

SALARY ORDINANCE # 2003-1

SALARY ORDINANCE # 2003-1, AN ORDINANCE ESTABLISHING THE DEPARTMENTS OF THE TOWN OF CLOVERDALE, INDIANA FIXING SALARIES AND EMPLOYMENT POLICIES FOR THE YEAR 2003. BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF CLOVERDALE, INDIANA, SECTION ONE, THAT THE FOLLOWING SHALL BE THE SALARY PAID TO OFFICERS AND EMPLOYEES OF THE TOWN OF CLOVERDALE, INDIANA TO WIT:

TOWN TRUSTEE: \$4,800.00 per year. 40% from Water services income, 30% from Sewage services income, 26.7% from General Fund appropriation, and 3.3% from Motor Vehicle Highway Fund appropriation.

TOWN CLERK-TREASURER: ~~33,092.00~~ \$33,092.00 per year. 40% from Water services income, 30% from General Fund appropriation, and 30% from Sewage services income. Duties of Clerk: Oversee all activities in the Clerk's office in addition to State required duties.

DEPUTY CLERK-TREASURER: \$20,249.00 per year. 40% from Water services income, 30% from Sewage services income, and 30% from General Fund appropriation. The Deputy Clerk-Treasurer shall perform his/her duties under the supervision of the Clerk-Treasurer as stated in I.C. code 36-5-6-6, Section 7.

BUILDING INSPECTOR: \$10,300.00 per year. 100% from General Fund appropriation. Duties are stated according to State Building Inspector codes. Mileage will be paid to the Building Inspector @ 28 cents per mile which will be logged and turned in to the Council at their monthly meetings.

TOWN MARSHALL: \$33,660.00 per year. 90.6% from General Fund appropriation and 9.4% from the Motor Vehicle Highway Fund appropriation. Department policies are to be established by the Town Marshall in accordance with the Standard Operating Procedures set forth by the Cloverdale Town Council.

DETECTIVE/INVESTIGATOR: \$27,723.00 per year. 90.6% from General Fund appropriation and 9.4% from the Motor Vehicle Highway Fund appropriation. The Detective is responsible for the preservation and investigation of all major crime scenes and felony cases. Directly responsible for the proper and most up-to-date training of all subordinates. Receives direct supervision from the Town Marshall. Will promote team concept whenever applicable to the Detective Division.

PATROLMAN: \$21,000.00 - \$24,000.00 per year. 90.6% from General Fund appropriation and 9.4% from Motor Vehicle Highway Fund appropriation. Duties established by the Town Marshall in accordance with the Standard Operating Procedures set forth by the Cloverdale Town Council.

**CHIEF DEPUTY/
K-9 SPECIALIST:** \$28,274.00 per year. 90.6% from General Fund appropriation and 9.4% from Motor Vehicle Highway Fund appropriation. Duties established by the Town Marshall in accordance with the K-9 Standard Operating Procedures and Standard Operating Procedures as set forth by the Cloverdale Town Council. The officer/handler is in charge of the care/

maintenance of the K-9 and includes in the salary payment for care/maintenance of the K-9. The officer will work a minimum of 40 hours per week on duty.

UTILITIES CLERK-TYPIST:

\$26,254.00 per year. 75% from the Water Services Income and 25% from the Sewage Services income. Duties to be instructed by the Clerk-Treasurer.

UTILITY MANAGER:

\$33,390.00 per year. 47.5% from Water Service income, 47.5% from Sewage Service income, and 5% from Motor Vehicle Highway fund appropriation. Utility Manager reports to Cloverdale Town Council.

WASTEWATER TREATMENT PLANT FOREMAN:

\$21,000.00-\$27,000.00 per year. 100% from the Sewage Service Income. The work week shall consist of forty hours in a one week period. Time and one-half shall be paid for all hours worked over forty hours in a one week period. Work hours shall be 7:30 A.M. to 4:30 P.M. Monday through Friday with one hour off for lunch. Duties to be instructed by Utility Manager.

WASTEWATER PLANT LABORER:

\$18,000.00-\$21,000.00 per year. 100% from the Sewage Service income. The work week shall consist of forty hours in a one week period. Time and one-half shall be paid for all hours worked over forty in a one week period. Work hours shall be 7:30 A.M. to 4:30 P.M. Monday through Friday with one hour off for lunch. Duties to be instructed by the Wastewater Plant Foreman with approval from the Utility Manager

WATER TREATMENT FOREMAN: \$21,000.00 - 27,000.00 per year. 100% from Water

Service. ~~The work week shall consist of forty hours in a one week period.~~ Time and one-half shall be paid for hours Worked over forty in a one week period. Hours shall be 7:30 A.M. to 4:30 P.M. Monday through Friday with one hour off for lunch. Duties to be instructed by the Utility Manager.

**DISTRIBUTION INTAKE/STREET:
FOREMAN**

\$21,000-27,000 per year. 60% from Water Service, 37.5% from sewage and 2.5% from Motor Vehicle Highway service. The work week shall consist of forty hours in a one week period . Time and one-half shall be paid for hours worked over forty in a one week period. Work hours shall be 7:30 a.m. to 4:30 p.m. Monday through Friday with one hour off for lunch. Duties to be instructed by the Utility Manager.

WATER TREATMENT LABORER:

\$18,000.00 - 21,000.00 per year. 100% from Water Service income. The work week shall consist of forty hours in a one week period. Time and one-half shall be paid for hours worked over forty in a one week period. Work hours shall be 7:30 A.M. to 4:30 P.M. Monday Through Friday with one hour off for lunch. Duties to be instructed by the Water Treatment Foreman with approval from the Utility Manager.

UTILITY LABORER:

\$18,000.00 - 21,000.00 per year. 92% from Water Service income, 5% from Sewage Service income, and 3% from Motor Vehicle Highway Fund appropriation. The work week shall consist of forty hours in a one week period. Time and one-half shall be paid for all hours over forty worked in a one week period. Work hours shall be 7:30 A.M. to 4:30 P.M. Monday through Friday with one

hour off for lunch. ~~Duties to~~ be instructed by the
Distribution Intake Foreman with approval from the
Utility Manager

SECTION TWO: THAT THE FOLLOWING SHALL BE THE EMPLOYEE BENEFITS FOR
THE CLOVERDALE POLICE DEPARTMENT:

1. Each new full-time police officer will fulfill a probationary period of one year subject to all rules and regulations set forth in the Standard Operating Procedures adopted by the Cloverdale Town Council.
2. Comp-Time:
 - a. Earning Comp-Time: Each full-time police officer may earn compensatory time for hours worked exceeding eighty hours in a two-week period. Compensatory time will be recorded on the officer's time sheet and will only be officially earned when approved by signature of the Town Marshall on the time sheet.
 - b. Using Comp-Time: Each full-time police officer may use compensatory time earned after approval of the Town Marshall. Compensatory time off can only be taken in one or two day increments and cannot occur within the same week or carry over from one week to the next. For example, an officer cannot use as comp-time Thursday and Friday and Monday and Tuesday, but using comp-time on Friday and Monday is acceptable.
 - c. Restrictions: The Town Marshall will not grant comp-time to any officer when another Officer is on vacation or is using comp-time. The Town Marshall shall ensure that granting comp-time will not interfere with police coverage
 - d. Expiration: Comp-time earned is non-cumulative and, if not used within a 90-day period from the time it is earned, will be deleted from the officer's records. Upon termination of Employment, any unused comp-time accumulated will not be reimbursed.
3. The Town of Cloverdale will pay all premiums for insurance coverage for the full-time Police Officer with the Insurance Company of the Town's choosing.
4. Each full-time Police Officer will receive five (5) days sick leave each anniversary year to be used for illness only of the employee or immediate family member, non-cumulative
5. Each full-time Police Officer shall be granted paid time off for jury duty.
6. Each full-time Police Officer shall be granted three (3) days absence during their anniversary year with pay in case of the death of the employee's Mother, Father, Sister, Brother, Spouse, Child, Grandparent, Father-in-law, Mother-in-law or Grandchild.
7. VACATION:

Each full-time Police Officer shall be granted vacation with pay as follows upon eligible anniversary date:

 - a. After completing six (6) months of the one year probationary service, each full-time Police Officer shall receive five (5) days vacation pay, non-cumulative.
 - b. After completing the one year probationary period, each full-time Police Officer shall receive ten (10) days vacation pay, non-cumulative.
 - c. Each Police Officer with more than two years full-time service but less than five years of full-time service shall receive twenty (20) days vacation pay, non-cumulative.
 - d. Each Police Officer with more than five (5) years full-time service shall receive thirty (30) days vacation pay, non-cumulative.
 - e. Each full-time Police Officer shall receive vacation days in accordance with hours worked during a working shift. (i.e.) 10 working hours = 10 vacation hours per day

PASSED AND ADOPTED THIS 10th DAY OF Dec., 2002

ATTEST:

Patti Truax
Patti Truax, Clerk-Treasurer

Terry Puffer
Terry Puffer, Council President

John Davis
John Davis, Council Vice-President

Herman R. Loy
Herman Cox, Member

Cathleen Monaco
Cathleen Monaco, Member

Judy G. Whitaker
Judy G. Whitaker, Member