	\$	19.95 *	per hr
Laborers - Summer / Semi-skilled	\$	13.71	per hr

**PARK & RECREATION DEPARTMENT**

Park Superintendent	\$	65,119.44	per yr
Pool and Recreation Director	\$	44,654.40	per yr
Maintenance Supervisor	\$	23.57	per hr
Laborer - Maintenance - City Forester	\$	22.38	per hr
Laborers - Maintenance - Full Time	\$	19.95	per hr
Laborers/Maintenance / Probation (90-180 days)	\$	19.95 *	per hr
Office Manager	\$	19.12	per hr
Office Manager / Probation (90-180 days)	\$	19.12 *	per hr
Laborers - Part-time	\$	13.71	per hr
Laborers-Summer Semiskilled	\$	13.71	per hr
Head Life Guards (Instructors WSI)	\$	13.63	per hr
Life Guards (Instructors WSI)	\$	12.44	per hr
Life Guards	\$	10.64	per hr

**AVIATION DEPARTMENT**

Airport Manager		\$	56,894.16	per yr
Assistant Manager		\$	21.50	per hr
Laborers		\$	19.95	per hr
Laborers / Probation (90-180 Days)		\$	19.95 *	per hr
Laborer - Part-time		\$	13.71	per hr

**MOTOR VEHICLE HIGHWAY/SANITATION DEPARTMENT/CITY GARAGE & WAREHOUSE**

Street & Sanitation Superintendent		\$	65,119.44	per yr
Supervisor		\$	23.57	per hr
Mechanics		\$	22.38	per hr
Mechanics / Probation (90-180 days)		\$	22.38	per hr
Truck Drivers - Laborers - Full Time		\$	19.95	per hr
Truck Drivers - Laborers / Probation (90-180 days)		\$	19.95 *	per hr
Administrative Assistant		\$	19.12	per hr
Administrative Assistant / Probation (90-180 days)		\$	19.12 *	per hr.

**UTILITY DEPARTMENT**

Superintendent		\$	96,467.28	per yr
Engineering Technician		\$	24.33	per hr

**WASTE WATER DEPARTMENT**

Assistant Superintendent. (Treatment Plant/Collection System)		\$	24.66	per hr
Maintenance Supervisor		\$	23.57	per hr
Maintenance/Repair Technician - A		\$	21.40	per hr
Maintenance/Repair Technician - B		\$	20.38	per hr
Maintenance/Repair Technician - C		\$	19.39	per hr
Maintenance/Repair Technician / Probation (90-180 Days)		\$	21.40 *	per hr
Collection System Supervisor		\$	23.57	per hr
Laborers Treatment/Collection System - A		\$	19.95	per hr
Laborers Treatment/Collection System - B		\$	19.28	per hr
Laborers Treatment/Collection System - C		\$	18.61	per hr
Laborers Treatment/Coll System Probation (90-180 Days)		\$	19.95 *	per hr
Laborer/Semiskilled - Part Time		\$	13.71	per hr
Laboratory Technician Supervisor		\$	23.57	per hr
Laboratory Technician		\$	15.48	per hr
Laboratory Technician Probation (90-180 Days)		\$	15.48 *	per hr
Laboratory Technician Part-time		\$	14.62	per hr
Janitor		\$	12.93	per hr
Administrative Assistant		\$	19.12	per hr
Administrative Assistant Probation (90-180 Days)		\$	19.12 *	per hr
Administrative Assistant Part-time		\$	14.25	per hr
Safety Officer		\$	0.42	per hr

The above listed pay for all full time hourly employees shall increase upon each certification of said employees as follows:

Class I Plant Operator	\$	0.50
Class II Plant Operator	\$	1.00
Class III Plant Operator	\$	1.50
Class IV Plant Operator	\$	2.00
Cross-Connection Devise Inspector and T	\$	1.00

## **WATER WORKS DEPARTMENT**

Assistant Superintendent		\$	24.66	per hr
Distribution System Supervisor		\$	23.57	per hr
Maintenance Supervisor		\$	23.57	per hr
Maintenance/Repair Technician - A		\$	21.40	per hr
Maintenance/Repair Technician - B		\$	20.38	per hr
Maintenance/Repair Technician - C		\$	19.39	per hr
Maintenance/Repair Technician / Probation (90-180 Days)		\$	21.40	* per hr
Service Technician/Laborer - A		\$	19.95	per hr
Service Technician/Laborer - B		\$	19.28	per hr
Service Technician/Laborer - C		\$	18.61	per hr
Service Technician/Laborer / Probation (90 - 180 Days)		\$	19.95	* per hr
Service Technician/Laborer - Semi-skilled		\$	14.11	per hr.
Administrative Assistant		\$	19.12	per hr
Administrative Assistant Probation (90-180 Days)		\$	19.12	* per hr
Administrative Assistant Part-time		\$	14.26	per hr

The above listed pay for all full time hourly employees shall increase upon each certification of said employees as follows:

Class DSS (Distribution System Small)	\$	0.33
Class DSM (Distribution System Medium)	\$	0.67
Class DSL (Distribution System Large)	\$	1.00
Class WT1 (Water Treatment 1)	\$	0.33
Class WT2 (Water Treatment 2)	\$	0.67
Class WT3 (Water Treatment 3)	\$	1.00
Cross-Connection Device Inspector and Tester	\$	1.00

### ***LONGEVITY PAY FOR FULL-TIME EMPLOYEES (Except Police Officers and Firefighters)***

Longevity pay is additional compensation to be paid to qualified full-time non-emergency personnel. Qualified employees are those who are eligible for other benefits paid to full time employees i.e., PERF and health insurance, and who have at least three (3) uninterrupted years of service to the City. Non-emergency personnel includes those employees not employed as Firefighters and Police Officers. Said uninterrupted years of service shall be full calendar years.

Longevity pay is calculated to be Fifty Dollars (\$50.00). The amount to be paid to the qualified full-time non-emergency employee is \$50.00 multiplied by the number of full, uninterrupted years of service to the City of Plymouth in a qualified position. The maximum amount paid shall be \$1,000.00. Longevity shall be paid on the last paycheck of the year for that year's service. Said qualified employee must be employed as a full time employee at the time of payment. Said longevity pay shall not be prorated under any circumstances. If an employee is inactive at the time of said payment, he/she shall not be paid longevity. Inactive shall exclude earned vacation time, sick time or personal days (not to exceed two (2) personal days).

### ***OVERTIME PAY FOR NON-EXEMPT EMPLOYEES (Except Police Officers and Firefighters)***

Non-exempt employees will be paid one and one-half (1-1/2) times their regular rate of pay for all hours worked in excess of forty (40) hours in any scheduled work week. Only hours worked will count for overtime purposes. All overtime work must be approved by the initialing or signing of your time card/sheet by your superintendent.

**\*Probationary rate is determined by the department head and based on relevant experience.**

***PRINCIPLES OF PUBLIC ACCOUNTABILITY (Exempt salaried employees)***

The City of Plymouth's pay system is based on a policy based on principals of public accountability (See §FLSA 541.710(1) which recognizes the City's accountability to its citizens for the use of public funds. Because of this accountability and in the interest of efficient use of these funds, the city will not pay employees for hours that they do not work, unless they have accrued leave available to cover that time. Full-day (8 hour) or partial-day (4 hour) increments will be used if accrued leave is not available.

DULY ORDAINED, PASSED AND ADOPTED by the Common Council of the City of Plymouth, Indiana, this 28th day of July, 2021.

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Mark Senter, Presiding Officer

Attest:

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Jeanine M. Xaver, IAMC / CMC / CPFIM  
Clerk-Treasurer

PRESENTED by me to the Presiding Officer of the City of Plymouth, Indiana on the 28th day of July, 2021.

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Jeanine M. Xaver, IAMC / CMC / CPFIM  
Clerk-Treasurer

THIS ORDINANCE approved and signed by me on the 28th day of July, 2021.

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Mark Senter, Mayor  
City of Plymouth, Indiana