

Received 9.8.2015  
Clerk-Treasurer Mailbox  
Auburn, Indiana

**ORDINANCE NO. 2015-10**

**AN ORDINANCE ESTABLISHING PAY CLASSIFICATIONS,  
AND SALARY RANGES OF ELECTED OFFICERS, APPOINTED OFFICERS  
AND EMPLOYEES OF THE CITY OF AUBURN, INDIANA,  
FOR THE YEAR 2016**

Following is a proposed Ordinance fixing the salaries of elected officials, appointed officers and employees of the City of Auburn, Indiana, for the year 2016 as follows:

Section I. Pay Classifications

Section II Elected Officials

Section III. Department Heads

Section IV. Employees within departments

- Mayor's Office
- Clerk-Treasurer's Office
- City Administrative Divisions
- 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 V. All Departments

- Recorder's Office
- Auditor's Office
- Clerk's Office
- Other:

- Publish Public Hearing
- Publish O/R after adoption

- All Depts. \_\_\_\_\_.
- Payroll \_\_\_\_\_.
- Clerk-Treasurer \_\_\_\_\_.

**ORDINANCE NO. 2015-10**

**AN ORDINANCE ESTABLISHING PAY CLASSIFICATIONS,  
AND SALARY RANGES OF ELECTED OFFICERS, APPOINTED OFFICERS  
AND EMPLOYEES OF THE CITY OF AUBURN, INDIANA,  
FOR THE YEAR 2016**

**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. ELECTED OFFICIALS**

That from and after the first day of January 2016, the elected officials shall be:

**SALARY  
EXEMPT EMPLOYEES**

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

Mayor	\$2,295.00
Clerk-Treasurer	\$2,255.80
Council Members	\$180.20

**SECTION III. DEPARTMENT HEADS**

That from and after the first day of January 2016, 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 - \$4,300.00
-----------------	-------------------------

This includes the following Department Heads:

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

Police Chief  
Street Superintendent  
Water Superintendent  
Water Pollution Control Superintendent

**SECTION IV. 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
Systems Specialist I	\$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
AES/IS General Manager	\$1,600.00 - \$4,300.00

For the positions of Purchasing Agent, AES/IS General Manager and Human Resources Director, the Mayor and Clerk-Treasurer will evaluate and recommend a salary.

Law Department

City Attorney	\$1,524.81
Assistant City Attorney	\$674.35
Litigation hourly rate	\$95.00

Engineering Department

City Engineer's Assistant	\$1,600.00 - \$2,800.00
---------------------------	-------------------------

Building, Planning, and Development Department

Planner II/Zoning Administrator	\$1,400.00 - \$2,400.00
---------------------------------	-------------------------

Essential Services/Information Systems

Systems Specialist II	\$2,000.00 - \$3,000.00
Systems Specialist I	\$1,400.00 - \$2,400.00
Customer Service Manager	\$1,100.00 - \$1,900.00
Field Services Manager	\$1,900.00 - \$2,800.00
Operations Manager	\$2,000.00 - \$3,000.00

Police Department

Police Captain \$1,400.00 - \$2,300.00

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

Park and Recreation Department

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

Electric Utility Department

Assistant Fiber Superintendent \$1,800.00 - \$2,700.00

Assistant Distribution Superintendent \$1,800.00 - \$2,700.00

Assistant Substation Superintendent \$1,800.00 - \$2,700.00

GIS Systems Specialist \$1,600.00 - \$2,600.00

Maintenance Supervisor \$1,600.00 - \$2,600.00

Construction Supervisor \$1,600.00 - \$2,600.00

Operations Coordinator \$1,400.00 - \$2,500.00

AMI System Specialist \$1,400.00 - \$2,500.00

Broadband Network Specialist \$1,400.00 - \$2,500.00

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 \$1,400.00 - \$2,300.00

Plant Operations Supervisor \$1,400.00 - \$2,300.00

Plant Maintenance Supervisor \$1,400.00 - \$2,300.00

Sewer Maintenance Supervisor \$1,400.00 - \$2,300.00

Bio-Solids Supervisor \$1,400.00 - \$2,300.00

Program Coordinator \$1,400.00 - \$2,300.00

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

<u>Mayor's Office</u>	
Administrative Assistant	\$11.00 - \$19.50
 <u>Clerk-Treasurer's Office</u>	
Accounts Payable Clerk	\$11.00 - \$19.50
Customer Service Representative	\$11.00 - \$19.50
Administrative Assistant	\$11.00 - \$19.50
Clerical Assistant	\$10.00 - \$14.00
 <u>Engineering Department</u>	
Engineer Technician II	\$15.00 - \$23.50
Engineer Technician I	\$12.00 - \$18.00
Administrative Assistant	\$11.00 - \$19.50
Intern	\$10.00 - \$14.00
 <u>Building, Planning, &amp; Development Department</u>	
Deputy Building Commissioner	\$15.00 - \$23.00
Planner I	\$11.00 - \$19.50
Clerical Assistant / Intern	\$10.00 - \$14.00
 <u>Essential Services/Information Systems (AES/IS)</u>	
Administrative Assistant	\$11.00 - \$19.50
Customer Service Representative	\$11.00 - \$19.50
Field Services Technician II	\$16.00 - \$24.00
Field Services Technician I	\$14.00 - \$21.00
Technical Assistance (Part-time)	\$7.55 - \$12.50
 <u>Police Department</u>	
Customer Service Representative	\$11.00 - \$19.50
Administrative Assistant	\$11.00 - \$19.50
Civilian Parking/Ordinance Enforcement Officer (part time/full time)	\$10.00 - \$14.00
 <u>Fire Department</u>	
Administrative Assistant	\$11.00 - \$19.50
 <u>Street Department</u>	
Administrative Assistant	\$11.00 - \$19.50
 <u>Park and Recreation Department</u>	
Administrative Assistant	\$11.00 - \$19.50

<u>Electric Utility Department</u>	
Administrative Assistant	\$11.00 - \$19.50
Customer Service Representative	\$11.00 - \$19.50
Clerical Assistant	\$10.00 - \$14.00

<u>Water Utility Department</u>	
Administrative Assistant	\$11.00 - \$19.50
Customer Service Representative	\$11.00 - \$19.50

<u>Water Pollution Control Department</u>	
Administrative Assistant	\$11.00 - \$19.50
Customer Service Representative	\$11.00 - \$19.50

**HOURLY EMPLOYEES**

<u>Clerk-Treasurer's Office</u>	
Meter Reader Technician II	\$13.00 - \$18.00
Meter Reader Technician I	\$11.00 - \$16.00

<u>Street Department</u>	
Equipment Operator II	\$14.00 - \$20.00
Equipment Operator I	\$11.00 - \$16.00
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	\$10.00 - \$14.00

<u>Park and Recreation Department</u>	
Park Maintenance	\$12.00 - \$18.00
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

<u>Electric Utility Department</u>	
Journeyman Lineman VI / Lead	\$24.00 - \$31.00
Journeyman Lineman V	\$22.00 - \$27.00
Journeyman Lineman IV	\$18.00 - \$26.00
Journeyman Lineman III	\$16.00 - \$23.00
Journeyman Lineman II	\$14.00 - \$20.00
Journeyman Lineman I	\$12.00 - \$18.00
Apprentice Journeyman Lineman	\$10.00 - \$16.00
Ground Man / Truck Driver	\$10.00 - \$15.00
Underground Facilities Locator	\$13.00 - \$19.00

Electric Utility Department Continued

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 - \$24.00
Tree Trimmer Technician II	\$14.00 - \$20.00
Tree Trimmer Technician I	\$10.00 - \$16.00
AMI Service Technician	\$14.00 - \$22.00
General Laborer	\$10.00 - \$14.00

Water Utility Department

Special Equipment Operator II	\$14.00 - \$20.00
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
AMI Service Technician	\$14.00 - \$22.00
General Laborer	\$10.00 - \$14.00

Water Pollution Control Department

Plant Lab Technician IV	\$16.00 - \$24.00
Plant Lab Technician III	\$14.00 - \$22.00
Plant Lab Technician II	\$13.00 - \$18.00
Plant Lab Technician I	\$11.00 - \$16.00
Plant Operations Technician IV	\$16.00 - \$24.00
Plant Operations Technician III	\$14.00 - \$22.00
Plant Operations Technician II	\$13.00 - \$18.00
Plant Operations Technician I	\$11.00 - \$16.00
Plant Maintenance Technician IV	\$16.00 - \$24.00
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 - \$24.00
Sewer Maintenance Technician IV	\$15.00 - \$23.00
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
AMI Service Technician	\$14.00 - \$22.00
General Laborer	\$10.00 - \$14.00

**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 Public Works Member [excluding Mayor]	\$180.20 bi-weekly

**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	\$1,775.00 - \$1,890.00
Police Sergeant	\$1,775.00 - \$1,865.00
Police Corporal	\$1,775.00 - \$1,840.00
First Class Police Officer	\$1,775.00
Probationary Police Officer	\$1,675.00

*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 Department, continued

Police Detective	\$1,775.00 - \$1,865.00
Police Drug Enforcement Officer	\$1,775.00 - \$1,865.00

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.

Police Department

School Crossing Guard	\$110.00 bi-weekly
Drug Grant Case Manager	\$9.50 - \$12.50 per hour
Operation Pullover Grant	\$35.00 per hour
Marijuana Eradication Grant	\$35.00 per hour
DUI Grant	\$35.00 per hour
Aggressive Driving Grant	\$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
K-9 Officers	\$50.00 Bi-weekly or 1 day off per month

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	\$1,775.00 - \$1,890.00
Lieutenant	\$1,775.00 - \$1,865.00
Maintenance Supervisor	\$1,775.00 - \$1,840.00
First Class Firefighter	\$1,775.00
Probationary First Class Firefighter	\$1,675.00
Part-time Firefighter (hourly)	\$10.00 - \$13.00

Certification:

Firefighter I & II	\$250.00 annually
--------------------	-------------------

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.

Fire Department

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

Volunteer & Support Firefighter (Total Group)	\$13,000.00 - \$32,000.00 annually
Volunteer Captain	\$300.00 annually
Volunteer Lieutenant	\$250.00 annually
Volunteer Car Allowance per IC 36-8-21-5, (2)	\$100.00 annually

Clothing Allowances

Police and Fire Chiefs	\$1,000.00 annually
Police Officers	\$700.00 annually
Firefighters	\$550.00 annually
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, AES/IS, 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 V. ALL DEPARTMENTS**

In addition to the salaries set forth above, all of the employees, excluding members of the Board of Public Works, Common Council, Planning Commission and Board of Zoning Appeals shall be entitled to additional compensation and fringe benefits as set forth within the City of Auburn Personnel Policy (Title III Chapter 40 of the Code of Ordinances).

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 2016. Employees, Firefighter Volunteers, or others that are paid annually will be paid pursuant to the 2016 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 \_\_\_ day of \_\_\_\_\_, 2015.

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

**ATTEST:**

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

Presented by me to the Mayor of the City of Auburn, Indiana, this \_\_\_ day of \_\_\_\_\_ 2015.

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

**APPROVED AND SIGNED** by me this \_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
**NORMAN E. YODER, Mayor**

**VOTING:**

**AYE**

**NAY**

Michael Watson

Dennis Kruse,II (Matthew)

David Painter

Kevin Webb

James Finchum

Denny Ketzenberger

Michael Walter