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Clerk-Treasurer
City of Auburn, Indiana

ORDINANCE NO. 2010-10

**AN ORDINANCE ESTABLISHING PAY CLASSIFICATIONS,
AND SALARY RANGES OF APPOINTED OFFICERS
AND EMPLOYEES OF THE CITY OF AUBURN, INDIANA,
FOR THE YEAR 2011**

Following is a proposed Ordinance fixing the salaries of appointed officers and employees of the City of Auburn, Indiana, for the year 2011 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. 2010-10

**AN ORDINANCE ESTABLISHING PAY CLASSIFICATIONS,
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AND EMPLOYEES OF THE CITY OF AUBURN, INDIANA,
FOR THE YEAR 2011**

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 2011, 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 - \$3,300.00 |
|-----------------|-------------------------|

This includes the following Department Heads:

- Administrator of Building, Planning, & Development
- 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 - \$3,300.00 |

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 |
|---------------------------|-------------------------|

Building, Planning, and Development Department

| | |
|----------------------|-------------------------|
| Zoning Administrator | \$1,300.00 - \$2,000.00 |
|----------------------|-------------------------|

Information Systems Division

| | |
|--------------------------------|-------------------------|
| Information Systems Specialist | \$1,400.00 - \$2,400.00 |
| Application Specialist | \$1,400.00 - \$2,400.00 |

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 |
|---------------------------------|-------------------------|

Park and Recreation Department

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

Electric Utility Department

| | |
|---------------------------------------|-------------------------|
| Network Engineer (AES) | \$2,500.00 - \$3,900.00 |
| 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 |
| Solution 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 |
| Broadband Network Specialist | \$1,400.00 - \$2,400.00 |
| Technical Support Specialist (AES) | \$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

| | |
|-----------------------------|-------------------|
| Inspector | \$13.00 - \$21.00 |
| Administrative Assistant | \$11.00 - \$19.50 |
| Clerical Assistant / Intern | \$9.00 - \$13.00 |

Information Systems Division

| | |
|--------------------------|-------------------|
| Administrative Assistant | \$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 |
|--------------------------|-------------------|

Street Department

| | |
|--------------------------|-------------------|
| Administrative Assistant | \$11.00 - \$19.50 |
|--------------------------|-------------------|

Park and Recreation Department

| | |
|--------------------------|-------------------|
| Administrative Assistant | \$11.00 - \$19.50 |
|--------------------------|-------------------|

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 |
|--------------------------|-------------------|

Water Pollution Control Department

| | |
|--------------------------|-------------------|
| Administrative Assistant | \$11.00 - \$19.50 |
|--------------------------|-------------------|

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 |
| 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 | \$16.00 - \$28.00 |
| 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 | \$11.00 - \$16.00 |
| Apprentice Journeyman Lineman | \$10.00 - \$15.00 |
| 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 | \$1,608.00 - \$1,750.00 |
| Police Sergeant | \$1,608.00 - \$1,725.00 |
| Police Detective Sergeant | \$1,608.00 - \$1,700.00 |
| Police Corporal | \$1,608.00 - \$1,675.00 |
| First Class Police Officer | \$1,608.00 |
| Probationary Police Officer | \$1,515.25 |

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 Lieutenant | \$1,608.00 - \$1,750.00 |
| Police Drug Enforcement Officer | \$1,608.00 |

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 | \$1,608.00 - \$1,750.00 |
| Lieutenant | \$1,608.00 - \$1,725.00 |
| Maintenance Supervisor | \$1,608.00 - \$1,675.00 |
| First Class Firefighter | \$1,608.00 |
| Probationary First Class Firefighter | \$1,515.25 |

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.

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] | \$165.50 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

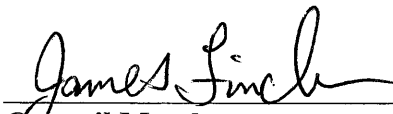
In all Departments, the ranges listed are intended to be a minimum and maximum rate and the Department Head will classify each employee. All Utility employees are to be paid by utility funds, and not funds raised by tax levy.

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 2011. Employees, Firefighter Volunteers, or others that are paid annually will be paid pursuant to the 2011 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 21st day of September, 2010.



Council Member

ATTEST:



PATRICIA M. MILLER, Clerk-Treasurer

Presented by me to the Mayor of the City of Auburn, Indiana, this 21st day of September, 2010.


PATRICIA M. MILLER, Clerk-Treasurer

APPROVED AND SIGNED by me this 21st day of September, 2010.


NORMAN E. YODER, Mayor

VOTING:

AYE

NAY

Richard Stahly

Marilyn Gearhart

David Painter

Keith Schrimshaw

James Finchum

Denny Ketzenberger

Michael Walter

