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Clerk-Treasurer's Office
Auburn, Indiana

ORDINANCE NO. 2019-14

**AN ORDINANCE ESTABLISHING PAY CLASSIFICATIONS,
AND SALARY RANGES OF APPOINTED OFFICERS
AND EMPLOYEES OF THE CITY OF AUBURN, INDIANA,
FOR THE YEAR 2020**

Following is a proposed Ordinance fixing the salaries of appointed officers and employees of the City of Auburn, Indiana, for the year 2020 as follows:

Section I. Pay Classifications

Section II. Department Heads

Section III. 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
Essential Services Department
Electric Utility Department
Water Utility Department
Water Pollution Control Department

Section IV. All Departments

____ Recorder's Office
____ Auditor's Office
____ Clerk's Office
X Other:

____ Publish Public Hearing
____ Publish O/R after adoption

All Depts.
Payroll
Clerk-Treasurer

ORDINANCE NO. 2019-14

**AN ORDINANCE ESTABLISHING PAY CLASSIFICATIONS,
AND SALARY RANGES OF APPOINTED OFFICERS
AND EMPLOYEES OF THE CITY OF AUBURN, INDIANA,
FOR THE YEAR 2020**

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 2020, 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 \$2,200.00 - \$7,500.00

This includes the following Department Heads:

- Director of Building, Planning & Development
- Director of Engineering
- Electric General Manager
- Essential Services General Manager
- 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 - \$2,600.00
Systems Specialist I \$1,400.00 - \$2,600.00

City Administrative Division

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

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

Law Department

City Attorney	\$1,715.70
Assistant City Attorney	\$758.80
Litigation hourly rate	\$105.00

Engineering Department

Assistant City Engineer	\$1,600.00 - \$2,800.00
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Building, Planning, and Development Department

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

Essential Services/Information Systems

Network Services Manager	\$2,000.00 - \$3,900.00
Systems Specialist II	\$2,000.00 - \$3,800.00
Systems Specialist I	\$1,400.00 - \$2,800.00
Integrated Systems Manager	\$2,000.00 - \$3,900.00
Customer Care Manager	\$1,500.00 - \$2,500.00
Business Development Coordinator	\$1,750.00 - \$3,500.00
Business Operations Manager	\$2,000.00 - \$3,800.00
Business Operations Specialist	\$1,400.00 - \$3,000.00
Field Services Coordinator	\$1,900.00 - \$3,300.00
Facilities & Inventory Manager	\$1,400.00 - \$3,000.00
Premise Systems Manager	\$1,750.00 - \$2,800.00

Police Department

Police Captain	\$1,400.00 - \$2,500.00
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Fire Department

Deputy Chief	\$1,400.00 - \$2,500.00
Division Chief	\$1,400.00 - \$2,500.00
Division Chief Fire Enforcement	\$1,400.00 - \$2,500.00

Street Department

Assistant Street Superintendent \$1,400.00 - \$2,400.00
 Associate Street Superintendent \$1,400.00 - \$2,400.00

Park and Recreation Department

Facility/Grounds Maintenance Foreman \$1,400.00 - \$2,400.00
 Recreation Coordinator Director \$1,400.00 - \$2,400.00

Electric Utility Department

Operations Manager \$2,000.00 - \$3,900.00
 Substation/Transmission Manager \$2,000.00 - \$3,900.00
 Distribution Manager \$1,900.00 - \$3,600.00
 Line Supervisor \$1,900.00 - \$3,500.00
 Outside Plant Manager \$1,900.00 - \$3,600.00
 Line Supervisor \$1,900.00 - \$3,500.00
 Systems Specialist II \$1,600.00 - \$3,000.00
 Systems Specialist I \$1,400.00 - \$2,500.00
 Business Services Manager \$1,400.00 - \$3,000.00
 Utility Accountant \$1,400.00 - \$2,500.00

Water Utility Department

Assistant Superintendent \$1,400.00 - \$2,500.00
 Distribution Supervisor \$1,400.00 - \$2,500.00
 Production Supervisor \$1,400.00 - \$2,500.00

Water Pollution Control Department

Plant Lab Supervisor \$1,400.00 - \$2,500.00
 Plant Operations Supervisor \$1,400.00 - \$2,500.00
 Plant Maintenance Supervisor \$1,400.00 - \$2,500.00
 Sewer Maintenance Supervisor \$1,400.00 - \$2,500.00
 Bio-Solids Supervisor \$1,400.00 - \$2,500.00
 Program Coordinator \$1,400.00 - \$2,500.00

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

Mayor's Office

Administrative Assistant \$12.00 - \$25.00

Clerk-Treasurer's Office

Accounts Payable Clerk \$11.00 - \$24.00

Clerk-Treasurer's Office Continued

Customer Service Representative	\$12.00 - \$25.00
Administrative Assistant	\$12.00 - \$25.00
Clerical Assistant	\$10.00 - \$14.00

Engineering Department

Engineer Technician II	\$16.00 - \$30.00
Engineer Technician I	\$14.00 - \$28.00
Administrative Assistant	\$12.00 - \$25.00
Intern	\$10.00 - \$14.00

Building, Planning, & Development Department

Building Inspector	\$15.00 - \$27.00
Permits & Routing Coordinator	\$11.00 - \$24.00
Permits & Licensing Coordinator	\$11.00 - \$24.00
Planning Intern	\$10.00 - \$14.00

Essential Services/Information Systems (AES/IS)

Administrative Assistant	\$12.00 - \$25.00
Customer Service Representative	\$12.00 - \$25.00
Operations Assistant	\$12.00 - \$25.00
Customer & Inside Support Specialist	\$12.00 - \$28.00

Police Department

Customer Service Representative	\$12.00 - \$25.00
Administrative Assistant	\$12.00 - \$25.00
Civilian Parking/Ordinance Enforcement Officer (part-time/full-time)	\$10.00 - \$14.00

Fire Department

Administrative Assistant	\$12.00 - \$25.00
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Street Department

Administrative Assistant	\$12.00 - \$25.00
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Park and Recreation Department

Administrative Assistant	\$12.00 - \$25.00
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Electric Utility Department

Operations & Outside Support Specialist	\$12.00 - \$25.00
AMI & Inside Support Specialist	\$12.00 - \$25.00
Office Manager	\$14.00 - \$28.00

Electric Utility Continued

Administrative Assistant	\$12.00 - \$25.00
Customer Service Representative	\$12.00 - \$25.00

Water Utility Department

Administrative Assistant	\$12.00 - \$25.00
Customer Service Representative	\$12.00 - \$25.00

Water Pollution Control Department

Administrative Assistant	\$12.00 - \$25.00
Customer Service Representative	\$12.00 - \$25.00

HOURLY EMPLOYEES

Essential Services/Information Systems (AES/IS)

Field Services Technician Foreman	\$20.00 - \$33.00
Field Services Technician II	\$16.00 - \$31.00
Field Services Technician I	\$14.00 - \$24.00
Technical Assistance (Part-time / Intern)	\$7.55 - \$13.50

Street Department

Associate Street Superintendent	\$16.00 - \$28.00
Street Maintenance Tech III	\$16.00 - \$24.00
Street Maintenance Tech II	\$14.00 - \$22.00
Street Maintenance Tech I	\$12.00 - \$20.00
Mechanic	\$13.00 - \$20.00
Tree Trimmer Technician II	\$14.00 - \$24.00
Tree Trimmer Technician I	\$12.00 - \$18.00
General Laborer	\$10.00 - \$16.00

Park and Recreation Department

Park Maintenance	\$13.00 - \$21.00
Recreation Coordinator	\$13.00 - \$21.00
Part-time Recreation Coordinator	\$10.00 - \$15.00
Part-time Park Maintenance	\$9.00 - \$13.00

Electric Utility Department

Journeyman Line Foreman	\$25.00 - \$46.00
Journeyman Lineman II	\$25.00 - \$41.00
Journeyman Lineman I	\$20.00 - \$35.00
Apprentice Lineman	\$15.00 - \$30.00
Ground Man / Truck Driver	\$12.00 - \$20.00
Special Equipment Operator	\$15.00 - \$35.00
Underground Facilities Locator	\$13.00 - \$29.00
Substation Technician	\$20.00 - \$40.00
Line Clearance Foreman	\$19.00 - \$32.00

Electric Utility Department Continued

Line Clearance Technician II	\$15.00 - \$28.00
Line Clearance Technician I	\$12.00 - \$20.00
AMI Service Technician	\$14.00 - \$28.00
Facilities Maintenance	\$12.00 - \$25.00
General Laborer	\$10.00 - \$20.00
Fiber/Broadband Line Foreman	\$20.00 - \$35.00
Fiber/Broadband Lineman II	\$16.00 - \$31.00
Fiber/Broadband Lineman I	\$14.00 - \$24.00

Water Utility Department

Special Equipment Operator II	\$14.00 - \$23.00
Special Equipment Operator I	\$12.00 - \$18.00
Distribution Foreman	\$17.00 - \$25.00
Distribution Technician IV / Lead	\$15.00 - \$22.00
Distribution Technician III	\$14.00 - \$21.00
Distribution Technician II	\$13.00 - \$19.00
Distribution Technician I	\$12.00 - \$17.00
Production Technician III	\$14.00 - \$21.00
Production Technician II	\$13.00 - \$19.00
Production Technician I	\$12.00 - \$17.00
AMI Service Technician	\$14.00 - \$28.00
General Laborer	\$10.00 - \$16.00

Water Pollution Control Department

Plant Lab Technician IV	\$16.00 - \$26.00
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 - \$26.00
Plant Operations Technician III	\$14.00 - \$22.00
Plant Operations Technician II	\$13.00 - \$18.00
Plant Operations Technician I	\$12.00 - \$17.00
Plant Maintenance Technician IV	\$16.00 - \$26.00
Plant Maintenance Technician III	\$14.00 - \$22.00
Plant Maintenance Technician II	\$13.00 - \$18.00
Plant Maintenance Technician I	\$12.00 - \$17.00
Sewer Maintenance Technician V/Lead	\$16.00 - \$26.00
Sewer Maintenance Technician IV	\$15.00 - \$24.00
Sewer Maintenance Technician III	\$14.00 - \$21.00
Sewer Maintenance Technician II	\$13.00 - \$18.00
Sewer Maintenance Technician I	\$12.00 - \$17.00
Bio-Solids Technician II	\$13.00 - \$18.00
Bio-Solids Technician I	\$12.00 - \$16.00
AMI Service Technician	\$14.00 - \$28.00
General Laborer	\$10.00 - \$16.00

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]	\$202.84 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	\$2,016.92 - \$2,300.00
Police Sergeant	\$2,016.92 - \$2,200.00
Police Corporal	\$2,016.92 - \$2,100.00
First Class Police Officer	\$2,016.92
Probationary Police Officer	\$1,906.68

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	\$2,016.92 - \$2,200.00
Police Drug Enforcement Officer	\$2,016.92 - \$2,200.00
Part Time Detective (hourly)	\$12.00 - \$20.00

Shift Premiums:

Second Shift Premium	\$40.00 bi-weekly
Third Shift Premium	\$50.00 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
Grants	Not to exceed grant limits
Police Reserves (Must meet requirements)	\$1,000.00 – \$2,000.00 Annually Paid through Account Payable
K-9 Officers	\$94.56 Bi-weekly
Crime Scene Investigator	\$38.47 Bi-weekly
Reserve Officer Liaison	\$38.47 Bi-weekly

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	\$1,997.75 - \$2,200.00
Lieutenant	\$1,997.75 - \$2,125.00
Maintenance Supervisor	\$1,997.75 - \$2,075.00
First Class Firefighter	\$1,997.75
Probationary First Class Firefighter	\$1,888.51
Part-time Firefighter (hourly)	\$12.00 - \$20.00

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.

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

Volunteer & Support Firefighter (Total Group)	\$13,000.00 - \$20,000.00 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
Reserve Police Officers	\$250.00 annually
Part-time Firefighters	\$250.00 annually
Volunteer Firefighters	\$250.00 annually

Clothing Allowances Continued

All clothing allowances will be paid on an annual basis. All clothing allowances shall be paid through the payroll system, 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, Water, and Water Pollution Control Departments

One or two employees, depending on department 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.

This section applies to the hourly employees of the AES Department Virtual Call Center

One or two employees, depending on department 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 answering subscriber calls, they shall be paid a minimum of one (1) hour of pay at his/her regular hourly rate or overtime hourly rate for each call. Should another call be answered within the same hour, additional time over the hour will be paid. When another call is received in a subsequent hour, the one (1) hour minimum cycle resets.

Any employee who is not on stand-by, but answers subscriber calls, they shall also be paid a minimum of one (1) hour of pay at his/her regular hourly rate or overtime hourly rate for each call. Should another call be answered within that hour, additional time over the hour will be paid. When another call is received in a subsequent hour, the one (1) hour minimum cycle resets.

SECTION IV. 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 are paid by funds from Utilities, Fire Territory, and, where applicable, Municipal funds.

All employees shall be paid biweekly with the first pay period payable in January 2020. Employees, Firefighter Volunteers, or others that are to be paid annually will be paid pursuant to the 2020 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 _____, 2019.

James Finchum, Council Member

ATTEST:

PATRICIA M. MILLER, Clerk-Treasurer

Presented by me to the Mayor of the City of Auburn, Indiana, this ___ day of _____ 2019.

PATRICIA M. MILLER, Clerk-Treasurer

APPROVED AND SIGNED by me this ___ day of _____, 2019.

NORMAN E. YODER, Mayor

VOTING:

AYE

NAY

Michael Watson

Dennis K. Kruse, II

Wayne Madden

Kevin Webb

James Finchum

Denny Ketzenberger

Michael Walter