

SALARY ORDINANCE 1995-1

AN ORDINANCE ESTABLISHING THE DEPARTMENTS OF THE TOWN OF CLOVERDALE, INDIANA FIXING SALARIES AND EMPLOYMENT POLICIES FOR THE YEAR 1995.

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 TRUSTEES: \$2,000.00 PER YEAR, 40% THEREOF FROM INCOME FROM WATER SERVICES INCOME, 30% FROM INCOME FROM SEWAGE SERVICES, 26.7% FROM THE GENERAL FUND APPROPRIATION AND 3.3% FROM THE MOTOR VEHICLE HIGHWAY FUND APPROPRIATION.

TOWN CLERK-TREASURER: \$22,500.00 PER YEAR, 40% THEREOF FROM WATER SERVICES INCOME, 30% THEREOF FROM SEWAGE SERVICES INCOME and 30% THEREOF FROM THE GENERAL FUND APPROPRIATION. CLERK'S DUTIES: OVERSEE ALL ACTIVITIES IN THE CLERK'S OFFICE IN ADDITION TO STATE REQUIREMENTS OF DUTIES.

DEPUTY CLERK: \$11,300.00 PER YEAR, 40% THEREOF FROM WATER SERVICES, 30% FROM THE INCOME FROM SEWAGE SERVICES, AND 30% FROM THE GENERAL FUND APPROPRIATION. THE DEPUTY CLERK SHALL PERFORM HIS/HER DUTIES UNDER THE SUPERVISION OF THE CLERK-TREASURER AS STATED IN I.C. CODE 36-5-6-6, SECTION 7.

ADMINISTRATIVE ASSISTANT: \$23,000.00 PER YEAR, 40% THEREOF FROM INCOME FROM WATER SERVICES, 30% FROM THE INCOME FROM SEWAGE SERVICES, AND 30% FROM THE GENERAL FUND APPROPRIATION. REPORTS DIRECTLY TO TOWN TRUSTEES. DUTIES ARE TO BE DIRECTED BY TOWN TRUSTEES, AND ARE TO INCLUDE ATTENDANCE AT ALL PLANNING COMMISSION, ZONING BOARD OF APPEALS, AND TOWN TRUSTEE MEETINGS.

BUILDING INSPECTOR: \$7,000.00 PER YEAR, 40% THEREOF FROM INCOME FROM WATER SERVICES, 30% FROM THE INCOME FROM SEWAGE SERVICES, AND 30% FROM THE GENERAL FUND APPROPRIATION. DUTIES ARE AS STATED ACCORDING TO STATE BUILDING INSPECTOR CODES.

CHIEF-OF-POLICE: \$26,265.00 PER YEAR, 90.6% FROM THE GENERAL FUND APPROPRIATION, AND 9.4% FROM THE MOTOR VEHICLE HIGHWAY APPROPRIATION. DEPARTMENT POLICIES TO BE ESTABLISHED BY THE CHIEF-OF-POLICE.

SENIOR PATROLMAN: \$20,400.00 PER YEAR, 90.6% FROM THE GENERAL FUND APPROPRIATION AND 9.4% FROM THE MOTOR VEHICLE HIGHWAY APPROPRIATION.

PATROLMAN I: \$17,850.00 PER YEAR, 90.6% FROM THE GENERAL FUND APPROPRIATION AND 9.4% FROM THE MOTOR VEHICLE HIGHWAY APPROPRIATION.

PATROLMAN II: \$17,500.00 PER YEAR, 90.6% FROM THE GENERAL FUND APPROPRIATION AND 9.4% FROM THE MOTOR VEHICLE HIGHWAY APPROPRIATION. \$16,500.00 UNTIL AFTER THE OFFICER ATTENDS LAW ENFORCEMENT SCHOOLING.

UTILITIES MANAGER: \$28,922.00 PER YEAR, 45% FROM THE WATER SERVICES, 45% FROM THE SEWAGE SERVICES AND 10% FROM THE MOTOR VEHICLE HIGHWAY FUND APPROPRIATION.

WATER/SEWAGE CLERK-TYPIST: \$16,065.00 PER YEAR, 75% FROM THE WATER SERVICES AND 25% FROM THE SEWAGE SERVICES. WORK WEEK SHALL CONSIST OF 37.5 HOURS AND TIME AND ONE HALF SHALL BE PAID FOR HOURS OVER FORTY HOURS IN A ONE WEEK PERIOD. WORK HOURS SHALL BE EIGHT O'CLOCK A.M. UNTIL FOUR THIRTY O'CLOCK P.M. WITH ONE HOUR OFF FOR LUNCH. DUTIES TO BE INSTRUCTED BY THE CLERK-TREASURER

DISTRIBUTION INTAKE FOREMAN: \$17,140.00 PER YEAR, 60% FROM THE INCOME FROM THE WATER SERVICES, 37.5% FROM THE SEWAGE SERVICES AND 2.5% FROM THE MOTOR VEHICLE HIGHWAY APPROPRIATION FUND. THE WORK WEEK SHALL CONSIST OF FORTY HOURS IN A ONE WEEK PERIOD. IN ADDITION TO THE ABOVE, EMPLOYEE SHALL BE PAID \$5.00 PER VISIT (TWO PER DAY) TO WATER AND SEWAGE PLANTS TO PERFORM DESIGNATED SURVEILLANCE DUTIES ON NON-WORKING DAYS. TIME AND ONE-HALF SHALL BE PAID FOR ALL HOURS WORKED OVER FORTY HOURS IN A ONE WEEK PERIOD.

SEWAGE PLANT FOREMAN: \$23,970.00 PER YEAR, 100% FROM SEWAGE SERVICES. THE WORK WEEK SHALL CONSIST OF FORTY HOURS AND TIME AND ONE HALF SHALL BE PAID FOR ALL HOURS WORKED OVER FORTY HOURS IN A ONE WEEK PERIOD.

SEWAGE PLANT LABORER: \$15,555.00 PER YEAR, 97% FROM SEWAGE SERVICES AND 3% FROM MOTOR VEHICLE HIGHWAY APPROPRIATION FUND. THE WORK WEEK SHALL CONSIST OF FORTY HOURS AND TIME AND ONE HALF SHALL BE PIAD FOR ALL HOURS WORKED OVER FORTY HOURS IN A ONE WEEK PERIOD.

WATER TREATMENT FOREMAN: \$20,000.00 PER YEAR, 100% FROM THE WATER SERVICES. THE WORK WEEK SHALL CONSIST OF FORTY HOURS AND TIME AND ONE HALF SHALL BE PAID FOR ALL HOURS WORKED OVER FORTY HOURS IN A ONE WEEK PERIOD. IN ADDITION, THE EMPLOYEE SHALL BE PAID \$5.00 PER VISIT (TWO PER DAY) TO WATER AND SEWAGE PLANTS TO PERFORM DESIGNATED SURVEILLANCE DUTIES ON NON-WORKING DAYS.

SENIOR UTILITY LABORER: — \$16,575.00 PER YEAR, ^{92 5% sewage} ~~97%~~ FROM THE WATER SERVICES AND 3% FROM THE MOTOR VEHICLE HIGHWAY FUND APPROPRIATION. THE WORK WEEK SHALL CONSIST OF FORTY HOURS AND TIME AND ONE HALF SHALL BE PAID FOR ALL HOURS WORKED OVER FORTY HOURS IN A ONE WEEK PERIOD. IN ADDITION, THE EMPLOYEE SHALL BE PAID \$5.00 PER VISIT, (TWO PER DAY) TO WATER AND SEWAGE PLANTS TO PERFORM DESIGNATED SURVEILLANCE DUTIES ON NON-WORKING DAYS.

UTILITY LABORER I:

92. 5% sewage
\$15,555.00 PER YEAR, 97% FROM THE WATER SERVICES AND 3% FROM THE MOTOR VEHICLE HIGHWAY FUND APPROPRIATION. THE WORK WEEK SHALL CONSIST OF FORTY HOURS AND TIME AND ONE HALF SHALL BE PAID FOR ALL HOURS WORKED OVER FORTY HOURS IN A ONE WEEK PERIOD. IN ADDITION, THE EMPLOYEE SHALL BE PAID \$5.00 PER VISIT (TWO PER DAY) TO WATER AND SEWAGE PLANTS TO PERFORM DESIGNATED SURVEILLANCE DUTIES ON NON-WORKING DAYS.

UTILITY LABORER II:

\$15,250.00 PER YEAR, 92% FROM THE WATER SERVICES 5% FROM THE SEWAGE SERVICES AND 3% FROM THE MOTOR VEHICLE HIGHWAY FUND APPROPRIATION. THE WORK WEEK SHALL CONSIST OF FORTY HOURS AND TIME AND ONE HALF SHALL BE PAID FOR ALL HOURS WORKED OVER FORTY HOURS IN A ONE WEEK PERIOD. IN ADDITION, THE EMPLOYEE SHALL BE PAID \$5.00 PER VISIT, (TWO PER DAY) TO WATER AND SEWAGE PLANTS TO PERFORM DESIGNATED SURVEILLANCE DUTIES ON NON-WORKING DAYS.

UTILITY LABORER III:

\$14,500.00 FOR THE FIRST SIX MONTHS AND THEN RAISED TO \$15,000.00 PER YEAR, 92% FROM THE WATER SERVICES, 5% FROM THE SEWAGE SERVICES AND 3% FROM THE MOTOR VEHICLE HIGHWAY FUND APPROPRIATION. THE WORK WEEK SHALL CONSIST OF FORTY HOURS AND TIME AND ONE HALF SHALL BE PAID FOR ALL HOURS WORKED OVER FORTY HOURS IN A ONE WEEK PERIOD. IN ADDITION, THE EMPLOYEE SHALL BE PAID \$5.00 PER VISIT, (TWO PER DAY) TO WATER AND SWAGE PLANTS TO PERFORM SURVEILLANCE DUTIES ON NON-WORKING DAYS.

SECTION TWO:

THAT THE FOLLOWING SHALL BE THE RULES, REGULATIONS AND POLICIES APPLICABLE TO THE BENEFITS DUE OFFICER AND EMPLOYEES OF THE TOWN OF CLOVERDALE, INDIANA EXCLUDING THE POLICE DEPARTMENT.

1. THE TOWN OF CLOVERDALE, INDIANA WILL PAY ALL PREMIUMS FOR FULL-TIME TOWN EMPLOYEES WITH AN INSURANCE COMPANY OF THE TOWN'S CHOICE FOR GROUP INSURANCE.
2. EACH FULL TIME EMPLOYEE SHALL RECEIVE FIVE (5) DAYS SICK LEAVE EACH CALENDAR YEAR, NON-CUMULATIVE, TO BE USED FOR ILLNESS ONLY OF THE EMPLOYEES.
3. EACH FULL TIME EMPLOYEE SHALL RECEIVE (3) DAYS PAID PERSONAL LEAVE EACH CALENDAR YEAR, CUMULATIVE.
4. EACH FULL TIME EMPLOYEE SHALL BE GRANTED PAID TIME OFF FOR JURY DUTY.
5. EACH FULL TIME EMPLOYEE SHALL BE GRANTED THREE (3) DAYS ABSENCE WITH PAY IN CASE OF DEATH OF THE EMPLOYEE'S MOTHER, FATHER, SISTER, BROTHER, SPOUSE, CHILD, GRANDPARENT, FATHER-IN-LAW OR GRANDCHILD.
6. VACATIONS:

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EACH FULL TIME EMPLOYEE SHALL BE GRANTED A VACATION PERIOD WITH PAY AS

FOLLOWS:

| | |
|--|-------------------|
| ONE (1) YEAR CONTINUOUS EMPLOYMENT ----- | FIVE (5) DAYS |
| TWO (2) YEARS CONTINUOUS EMPLOYMENT ----- | TEN (10) DAYS |
| TEN (10) YEARS CONTINUOUS EMPLOYMENT ----- | FIFTEEN (15) DAYS |
| FIFTEEN (15) YEARS CONTINUOUS EMPLOYMENT ----- | TWENTY (20) DAYS |

7. HOLIDAYS:

THE FOLLOWING HOLIDAYS WILL BE OBSERVED BY ALL FULL TIME EMPLOYEES EXCLUDING THE POLICE DEPARTMENT MEMBERS:

NEW YEAR'S EVE
 NEW YEAR'S DAY
 MARTIN LUTHER KING'S BIRTHDAY
 INDEPENDENCE DAY

*ELECTION DAY
 LABOR DAY
 VETERAN'S DAY
 THANKSGIVING DAY AND THE DAY
 FOLLOWING
 CHRISTMAS EVE AND CHRISTMAS DAY

MEMORIAL DAY
 PRESIDENT'S DAY

*ELECTION DAY ONLY IF A GENERAL ELECTION

8. THE TOWN SHALL FURNISH CLOTHING TO THE UTILITY MANAGER, UTILITY TECHNICIANS, AND THE UTILITY FOREMAN. QUANTITIES SHOWN ARE THE MAXIMUM DURING THE CALENDAR YEAR AND THEN ONLY IF DEEMED SERVICEABLE BY THE UTILITY MANAGER. RENTED UNIFORMS PROVIDED WITH LOGO AND NAME, ELEVEN EACH PER EACH EMPLOYEE. A WORK JACKET W/ZIP-IN WINTER LINER AND LOGO AND NAME, (1) AND A PAIR OF INSULATED COVERALLS W/LOGO AND NAME. (1)
9. THE TOWN SHALL FURNISH THE NEEDED SAFETY AND FOUL WEATHER GEAR AS REQUIRED BY IOSHA, THE DISCRETION OF THE UTILITY MANAGER AND WITH APPROVAL OF THE TOWN COUNCIL TO THE EMPLOYEES IN # 8

SECTION THREE:

THAT THE FOLLOWING SHALL BE THE BENEFITS OF THE CLOVERDALE POLICE DEPARTMENT:

1. THE TOWN OF CLOVERDALE, INDIANA WILL PAY ALL THE PREMIUM OF INSURANCE COVERAGE OF FULL TIME POLICE DEPARTMENT EMPLOYEES WITH AN INSURANCE COMPANY OF THE TOWN'S CHOICE FOR GROUP INSURANCE.
2. EACH FULL TIME EMPLOYEE SHALL RECEIVE FIVE (5) DAYS SICK LEAVE EACH CALENDAR YEAR, NON-CUMULATIVE, TO BE USED FOR ILLNESS ONLY OF THE EMPLOYEE.
3. EACH FULL TIMEEMPLOYEE SHALL BE GRANTED PAID TIME OFF FOR JURY DUTY.
4. EACH FULL TIME EMPLOYEE SHALL BE GRANTED THREE (3) DAYS ABSENCE WITH PAY IN CASE OF DEATH OF THE EMPLOYEE'S MOTHER, FATHER, SISTER, BROTHER, SPOUSE, CHILD, GRANDPARENT, FATHER-IN-LAW, MOTHER-IN-LAW OR GRANDCHILD.
5. VACATION:

EACH FULL TIME POLICE OFFICER SHALL BE GRANTED A VACATION PERIOD WITH PAY AS

FOLLOWS:

- A. FIRST YEAR PROBATIONARY POLICE OFFICERS SHALL RECEIVE TEN (10) DAYS ANNUAL LEAVE, NON-CUMULATIVE.
- B. ALL POLICE PERSONNEL WITH MORE THAN ONE (1) YEAR FULL TIME PAID SERVICE BUT LESS THAN TWO (2) YEARS OF FULL TIME PAID SERVICES RECEIVE TWENTY (20) DAYS ANNUAL LEAVE, NON-CUMULATIVE.
- C. ALL POLICE PERSONEL WITH MORE THAN TWO (2) YEARS OF FULL TIME PAID SERVICE BUT LESS THAN TEN (10) YEARS OF FULL TIME PAID SERVICE RECEIVE THIRTY (30) DAYS ANNUAL LEAVE, NON_CUMULATIVE.

PASSED AND ADOPTED THIS 28 DAY OF December 1995

Charles J. Ladd per Son

Gene Pickens

Maurice E. Mann

Sonnie Brunsford

ATTEST:

Patti Truax, Clerk-Treasurer

Patti Truax, Clerk-Treasurer