

Received 9/22/2016
Clerk-Treasurer Mailbox
Auburn, Indiana

ORDINANCE NO. 2016-14

**AN ORDINANCE ESTABLISHING PAY CLASSIFICATIONS,
AND SALARY RANGES OF ELECTED OFFICERS, APPOINTED OFFICERS
AND EMPLOYEES OF THE CITY OF AUBURN, INDIANA,
FOR THE YEAR 2017**

Following is a proposed Ordinance fixing the salaries of elected officials, appointed officers and employees of the City of Auburn, Indiana, for the year 2017 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
- Essential Services/Information Systems
- Electric Utility Department
- Water Utility Department
- Water Pollution Control Department

Section V. 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

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FOR THE YEAR 2017**

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 2017, the elected officials shall be:

**SALARY
EXEMPT EMPLOYEES**

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

Mayor	\$2,364.00
Clerk-Treasurer	\$2,323.20
Council Members	\$185.60

SECTION III. DEPARTMENT HEADS

That from and after the first day of January 2017, 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 - \$5,000.00
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This includes the following Department Heads:

- Director of Building, Planning & Development
- Director of Engineering
- 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 - \$2,500.00
Systems Specialist I	\$1,400.00 - \$2,500.00

City Administrative Division

Purchasing Agent (part time/full time)	\$1,400.00 - \$2,500.00
Human Resources Director	\$1,400.00 - \$2,500.00
AES/IS General Manager	\$1,600.00 - \$5,000.00

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	\$1,570.40
Assistant City Attorney	\$694.40
Litigation hourly rate	\$95.00

Engineering Department

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

Zoning Administrator	\$1,200.00 - \$1,900.00
Planner	\$1,400.00 - \$2,400.00

Essential Services/Information Systems

Systems Specialist II	\$2,000.00 - \$3,500.00
Systems Specialist I	\$1,400.00 - \$2,500.00
Customer Service Manager	\$1,100.00 - \$2,100.00
Operations Manager	\$2,000.00 - \$3,500.00
Business Services Manager	\$1,400.00 - \$3,000.00
Field Services Manager	\$1,900.00 - \$3,500.00
Fiber/Outside Plant Manager	\$1,900.00 - \$3,000.00
Fiber/Outside Plant Network Specialist	\$1,400.00 - \$2,500.00

<u>Police Department</u>	
Police Captain	\$1,400.00 - \$2,300.00
<u>Fire Department</u>	
Deputy Chief	\$1,400.00 - \$2,300.00
Division Chief	\$1,400.00 - \$2,300.00
Division Chief Fire Enforcement	\$1,400.00 - \$2,300.00
<u>Street Department</u>	
Assistant Street Superintendent	\$1,300.00 - \$2,200.00
<u>Park and Recreation Department</u>	
Facility / Grounds Manager	\$1,300.00 - \$2,200.00
<u>Electric Utility Department</u>	
Assistant Fiber Superintendent	\$1,800.00 - \$2,800.00
Assistant Distribution Superintendent	\$1,800.00 - \$2,800.00
Assistant Substation Superintendent	\$1,800.00 - \$2,800.00
Fiber/Outside Plant Manager	\$1,900.00 - \$3,000.00
Fiber/Outside Plant Network Specialist	\$1,400.00 - \$2,500.00
Electric System Specialist	\$1,600.00 - \$2,700.00
Maintenance Supervisor	\$1,600.00 - \$2,700.00
Construction Supervisor	\$1,600.00 - \$2,700.00
Operations Coordinator	\$1,400.00 - \$2,600.00
AMI System Specialist	\$1,400.00 - \$2,600.00
<u>Water Utility Department</u>	
Assistant Superintendent	\$1,400.00 - \$2,300.00
Distribution Supervisor	\$1,300.00 - \$2,100.00
Production Supervisor	\$1,300.00 - \$2,100.00
<u>Water Pollution Control Department</u>	
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 - \$20.00
<u>Clerk-Treasurer's Office</u>	
Accounts Payable Clerk	\$11.00 - \$20.00
Customer Service Representative	\$11.00 - \$20.00
Administrative Assistant	\$11.00 - \$20.00
Clerical Assistant	\$10.00 - \$14.00
<u>Engineering Department</u>	
Engineer Technician II	\$15.00 - \$24.50
Engineer Technician I	\$12.00 - \$21.00
Administrative Assistant	\$11.00 - \$20.00
Intern	\$10.00 - \$14.00
<u>Building, Planning, & Development Department</u>	
Building Inspector	\$15.00 - \$24.50
Permits & Routing Coordinator	\$12.00 - \$21.00
Permits & Licensing Coordinator	\$12.00 - \$21.00
Planning Intern	\$10.00 - \$14.00
<u>Essential Services/Information Systems (AES/IS)</u>	
Administrative Assistant	\$11.00 - \$20.00
Customer Service Representative	\$11.00 - \$20.00
<u>Police Department</u>	
Customer Service Representative	\$11.00 - \$20.00
Administrative Assistant	\$11.00 - \$20.00
Civilian Parking/Ordinance Enforcement Officer (part-time/full-time)	\$10.00 - \$14.00
<u>Fire Department</u>	
Administrative Assistant	\$11.00 - \$20.00
<u>Street Department</u>	
Administrative Assistant	\$11.00 - \$20.00
<u>Park and Recreation Department</u>	
Administrative Assistant	\$11.00 - \$20.00
<u>Electric Utility Department</u>	
Administrative Assistant	\$11.00 - \$20.00
Customer Service Representative	\$11.00 - \$20.00
Clerical Assistant	\$10.00 - \$14.00

Water Utility Department

Administrative Assistant	\$11.00 - \$20.00
Customer Service Representative	\$11.00 - \$20.00

Water Pollution Control Department

Administrative Assistant	\$11.00 - \$20.00
Customer Service Representative	\$11.00 - \$20.00

HOURLY EMPLOYEES

Essential Services/Information Systems (AES/IS)

Field Services Technician II	\$16.00 - \$24.00
Field Services Technician I	\$14.00 - \$21.00
Technical Assistance (Part-time)	\$7.55 - \$12.50

Street Department

Equipment Operator II	\$14.00 - \$22.00
Equipment Operator I	\$11.00 - \$18.00
Mechanic	\$13.00 - \$20.00
Truck Driver	\$11.00 - \$18.00
Tree Trimmer Technician II	\$14.00 - \$21.00
Tree Trimmer Technician I	\$11.00 - \$18.00
General Laborer	\$10.00 - \$16.00

Park and Recreation Department

Park Maintenance	\$12.00 - \$19.00
Lifeguard	\$7.75 - \$11.00
Concession Attendant	\$7.55 - \$9.50
Pool Staff Coordinator	\$8.00 - \$12.00
Recreation Coordinator	\$13.00 - \$20.00
Part-time Park Maintenance	\$8.00 - \$12.00

Electric Utility Department

Journeyman Lineman VI / Lead	\$24.00 - \$32.00
Journeyman Lineman V	\$22.00 - \$29.00
Journeyman Lineman IV	\$18.00 - \$26.00
Journeyman Lineman III	\$16.00 - \$23.00
Journeyman Lineman II	\$14.00 - \$21.00
Journeyman Lineman I	\$13.00 - \$20.00
Apprentice Journeyman Lineman	\$10.00 - \$16.00
Ground Man / Truck Driver	\$10.00 - \$15.00
Underground Facilities Locator	\$13.00 - \$20.00
Broadband Lineman II	\$15.00 - \$23.00
Broadband Lineman I	\$13.00 - \$20.00
Apprentice Broadband Lineman	\$10.00 - \$16.00

Electric Utility Department Continued

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 - \$21.00
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 - \$21.00
Distribution Technician II	\$13.00 - \$19.00
Distribution Technician I	\$11.00 - \$16.00
Production Technician III	\$14.00 - \$21.00
Production Technician II	\$13.00 - \$19.00
Production Technician I	\$11.00 - \$16.00
Meter Reader Technician II	\$13.00 - \$19.00
Meter Reader 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
Meter Reader Technician II	\$13.00 - \$18.00
Meter Reader 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]	\$185.60 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	\$1,828.20 - \$1,985.00
Police Sergeant	\$1,828.20 - \$1,925.00
Police Corporal	\$1,828.20 - \$1,880.00
First Class Police Officer	\$1,828.20
Probationary Police Officer	\$1,725.25

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 Department, continued

Police Detective	\$1,828.20 - \$1,920.00
Police Drug Enforcement Officer	\$1,828.20 - \$1,920.00

Shift Premiums:

Second Shift Premium	\$35.00 bi-weekly
Third Shift Premium	\$45.00 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
ICJI Grants	Not to exceed grant limits
Other Grants	Not to exceed grant limits
Police Reserves [Avg. 16 hrs. /per month]	\$500.00 annually Paid through Account Payable
K-9 Officers	\$50.00 Bi-weekly or 1 day off per month
Crime Scene Investigator	\$1,000.00 annually
Reserve Officer Liaison	\$1,000.00 annually

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	\$1,828.20 - \$1,985.00
Lieutenant	\$1,828.20 - \$1,920.00
First Class Firefighter	\$1,828.20
Probationary First Class Firefighter	\$1,725.25
Part-time Firefighter (hourly)	\$10.00 - \$13.00

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 - \$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 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/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 2017. Employees, Firefighter Volunteers, or others that are paid annually will be paid pursuant to the 2017 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 18 day of October, 2016.



Council Member

ATTEST:



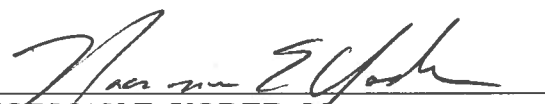
PATRICIA M. MILLER, Clerk-Treasurer

Presented by me to the Mayor of the City of Auburn, Indiana, this 18 day of October 2016.



PATRICIA M. MILLER, Clerk-Treasurer

APPROVED AND SIGNED by me this 18 day of October, 2016.




NORMAN E. YODER, Mayor

VOTING:

AYE

NAY


Michael Watson 

Dennis Kruse, II (Matthew) 

Todd Sanderson 

Kevin Webb 

James Finchum 

Denny Ketzenberger 

Michael Walter 