

**PLAINFIELD TOWN COUNCIL
ORDINANCE NO. 40-2020**

**AN ORDINANCE AMENDING AND REPLACING ORDINANCE NO.15-2020,
FIXING THE COMPENSATION OF ELECTED OFFICIALS, OFFICERS,
BOARD AND COMMISSION MEMBERS AND EMPLOYEES OF
THE TOWN OF PLAINFIELD, INDIANA**

Be it ordained the Town Council of the Town of Plainfield, Hendricks County, Indiana, that the compensation for its elected officials, officers, board and commission members and employees for November 23, 2020 through December 31, 2020 shall be as follows:

ADMINISTRATIVE

TOWN COUNCIL (5) \$15,000.00 Annually
Basic Group Life and AD&D not to exceed: \$102.00 Annually

CLERK-TREASURER \$70,000.00 Annually
Basic Group Life and AD&D, STD/LTD not to exceed: \$405.00 Annually

| | <u>Grade</u> | <u>Biweekly Base Salary</u> | |
|---|--------------|-----------------------------|----------------------|
| Town Manager | K | \$3,385.00 | to \$4,826.00 |
| Executive Director, Development Services (P.E.) | K | \$3,385.00 | to \$4,826.00 |
| Assistant Town Manager | J | \$3,039.00 | to \$4,355.00 |
| Director of Transportation, Engineer (P.E.) | J | \$3,039.00 | to \$4,355.00 |
| Director of Information Technology | J | \$3,039.00 | to \$4,355.00 |
| Director of Budget | I | \$2,885.00 | to \$4,120.00 |
| Director of Economic Development | I | \$2,885.00 | to \$4,120.00 |
| Director of Communications and Marketing | H | \$2,731.00 | to \$3,885.00 |
| Director of Planning and Zoning | H | \$2,731.00 | to \$3,885.00 |
| Budget Analyst | F | \$2,423.00 | to \$3,453.00 |
| Human Resource Manager | E | \$2,231.00 | to \$3,178.00 |
| Information Technology Manager | E | \$2,231.00 | to \$3,178.00 |
| Business Office Manager | E | \$2,231.00 | to \$3,178.00 |
| Building Commissioner | E | \$2,231.00 | to \$3,178.00 |
| Fleet and Facilities Manager | E | \$2,231.00 | to \$3,178.00 |
| Human Resource Specialist | D | \$1,885.00 | to \$2,708.00 |
| Senior Planner | D | \$1,885.00 | to \$2,708.00 |
| Information Technology Specialist | C | \$1,808.00 | to \$2,589.00 |
| Staff Accountant | C | \$1,808.00 | to \$2,589.00 |
| Planner/GIS | C | \$1,808.00 | to \$2,589.00 |
| Building Inspector | C | \$1,808.00 | to \$2,589.00 |
| Code Enforcement Inspector | B | \$1,424.00 | to \$2,040.00 |
| Executive Assistant to Town Manager | B | \$1,424.00 | to \$2,040.00 |
| Executive Assistant to Development Services | B | \$1,424.00 | to \$2,040.00 |
| Accounts Payable Clerk | B | \$1,424.00 | to \$2,040.00 |
| Accounts Receivable Clerk | B | \$1,424.00 | to \$2,040.00 |
| <u>Administrative Assistant</u> | <u>A</u> | <u>\$1,231.00</u> | <u>to \$1,766.00</u> |
| Interns | | \$8.25 | to \$18.25 per hour |

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| | | | |
|---|-----------------------|----|------------------|
| Part-Time Administrative/Clerical/Support | \$8.25 | to | \$18.25 per hour |
| Part-Time Accounts Receivable Clerk | \$8.25 | to | \$18.25 per hour |
| Clothing Allowance/PPE stipend for qualifying Full-time Employees | \$300.00 | | |
| Approved Special Assignment/Certification/Licensure | \$.25-\$1.00 per hour | | |

BOARDS AND COMMISSIONS

| | |
|--------------------------------------|----------------------|
| BZA Members (5) | \$100.00 per meeting |
| Plan Commission (7) | \$100.00 per meeting |
| Secretary BZA | \$100.00 per meeting |
| Secretary Plan Commission | \$100.00 per meeting |
| Design Review Committee (5) | \$100.00 per meeting |
| Exempt Police Security (At meetings) | \$100.00 per meeting |
| Police Commissioners (3) | \$2,000.00 Annually |

PLAINFIELD POLICE DEPARTMENT SALARIES AND OTHER BENEFITS

| | <u>Grade</u> | <u>Biweekly Salary</u> | |
|--|--------------|---------------------------------------|---------------------|
| Police Chief | I | \$2,885.00 | to \$4,120.00 |
| Deputy Chief | H | \$2,731.00 | to \$3,885.00 |
| Captains | *F | Incumbent Salary plus \$250 bi-weekly | |
| Lieutenants-Promotion from Sergeant | *F | Incumbent Salary plus \$100 bi-weekly | |
| Sergeants -Promotion from Corporal | *E | Incumbent Salary plus \$100 bi-weekly | |
| Corporals -Promotion from First Class | *D | Incumbent Salary plus \$100 bi-weekly | |
| Accreditation Manager | C | \$1,808.00 | to \$2,589.00 |
| Crime Scene Investigator | C | \$1,808.00 | to \$2,589.00 |
| First Class Patrol Officers | *C | \$1,808.00 | to \$2,589.00 |
| Probationary Patrol Officers | *B | | \$22.30 per hour |
| Executive Assistant | B | \$1,424.00 | to \$2,040.00 |
| Administrative Assistant | A | \$1,231.00 | to \$1,766.00 |
| Records Clerk | A | \$1,231.00 | to \$1,766.00 |
| Part Time Admin/CSO (Community Support) | | \$8.25 | to \$18.25 per hour |
| Chaplain (1) | | \$3,000.00 Annually | |
| Clothing Allowance/PPE stipend for Officers/CSI | | \$1,200.00 Annually | |
| Clothing Allowance/PPE for Reserves | | \$400.00 Annually | |
| Clothing Allowance/Stipend/PPE for Approved Special Assignment | | \$300.00 Annually | |
| Shift Differential (After completion of FTO training) | | \$1.00 per hour | |
| Approved Advanced Certification/FTO/Instructor | | \$1.00 per hour | |

All Non-Exempt/Non-Administrative/Shift Assigned Sworn Police Officers will receive 88 hours of holiday incentive per year.

*All Officers follow the Section 7(k) overtime exemption of the FLSA (14 day tour of duty)

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Certified Pension Base is First Class Patrol Officer’s Annual Salary + 20 years longevity pay
 $\$60,359.80 + \$3,000.00 = \$63,359.80$

PLAINFIELD FIRE TERRITORY SALARIES AND OTHER BENEFITS

| | <u>Grade</u> | <u>Biweekly Salary</u> | | |
|---|--------------|--|-----------|-------------------|
| Fire Chief | I | \$2,885.00 | to | \$4,120.00 |
| Assistant Fire Chief | H | \$2,731.00 | to | \$3,885.00 |
| Division Chief (4) | G | \$2,577.00 | to | \$3,688.00 |
| *Promotion to Battalion Chief (Level 3) (3) | *G | Incumbent hourly rate plus \$1.00 per hour | | |
| *Promotion to Captain (Level 2) (3) | *F | Incumbent hourly rate plus \$1.00 per hour | | |
| *Promotion to Lieutenant (Level 1) (9) | *F | Incumbent hourly rate plus \$1.00 per hour | | |
| Fire Prevention Officer | D | \$1,885.00 | to | \$2,708.00 |
| First-Class Firefighter/Paramedic (21) | *D | \$1,885.00 | to | \$2,708.00 |
| First-Class Firefighter/EMT (37) | *C | \$1,808.00 | to | \$2,589.00 |
| Firefighter/Paramedic Probationary | *B | | | \$16.80 per hour |
| Firefighter/EMT Probationary | *B | | | \$15.80 per hour |
| <u>Executive Assistant</u> | <u>B</u> | <u>\$1,424.00</u> | <u>to</u> | <u>\$2,040.00</u> |
| Part-Time Ambulance Billing Clerk | | \$8.25 | to | \$18.25 per hour |

*All Firefighters follow the Section 7(k) overtime exemption of the FLSA (14 day tour of duty)

Clothing Allowance/PPE stipend for Firefighters \$1,000.00 Annually

Approved Special Assignment/Certification/Trainer \$.25-1.00 per hour

All non-exempt/Non-Administrative/Shift Assigned Sworn Firefighters will receive 88 hours of holiday incentive per year.

Certified Pension Base = First Class Firefighter salary with 20 Years Longevity
 $\$60,359.80 + \$3,000.00 = \$63,359.80$

TOWN COURT

| | | | | |
|-----------------------|----------|-------------------|-----------|---|
| Judge | | | | \$39,800.00 Annually |
| | | | | Basic Group Life and AD&D, STD/LTD not to exceed: \$405.00 Annually |
| | | | | Dental and Vision Insurance not to exceed: 1,057.80 Annually |
| Court Administrator | B | \$1,424.00 | to | \$2,000.00 |
| <u>Court Clerk</u> | <u>A</u> | <u>\$1,231.00</u> | <u>to</u> | <u>\$1,766.00</u> |
| Part-time Court Clerk | | \$8.25 | to | \$18.25 per hour |
| Bailiff | | | | \$10.00 per hour |

PUBLIC WORKS

| | <u>Grade</u> | <u>Biweekly Salary</u> | | |
|------------------------------------|--------------|------------------------|----|------------|
| Director of Utilities | H | \$2,731.00 | to | \$3,885.00 |
| Director of DPW | H | \$2,731.00 | to | \$3,885.00 |
| Utility/DPW Manager(s) | E | \$2,231.00 | to | \$3,178.00 |
| Conservation/ Property Manager | E | \$2,231.00 | to | \$3,178.00 |
| Water/Wastewater Plant Crew Leader | C | \$1,808.00 | to | \$2,589.00 |
| Stormwater Crew Leader | C | \$1,808.00 | to | \$2,589.00 |

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| | | | | |
|--|----------|------------------------|-----------|-------------------|
| Fleet Mechanic Crew Leader | C | \$1,808.00 | to | \$2,589.00 |
| Streets Crew Leader | B | \$1,424.00 | to | \$2,040.00 |
| Stormwater Compliance Inspector | B | \$1,424.00 | to | \$2,040.00 |
| Construction Crew Leader | B | \$1,424.00 | to | \$2,040.00 |
| Fleet Mechanic | B | \$1,424.00 | to | \$2,040.00 |
| Operator Wastewater/Water | B | \$1,424.00 | to | \$2,040.00 |
| Operator Street Department | A | \$1,231.00 | to | \$1,766.00 |
| Operator Stormwater Department | A | \$1,231.00 | to | \$1,766.00 |
| <u>Administrative Assistant</u> | <u>A</u> | <u>\$1,231.00</u> | <u>to</u> | <u>\$1,766.00</u> |
| Part-Time Street Operator | | \$8.25 | to | \$18.25 per hour |
| Approved Special Assignment/Certification/Trainer/CDL | | \$.25-\$1.25 per hour | | |
| Clothing Allowance/PPE stipend for full-time employees | | \$300.00 | | |
| Shift Differential | | \$1.00 per hour | | |

PARKS AND RECREATION

| | <u>Grade</u> | <u>Biweekly Salary</u> | | |
|--|--------------|------------------------|-----------|-------------------|
| Director of Parks and Recreation | H | \$2,731.00 | to | \$3,885.00 |
| General Manager RAC | D | \$1,885.00 | to | \$2,708.00 |
| Recreation Facilities Operations Manager | C | \$1,808.00 | to | \$2,589.00 |
| Aquatics Facilities Operations Manager | C | \$1,808.00 | to | \$2,589.00 |
| Leisure Services Manager | C | \$1,808.00 | to | \$2,589.00 |
| Facility Maintenance Supervisor | B | \$1,424.00 | to | \$2,040.00 |
| Parks Maintenance Supervisor | B | \$1,424.00 | to | \$2,040.00 |
| Executive Assistant | B | \$1,424.00 | to | \$2,040.00 |
| Assistant Aquatic Manager | B | \$1,424.00 | to | \$2,040.00 |
| Building Supervisors | A | \$1,231.00 | to | \$1,766.00 |
| Recreation Program Coordinator | A | \$1,231.00 | to | \$1,766.00 |
| Special Events Coordinator | A | \$1,231.00 | to | \$1,766.00 |
| Park Maintenance Operator | A | \$1,231.00 | to | \$1,766.00 |
| <u>Splash Island Aquatic Supervisor</u> | <u>A</u> | <u>\$1,231.00</u> | <u>to</u> | <u>\$1,766.00</u> |
| Part-Time Crew Leaders | | \$9.25 | to | \$18.25 per hour |
| Part-Time Park Maintenance | | \$9.25 | to | \$18.25 per hour |
| Part-Time Lifeguards | | \$9.25 | to | \$12.25 per hour |
| Part-Time Recreation Guest Services | | \$8.25 | to | \$12.25 per hour |
| Part-Time Guest Services Indoor and Splash Island | | \$8.25 | to | \$12.25 per hour |
| Intern | | \$8.25 | to | \$12.25 per hour |
| Part-Time Programmers, Instructors and Events Workers | | \$8.25 | to | \$32.00 per class |
| Approved Special Assignment/Certification/Trainer/CDL | | \$.25-\$1.25 per hour | | |
| Clothing Allowance/PPE stipend for full-time employees | | \$300.00 | | |
| Shift Differential (Beyond Scheduled Shift 10pm /or after 6pm) | | \$1.00 per hour | | |

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HENDRICKS COUNTY COMMUNICATION CENTER

| | <u>Grade</u> | <u>Biweekly Salary</u> | |
|---|--------------|---------------------------------------|---------------------|
| Director | H | \$2,731.00 | to \$3,885.00 |
| Deputy Director | G | \$2,577.00 | to \$3,688.00 |
| Operations Manager | E | \$2,231.00 | to \$3,178.00 |
| Supervisor | C | \$1,808.00 | to \$2,589.00 |
| Accreditation Manager | C | \$1,808.00 | to \$2,589.00 |
| Quality Assurance Coordinator | C | \$1,808.00 | to \$2,589.00 |
| Assistant Supervisor | B | \$1,424.0 | to \$2,040.00 |
| Communications Officer | B | \$1,424.0 | to \$2,040.00 |
| Probationary with 5 Skill Sets | A | Incumbent salary plus \$1.00 per hour | |
| Probationary with 4 Skill Sets | A | Incumbent salary plus \$1.00 per hour | |
| Probationary with 3 Skill Sets | A | Incumbent salary plus \$.50 per hour | |
| Probationary with 2 Skill Sets | A | Incumbent salary plus \$.50 per hour | |
| Probationary with 1 Skill Set | A | Incumbent salary plus \$.50 per hour | |
| Probationary Communications Officer | A | \$16.41 per hour | |
| Part-time Fire Dispatch Certification | | Additional \$.50 per hour | |
| Part-time Police Dispatch Certification | | Additional \$.50 per hour | |
| Part-time Headquarters Certification | | Additional \$.25 per hour | |
| Part-time IDACS/Warrants Certification | | Additional \$.25 per hour | |
| Part-time Communication Officer | | \$18.00 | to \$26.00 per hour |
| Part-time Technical Assistant | | \$18.00 | to \$26.00 per hour |
| Shift Differential (After being certified on three disciplines) | | \$1.00 per hour | |
| Approved Special Assignment/Certification/Trainer | | \$1.00 per hour | |

All non-exempt/Non-Administrative/Shift Assigned Communication Officers will receive 88 hours of holiday incentive per year.

MISCELLANEOUS

A part-time employee may earn an additional \$.25 per hour beginning on the first day of the pay period the month following the employee's anniversary date if the employee is not at the maximum of the grade and if they meets one of the following qualifications:

Part-Time Hendricks County Communication Center employees must average working one shift per week.

Parks and Recreation year-round employees must average working 10 hours per week.

Parks and Recreation seasonal employees must average working 25 hours per week for 10 weeks.

All other part-time employees must average working 12 hours per week.

These annual increases will top out at eight years of service.

Part-time employees not specifically provided for herein shall be paid at an hourly rate ranging from \$8.25 to \$32.00 and shall receive no other compensation or benefits.

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Unless otherwise listed above:

- a. The Town Council may make changes to employee compensation at any time by amending the Salary Ordinance.
- b. Employees may receive performance bonuses or special compensation as determined by the Town Council when awards are warranted beyond base pay as illustrated in the salary grades.
- c. The Town of Plainfield assumes 3% of the employee contribution to civilian PERF and Police and Fire 1977 Funds.
- d. The Town of Plainfield assumes the premium for life insurance, short-term disability insurance and long-term disability insurance on behalf of employees and eligible elected officials.
- e. The Town of Plainfield shares in the medical and other health insurance costs with employees and eligible elected officials. Contribution amounts are determined annually.
- f. Elected officials receive personal computer data card benefit of \$51.00 monthly.
- g. Public Safety and other Essential personnel may be granted Hazard Duty Compensation, beyond base pay as illustrated in the salary grades, when authorized by the Town Council, in accordance with a declared Local Emergency, or as approved when other hazard conditions exist.
- h. Employees receive Paid Time Off, On-Call pay, Comp Time, shift differential, Holiday time, Special Assignment/Certification pay, overtime, PTO Cash-out and other compensation and benefits as provided for in the Employee Handbook beyond base pay as illustrated in the salary grades.

All full-time Town of Plainfield employees (excluding elected officials) will be paid longevity/retention pay based on the following schedule; for continuous employment (without a break in service). Employees hired between 2016 and September 30, 2019 will have their longevity/retention pay in January 2019. Employees hired prior to 2016 will have 50% of their longevity/retention pay in January and the remaining 50% paid in July 2020. Employees hired between October 1, 2019 and December 31, 2019 will not receive longevity/retention pay.

LONGEVITY/RETENTION SCHEDULE

| Hired in | Paid in 2019 |
|----------|--------------|
| Pre-2000 | \$3,000 |
| 2000 | \$3,000 |
| 2001 | \$2,500 |
| 2002 | \$2,500 |
| 2003 | \$2,500 |
| 2004 | \$2,500 |
| 2005 | \$2,500 |
| 2006 | \$2,000 |
| 2007 | \$2,000 |
| 2008 | \$2,000 |
| 2009 | \$2,000 |
| 2010 | \$2,000 |
| 2011 | \$1,800 |
| 2012 | \$1,600 |
| 2013 | \$1,400 |
| 2014 | \$1,200 |
| 2015 | \$1,000 |
| 2016 | \$ 600 |
| 2017 | \$ 450 |
| 2018 | \$ 300 |
| 2019 | \$ 150 |

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This ordinance shall be in force and effect from and after its adoption by the Town Council and any publication required by law.

Passed and adopted by the Town Council of the Town of Plainfield, Indiana, on the 23rd day of November, 2020.

DocuSigned by:
Robin G. Brandgard
0995BF6F9B57437...
Robin G. Brandgard

DocuSigned by:
Bill Kirchoff
78C608CAFF9B48C...
Bill Kirchoff

DocuSigned by:
Kent McPhail
6AB8DF470D254D9...
Kent McPhail

DocuSigned by:
Dan Bridget
D9736EE181004F8...
Daniel Bridget

DocuSigned by:
Lance Angle
32E36D005E374BD...
Lance K. Angle

ATTESTED BY:
DocuSigned by:
Mark J. Todisco
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Mark Todisco, Clerk-Treasurer
of the Town of Plainfield, Indiana