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Auburn, Indiana

**ORDINANCE NO. 2011-12**

**AN ORDINANCE ESTABLISHING PAY CLASSIFICATIONS,  
AND SALARY RANGES OF APPOINTED OFFICERS  
AND EMPLOYEES OF THE CITY OF AUBURN, INDIANA,  
FOR THE YEAR 2012**

Following is a proposed Ordinance fixing the salaries of appointed officers and employees of the City of Auburn, Indiana, for the year 2012 as follows:

Section I. Pay Classifications

Section II. Department Heads

Section III. Employees within departments  
Mayor's Office  
Clerk-Treasurer's Office  
City Administrative Division  
Law Department  
Engineering Department  
Building, Planning & Development Department  
Street Department  
Park and Recreation Department  
Police Department  
Fire Department  
Electric Utility Department  
Water Utility Department  
Water Pollution Control Department

Section IV. All Departments

\_\_\_\_\_ Recorder's Office  
\_\_\_\_\_ Auditor's Office  
\_\_\_\_\_ Clerk's Office  
 Other:

All Depts. .  
Payroll .  
Clerk-Treasurer .

\_\_\_\_\_ Publish Public Hearing  
\_\_\_\_\_ Publish O/R after adoption  
\_\_\_\_\_

## ORDINANCE NO. 2011-12

### AN ORDINANCE ESTABLISHING PAY CLASSIFICATIONS, AND SALARY RANGES OF APPOINTED OFFICERS AND EMPLOYEES OF THE CITY OF AUBURN, INDIANA, FOR THE YEAR 2012

#### SECTION I: PAY CLASSIFICATIONS

**Exempt Salary Employees:** There are four (4) classifications of exempt salary employees: Executive, Administrative, Professional and Learned Professional. These employees are exempt from the overtime requirements of the Fair Labor Standards Act.

***Executive:*** Those employees who have as their primary duty the management of the city itself or a particular department within the city. Exempt employees regularly direct the work of two or more full-time employees, which may include interviewing, selecting, training and evaluating, handling complaints, and imposing discipline; planning and assigning work; and determining the techniques to be used.

***Administrative:*** Those employees who have as their primary duty the performance of office or non-manual work directly related to management policy or general city operations; and customarily and regularly have the day-to-day authority to make independent choices from immediate direction of supervision with respect to matters of significance.

***Professional:*** Those employees who have as their primary duty work requiring advanced knowledge of a type required through specialized study; and their work requires the consistent exercise of discretion and judgment.

***Learned Professional:*** Those employees who have as their primary duty work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction.

**Administrative Non-Exempt Employees:** Those employees whose positions are part time or full time administrative, clerical, or support staff in nature and who are paid based on an established per hour basis. These employees are not exempt from the Fair Labor Standards Act, and do receive overtime pay at the rate of time and one-half for all hours worked in excess of forty (40) per week.

**Hourly Employees:** Those employees who are part time or full time and paid based on an established per hour basis. These employees are not exempt from the Fair Labor Standards Act, and do receive overtime pay at the rate of time and one-half for all hours worked in excess of forty (40) per week.

**Law Enforcement & Fire Protection Employees:** Those employees who are paid according to special rules under the Fair Labor Standards Act and defined as Public Safety and Emergency Personnel.

**Others:** Those individuals who are not full-time, but are paid a nominal payment. These individuals may include, but are not limited to Volunteer Firefighters, Police Reserves, and Board Members.

**Stand-by Pay:** Those individuals who are paid to answer emergency calls from close of regular hours until the start of business the next business day.

## **SECTION II. DEPARTMENT HEADS**

That from and after the first day of January 2012, the salary ranges for exempt and non-exempt employees, pay ranges for hourly employees, and pay for part-time individuals of the City of Auburn, Indiana be set as follows:

### **SALARY EXEMPT EMPLOYEES**

*Wages are paid on a bi-weekly basis unless otherwise indicated.*

Department Head	\$1,600.00 - \$3,400.00
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This includes the following Department Heads:

- Planner III/Building, Planning, & Development Administrator
- City Civil Engineer
- Electric Utility Superintendent
- Fire Chief
- Park and Recreation Superintendent
- Police Chief
- Street Superintendent
- Water Superintendent
- Water Pollution Control Superintendent

## **SECTION III. EMPLOYEES WITHIN DEPARTMENTS**

BE IT FURTHER ORDAINED that the salary ranges and hourly pay ranges are hereby established by classification and department:

**SALARY  
 EXEMPT EMPLOYEES**

*Wages are paid on a bi-weekly basis unless otherwise indicated.*

Clerk-Treasurer's Office

Deputy Clerk-Treasurer	\$1,400.00 - \$2,400.00
Application Specialist	\$1,400.00 - \$2,400.00

City Administrative Division

Purchasing Agent (part time/full time)	\$1,400.00 - \$2,400.00
Human Resources Director	\$1,400.00 - \$2,400.00
Information Systems Manager	\$1,600.00 - \$3,400.00

For the positions of Purchasing Agent, Information Systems Manager, and Human Resources Director, the Mayor and Clerk-Treasurer will evaluate and recommend a salary.

Law Department

City Attorney	\$1,444.28
Assistant City Attorney	\$638.73
Litigation hourly rate	\$95.00

Engineering Department

City Engineer's Assistant	\$1,400.00 - \$2,500.00
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Building, Planning, and Development Department

Planner II/Zoning Administrator	\$1,400.00 - \$2,400.00
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Information Systems/Essential Services Division (IS/AES)

Information Systems Specialist	\$1,400.00 - \$2,400.00
Technical Support Specialist	\$1,400.00 - \$2,400.00
Application Specialist	\$1,400.00 - \$2,400.00
Solution Specialist	\$1,400.00 - \$2,400.00
Customer Service Manager	\$1,100.00 - \$1,800.00

Police Department

Police Captain	\$1,400.00 - \$2,300.00
Dispatch Supervisor	\$1,000.00 - \$1,500.00

Fire Department

Deputy Chief	\$1,400.00 - \$2,300.00
Division Chief	\$1,400.00 - \$2,300.00
Fire Marshall	\$1,400.00 - \$2,300.00

Street Department

Assistant Street Superintendent	\$1,300.00 - \$2,100.00
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Park and Recreation Department

Facility / Grounds Manager \$1,300.00 - \$2,100.00

Electric Utility Department

Assistant Fiber Superintendent \$1,600.00 - \$2,600.00

Assistant Distribution Superintendent \$1,600.00 - \$2,600.00

Assistant Substation Superintendent \$1,600.00 - \$2,600.00

GIS Systems Specialist \$1,400.00 - \$2,400.00

Maintenance Supervisor \$1,400.00 - \$2,400.00

Construction Supervisor \$1,400.00 - \$2,400.00

Operations Coordinator \$1,400.00 - \$2,400.00

AMI System Specialist \$1,400.00 - \$2,400.00

Broadband Network Specialist \$1,400.00 - \$2,400.00

Customer Service Manager \$1,100.00 - \$1,800.00

Water Utility Department

Assistant Superintendent \$1,400.00 - \$2,300.00

Distribution Supervisor \$1,300.00 - \$2,100.00

Production Supervisor \$1,300.00 - \$2,100.00

Water Pollution Control Department

Plant Lab Supervisor \$1,300.00 - \$2,100.00

Plant Operations Supervisor \$1,300.00 - \$2,100.00

Plant Maintenance Supervisor \$1,300.00 - \$2,100.00

Sewer Maintenance Supervisor \$1,300.00 - \$2,100.00

Bio-Solids Supervisor \$1,300.00 - \$2,100.00

Program Coordinator \$1,300.00 - \$2,100.00

**HOURLY  
 ADMINISTRATIVE / CLERICAL  
 NON-EXEMPT EMPLOYEES**

Mayor's Office

Administrative Assistant \$11.00 - \$19.50

Clerk-Treasurer's Office

Accounts Payable Clerk \$11.00 - \$19.50

Customer Service Representative \$11.00 - \$19.50

Administrative Assistant \$11.00 - \$19.50

Clerical Assistant \$9.00 - \$13.00

Engineering Department

Engineer Technician II \$14.00 - \$20.00

Engineer Technician I \$12.00 - \$18.00

Administrative Assistant \$11.00 - \$19.50

Intern \$9.00 - \$13.00

Building, Planning, & Development Department

Deputy Building Commissioner	\$13.00 - \$21.00
Planner I	\$11.00 - \$19.50
Clerical Assistant / Intern	\$9.00 - \$13.00

Information Systems/Essential Services Division (IS/AES)

Administrative Assistant	\$11.00 - \$19.50
Customer Service Representative	\$11.00 - \$19.50

Police Department

Dispatcher	\$11.00 - \$19.50
Dispatcher Part-time	\$10.00 - \$13.00
Administrative Assistant	\$11.00 - \$19.50
Civilian Parking/Ordinance Enforcement Officer (part time/full time)	\$9.00 - \$13.00

Fire Department

Administrative Assistant	\$11.00 - \$19.50
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Street Department

Administrative Assistant	\$11.00 - \$19.50
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Park and Recreation Department

Administrative Assistant	\$11.00 - \$19.50
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Electric Utility Department

Office Procurement Administrator	\$13.00 - \$20.00
Administrative Assistant	\$11.00 - \$19.50
Customer Service Representative	\$11.00 - \$19.50
Clerical Assistant	\$9.00 - \$13.00

Water Utility Department

Administrative Assistant	\$11.00 - \$19.50
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Water Pollution Control Department

Administrative Assistant	\$11.00 - \$19.50
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**HOURLY EMPLOYEES**

Clerk-Treasurer's Office

Meter Reader Technician II	\$13.00 - \$18.00
Meter Reader Technician I	\$11.00 - \$16.00

Street Department

Equipment Operator II	\$14.00 - \$19.00
Equipment Operator I	\$11.00 - \$16.00

Street Department, continued

Mechanic	\$13.00 - \$18.00
Truck Driver	\$11.00 - \$16.00
Tree Trimmer Technician II	\$14.00 - \$19.00
Tree Trimmer Technician I	\$11.00 - \$16.00
General Laborer	\$9.00 - \$13.00

Park and Recreation Department

Park Maintenance	\$10.00 - \$17.00
Lifeguard	\$7.75 - \$11.00
Concession Attendant	\$7.55 - \$9.50
Pool Staff Coordinator	\$8.00 - \$12.00
Activity Coordinator	\$7.55 - \$9.50
Part-time Park Maintenance	\$8.00 - \$12.00

Electric Utility Department

Journeyman Lineman VI / Lead	\$22.00 - \$30.00
Journeyman Lineman V	\$15.00 - \$25.00
Journeyman Lineman IV	\$14.00 - \$22.00
Journeyman Lineman III	\$13.00 - \$21.00
Journeyman Lineman II	\$12.00 - \$18.00
Journeyman Lineman I	\$10.00 - \$15.00
Apprentice Journeyman Lineman	\$10.00 - \$15.00
Ground Man / Truck Driver	\$10.00 - \$14.00
Utility Service Technician	\$13.00 - \$18.00
Underground Facilities Locator	\$13.00 - \$18.00
Broadband Lineman II	\$15.00 - \$23.00
Broadband Lineman I	\$13.00 - \$21.00
Apprentice Broadband Lineman	\$10.00 - \$16.00
Tree Trimmer Technician III / Lead	\$16.00 - \$25.00
Tree Trimmer Technician II	\$12.00 - \$18.00
Tree Trimmer Technician I	\$11.00 - \$16.00
General Laborer	\$9.00 - \$13.00

Water Utility Department

Special Equipment Operator II	\$14.00 - \$19.00
Special Equipment Operator I	\$11.00 - \$16.00
Distribution Foreman	\$17.00 - \$23.00
Distribution Technician IV / Lead	\$15.00 - \$22.00
Distribution Technician III	\$14.00 - \$20.00
Distribution Technician II	\$13.00 - \$18.00
Distribution Technician I	\$11.00 - \$16.00
Production Technician III	\$14.00 - \$20.00
Production Technician II	\$13.00 - \$18.00
Production Technician I	\$11.00 - \$16.00
Distribution Service Technician	\$11.00 - \$16.00
General Laborer	\$9.00 - \$13.00

Water Pollution Control Department

Plant Lab Technician IV	\$15.00 - \$22.00
Plant Lab Technician III	\$14.00 - \$20.00
Plant Lab Technician II	\$13.00 - \$18.00
Plant Lab Technician I	\$11.00 - \$16.00
Plant Operations Technician IV	\$15.00 - \$22.00
Plant Operations Technician III	\$14.00 - \$20.00
Plant Operations Technician II	\$13.00 - \$18.00
Plant Operations Technician I	\$11.00 - \$16.00
Plant Maintenance Technician IV	\$15.00 - \$22.00
Plant Maintenance Technician III	\$14.00 - \$20.00
Plant Maintenance Technician II	\$13.00 - \$18.00
Plant Maintenance Technician I	\$11.00 - \$16.00
Sewer Maintenance Technician V/Lead	\$16.00 - \$23.00
Sewer Maintenance Technician IV	\$15.00 - \$22.00
Sewer Maintenance Technician III	\$14.00 - \$20.00
Sewer Maintenance Technician II	\$13.00 - \$18.00
Sewer Maintenance Technician I	\$11.00 - \$16.00
Bio-Solids Technician II	\$13.00 - \$18.00
Bio-Solids Technician I	\$11.00 - \$16.00
General Laborer	\$9.00 - \$13.00

**LAW ENFORCEMENT & FIRE PROTECTION EMPLOYEES**

Police Department

*The following Police Enforcement Personnel will be paid a salary based on 1,988-hours per year. They will be paid a straight time rate, calculated on the 1,988-hour year, for all hours worked above their scheduled hours in any 28-day period. They will be paid overtime at a rate of time and one half calculated on the 1,988-hour year, for all hours worked above 171 hours in any 28-day work period, pursuant to the Fair Labor Standards Act.*

Police Lieutenant	\$1,624.61 - \$1,750.00
Police Sergeant	\$1,624.61 - \$1,725.00
Police Corporal	\$1,624.61 - \$1,675.00
First Class Police Officer	\$1,624.61
Probationary Police Officer	\$1,530.40



*The following Police Enforcement Personnel will be paid a salary based on 2,080-hours per year. They will be paid a straight time rate, calculated on the 2,080-hour year, for all hours worked above their scheduled hours in any 28-day period. They will be paid overtime at a rate of time and one half calculated on the 2,080-hour year, for all hours worked above 171 hours in any 28-day work period, pursuant to the Fair Labor Standards Act. Civilian employees are excluded from the above.*

Police Detective	\$1,624.61 - \$1,750.00
Police Drug Enforcement Officer	\$1,624.61 - \$1,725.00

Shift Premiums:

Second Shift Premium	\$25.00 bi-weekly
Second/Third Shift Premium	\$30.00 bi-weekly
Third Shift Premium	\$35.00 bi-weekly

All shift premiums shall be added to the regular earnings for each pay period. Only those officers assigned to those shifts will be paid shift premiums.

Fire Department

*Firefighters will be paid an overtime rate after 212 hours in a 28-day period pursuant to the Fair Labor Standards Act. Civilian employees are not considered under the same aforementioned overtime requirements as that of Firefighters status.*

Captain	\$1,624.61 - \$1,750.00
Lieutenant	\$1,624.61 - \$1,725.00
Maintenance Supervisor	\$1,624.61 - \$1,675.00
First Class Firefighter	\$1,624.61
Probationary First Class Firefighter	\$1,530.40

Certification:

Firefighter I & II	\$250.00 annually
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Special Certifications:

1 – 3 Certifications	\$350.00 annually
4 – 6 Certifications	\$400.00 annually
7 or more Certifications	\$450.00 annually
Associates Degree or Higher	\$500.00 annually

All certification pay will be paid on an annual basis.

**OTHERS**

Board Members

Plan Commission Member [paid semi-annually]	\$50.00 per meeting per Diem
Board of Zoning Appeals Member [paid semi-annually]	\$50.00 per meeting per Diem
Sub-Committee Member [paid semi-annually]	\$20.00 per meeting per Diem
Board of Works & Safety Member [excluding Mayor]	\$167.32 bi-weekly

Police Department

School Crossing Guard	\$110.00 bi-weekly
Drug Grant Case Manager	\$9.50 - \$12.50 per hour
Operation Pullover Grant	\$25.00 - \$35.00 per hour
Marijuana Eradication Grant	\$25.00 - \$35.00 per hour
DUI Grant	\$25.00 - \$35.00 per hour
Aggressive Driving Grant	\$25.00 - \$35.00 per hour
Not limited to only the above Grants	Not to exceed grant limits
Police Reserves [Avg. 16 hrs. /per month]	\$200.00 annually
	Paid to the Benevolent Fund

Fire Department

Volunteer Firefighter pay to be allocated pursuant to Rules and Policy of the Fire Department.

Volunteer & Support Firefighter (Total Group)	\$26,000.00 - \$32,000.00 annually
Volunteer Captain	\$300.00 annually
Volunteer Lieutenant	\$250.00 annually

Clothing Allowances

Police and Fire Chiefs	\$1,000.00 annually
Police Officers	\$550.00 annually
Firefighters	\$500.00 annually
Police Dispatchers and Parking Enforcement Officer	\$300.00 annually
Reserve Police Officers	\$250.00 annually
Volunteer Firefighters	\$150.00 annually

All clothing allowances will be paid on an annual basis. All clothing allowances shall be paid during one of the special quarterly payrolls, except Police Reserves, who are not employees and will be paid their clothing allowances through the accounts payable system.

*This section applies to the hourly employees of the  
Street, Electric, Water, and Water Pollution Control Departments.*

Two employees will be available on stand-by to answer emergency calls from the close of regular hours until the start of business the next business day. The employees on stand-by will receive stand-by pay based on the stand-by schedule listed.

Daily Stand-by (Monday – Friday)	\$20.00 per day
Saturday, Sunday or Holiday Stand-by	\$100.00 per day

All stand-by pay will be paid on a quarterly basis.

If any employee is on stand-by and is called to report to work, the employee shall also be paid a minimum of one (1) hour of pay at his/her regular hourly rate or overtime hourly rate

Any employee who is not on stand-by, but who is called to report to work, shall be paid a minimum of one (1) hour of pay at his/her regular hourly rate or overtime hourly rate.

**SECTION IV. ALL DEPARTMENTS**

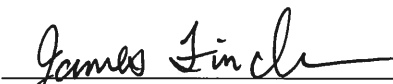
In all Departments, the ranges listed are intended to be a minimum and maximum rate and the Department Head will classify each employee. All Utility employees are to be paid by utility funds, and not funds raised by tax levy.

The Board of Public Works & Safety, Mayor's Office, Engineering Department, Department of Building, Planning, and Development, City Attorney, City Administrative Divisions, and the Clerk-Treasurer's Office employees are paid by funds from utilities and, where applicable, municipal funds.

All employees shall be paid biweekly with the first pay period payable in January 2012. Employees, Firefighter Volunteers, or others that are paid annually will be paid pursuant to the 2012 calendar year.

**BE IT FURTHER ORDAINED** that this Ordinance be in full force and effect from and after its passage and approval by the Mayor and the Common Council of the City of Auburn, Indiana.

**PASSED AND ADOPTED** by the Common Council of the City of Auburn, Indiana this 20 day of September 2011.

  
\_\_\_\_\_  
Council Member

ATTEST:

  
\_\_\_\_\_  
PATRICIA M. MILLER, Clerk-Treasurer

Presented by me to the Mayor of the City of Auburn, Indiana, this 20 day of September, 2011.

  
PATRICIA M. MILLER, Clerk-Treasurer

APPROVED AND SIGNED by me this 20 day of September, 2011.

  
NORMAN E. YODER, Mayor

**VOTING:**

**AYE**

**NAY**

Richard Stahly



Marilyn Gearhart



David Painter



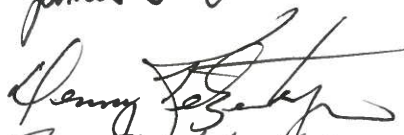
Keith Schrimshaw



James Finchum



Denny Ketzenberger



Michael Walter

