

ORDINANCE 2013-13

AN ORDINANCE FIXING SALARIES AND WAGES OF TOWN OFFICIALS AND EMPLOYEES OF THE TOWN OF NASHVILLE DURING THE YEAR 2014

WHEREAS, Indiana statute provides that the Town legislative body shall fix the salaries, benefits and compensation of its officers and employees.

NOW, THEREFORE BE IT HEREBY ORDAINED by the Town Council of the Town of Nashville, Brown County, Indiana that, salaries, wages and other compensation of officials and employees for the year of 2014 shall be set forth as follows:

Section 1. General Intent

- (a) That except as otherwise expressly provided in this Ordinance, a general increase as specified by the approved 2014 Town Tax and Utility Budgets and limited to the compensation ranges set forth in this Ordinance.
- (b) The Department Heads are hereby authorized to grant a one (1) time increase in the amount of up to \$20.00 per week, at the Department Head's discretion, for newly hired and/or transferred employees who successfully complete the probationary period, provided such increase remains within the prescribed ranges;

Probationary period for the Town Departments are as follows;

- i) Office of the Clerk-Treasurer,
ninety (90) days.
 - ii) Office of the Town Administration,
ninety (90) days,
 - iii) Office of the Town Marshal,
one (1) year and graduation from the Indiana Law Enforcement Academy.
- (c) The Department Heads are hereby authorized to grant a one (1) time increase in the amount of up to \$20.00 per week, at the Department Head's discretion, for employees who have completed one (1) year of service to the Town, provided such an increase remains within the prescribed ranges.

- (d) The Department Heads are hereby authorized to grant three (3) hours of compensation for holidays and eight (8) personal days three (3) hours each at the Department Head's discretion, for part time employees, provided such an approval remains within the prescribed ranges.
- (e) The Department Heads are hereby authorized to approve time cards for the payment of office personnel and the custodian should a snow/weather emergency arise and the Town Hall is shut down due to the emergency.
- (f) The Department Heads are hereby authorized to grant a paid administrative leave for an employee should the need arise for a period not to exceed 14 days.
- (g) No other wage or salary increases not otherwise provided by statute or by ordinances of the Town may be distributed to any single employee, unless specifically approved by the Town Council.

Section 2. General Administration

- (a) Department Heads will notify the Clerk-Treasurer in writing of all individuals raises and their effective dates;
- (b) Department Heads should report any and all rates and wages as a rate per hour for all hourly wage earners and a weekly rate for all salaried wage earners. Such other increases or change of weekly or hourly pay executed pursuant to this Ordinance shall not be made effective earlier than the month in which it is properly filed.

However, Department Heads shall not set rates and wages which exceed the amount allocated within the budget from which the employee is paid without Town Council approval.

- (c) For purposes of the Ordinance, references to Department Head or Supervisor shall be construed to include the Clerk-Treasurer, when acting in that capacity.
- (d) All employees shall receive the general benefits as prescribed by the Nashville Employee Handbook.
- (e) All full time employees shall belong to the Public Employees Retirement Fund (PERF). The Town's cost of participation shall be the current composite PERF rate times the employee's gross annual wage.
- (f) The Town shall pay all required employers taxes.
- (g) Employees with one (1) or more years of service on or before December 1st of any given year shall receive a lump sum payment of \$50.00 for each year of service. This lump sum payment shall be made during the first pay period in the month of

December. A service year for purpose of this section shall be defined as December 1 to December 1 of any two (2) consecutive calendar years.

- (h) The Clerk-Treasurer shall prescribe the manner in which officers and employees shall be paid, as directed in IC 36-5-6-6(4).

Section 3. Salary and Wage Rates

Subject to the provisions of this Ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Nashville are hereby fixed for its departments and offices as follows:

Nashville Town Council

Town Council Members (5) \$2,188.00 per quarter

Office of the Clerk-Treasurer

- (a) The salary of the Clerk-Treasurer shall be hereby fixed as set forth below:
 - (i) The compensation for a Clerk-Treasurer possessing a relevant professional certification(s) from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Municipal Treasurers' Association, Government Finance Officers Association, Society of Management Accountants or the American Society of Public Accountants is hereby fixed at \$910.09 weekly; or
 - (ii) The compensation for a Clerk-Treasurer possessing no relevant professional certification(s) from a generally accepted professional association is hereby fixed at \$735.00 weekly.

- (b) The compensation for the remaining employees and officers of the Office of the Clerk-Treasurer is as follows:

Billing Clerk	\$529.00 to \$746.03 weekly
Accounting Clerk	\$544.00 to \$747.34 weekly
Records Clerk/Computer Specialist	\$11.00 to \$15.05 per hour

Overtime shall be paid at one and a half (1½) times the hourly rate for time worked over forty (40) hours per seven (7) day period. Alternately hourly personnel may accrue up to eighty (80) hours of compensatory time. Such time shall accrue at a rate of one and one half (1½) hours for each overtime hour worked.

One (1) employee of the Office of the Clerk-Treasurer may be designated as Deputy Clerk-Treasurer and shall receive a weekly compensation of \$80.94 for those duties.

Additionally employees of the Office of the Clerk-Treasurer shall receive a weekly compensation of \$20.00 for acquiring and maintaining the title of Certified Municipal Clerk.

Office of the Town Marshal

Town Marshal	\$705.00 to \$910.86 weekly
Chief Deputy	\$600.00 to \$765.44 weekly
Patrol Officers (3)	\$475.00 to \$611.44 weekly
Loit Officer (1)	\$475.00 to \$611.44 weekly

Overtime shall be paid at 1.5 times the equivalent hourly rate for hours worked over 171 hours per 28 day period. Alternately police personnel may accrue up to one hundred and twenty (120) hours of compensatory time. Such time shall accrue at a rate of one and a half (1½) hours for each overtime hour worked.

Additionally, overtime rate shall be paid for special assignments on details as may be designated by the Town Marshal.

Additionally full time employees of the Office of the Town Marshal shall receive an additional compensation of \$19.23 per week for becoming a graduate from the Indiana Law Enforcement Academy and maintaining the subsequent continuing education necessary to have arrest powers. However, no employee shall receive the probationary increase described in section 1(b) in the same year as the increase described in this paragraph.

Office of the Town Administration

- (A) The salary of the Chief Administrator and Town Superintendent shall be hereby fixed as set forth below:

The Chief Administrator is to be a salary position at \$804.51 per week.

The Town Superintendent is to be a salary position at \$890.09 per week.

- (B) The compensation for the remaining employees of the Office of the Town Administration is as follows:

Administrative Assistant (1)	\$11.00 to \$14.70 hourly
Utility Facilitator (1)	\$13.00 to \$19.00 hourly
Utility Maintenance Supervisor	\$11.00 to \$15.00 hourly
Assistant Utility Operators (3)	\$11.00 to \$14.00 hourly
Asst. Plant Operator (3)	\$11.00 to \$14.00 hourly
Part Time General Laborer (1)	\$11.00 to \$12.50 hourly
Custodians (1)	\$11.00 to \$13.24 hourly
On-Call Employee(s)	\$15.00 per day

Split Shift Compensation

\$6.00 per day

Overtime shall be paid at one and a half (1½) times the hourly rate for time worked over forty (40) hours per seven (7) day period. Alternately hourly personnel may accrue up to eighty (80) hours of compensatory time. Such time shall accrue at a rate of one and a half (1½) hours for each overtime hour worked. Additionally, overtime shall be paid for holiday assignments as may be designated by the Town Administration. Furthermore, any employee working an authorized shift or overtime shall be compensated for a minimum of one (1) hour each day.

Additionally, during extraordinary circumstances determined as an emergency by the Town Administration, an employee may be asked to be on-call during the employee's vacation time off. If such circumstance is determined, the employee is expected to stay in the vicinity during the vacation period to receive the on-call pay. Town Administration will document the extraordinary circumstance to the office of the Clerk-Treasurer during the appropriate payroll cycle.

All employees of the Office of the Town Administration shall receive an additional compensation in the amount of \$20.00 per week for the following certifications. The additional compensation will begin from the date the certification(s) was issued.

- (i) Operator certification(s) necessary for the operation of the water system for each DSS Certification and DSM or DSL Certification or equivalent.
- (ii) Operator certification(s) necessary for the operation of the sewer system, for each Class I and Class II Certification or equivalent.

One (1) employee of the Office of the Town Administration may be designated as the Water Operator and shall receive an annual compensation of \$1,000.00 for those duties.

One (1) employee of the Office of the Town Administration may be designated as the Wastewater Operator and shall receive an annual compensation of \$1,000.00 for those duties.

Three (3) employees of the Office of the Town Administration may be designated as Crew Leader and shall receive an additional compensation ranging from \$20.00 to \$40.00 per week as determined by the Town Superintendent. The additional compensation will begin from the date the Town Superintendent notifies the Clerk-Treasurer in writing of the wage increase and effective date.

Section 4. Conflicting Ordinances

All portions of any ordinances in conflict with this Ordinance are hereby repealed and of no further force or effect.

Section 5. Severability

If any section, subsection or clause of this Ordinance shall be deemed to be invalid, the validity of the remaining provisions shall not be affected.


Section 6. Effective Date

This Ordinance shall be in full force and effect from and after January 1, 2014 and shall be used in conjunction with the Town of Nashville's general personnel policies.


PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF NASHVILLE, BROWN COUNTY, INDIANA, THIS 19th DAY OF DECEMBER, 2013.



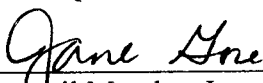
Council President Robert Kirlin ☒ yea ☐ nay ☐ abstain




Council Vice-President Charles B. King ☒ yea ☐ nay ☐ abstain



Council Member R. Sean Cassidy ☒ yea ☐ nay ☐ abstain



Council Member Jane Gore ☒ yea ☐ nay ☐ abstain



Council Member Arthur Omberg ☒ yea ☐ nay ☐ abstain

ATTEST: 

Clerk-Treasurer, Brenda K. Young