

ORDINANCE NO. 2023-5
AN ORDINANCE FIXING SALARIES, COMPENSATION AND BENEFIT PROGRAMS
FOR 2023 OF ALL APPOINTED OFFICERS AND EMPLOYEES OF
THE TOWN OF GENEVA AND ESTABLISHING CLOTHING
ALLOWANCES FOR THE POLICE DEPARTMENT,
POLICE RESERVES AND FIRE DEPARTMENT

WHEREAS, the Common Council of the Town of Geneva has discussed and considered what measures should be taken in order to provide firearms training for the Town of Geneva Marshal office.

THEREFORE BE IT ORDAINED by the Common Council of the Town of Geneva, Indiana that the salary ordinance, being Ordinance No 2022-8 is hereby amended, in its entirety, to read as follows:

BE IT ORDAINED by the Common Council of the Town of Geneva, Indiana that the following named officers, employees and other persons employed by the Town of Geneva, Indiana, shall receive the following salaries for the year 2023:

SECTION I - BASE SALARIES

That from and after January 1, 2023, the following appointed officers and employees of the Town of Geneva, Indiana, shall receive the following maximum base salaries per year.

WORKFORCE MANAGER

<u>Workforce Manager:</u>	<u>Part Time</u>
Greater than Seven (7) Years Experience	\$32,000.00
Greater than Six (6) Years Experience	\$31,710.00
Greater than Five (5) Years Experience	\$31,425.00
Greater than Four (4) Years Experience	\$31,140.00
Greater than Three (3) Years Experience	\$30,855.00
Greater than Two (2) Years Experience	\$30,570.00
Greater than One (1) Year Experience	\$30,285.00
Entry Level	\$30,000.00

The Workforce Manager is a part-time position for up to 1,500 hours worked during the calendar year. The position does not include either insurance benefits or retirement benefits. The position receives the Clothing Allowance as set forth in Section IV(E) for part-time employees, and Holidays, Vacations, Personal Time and Sick Leave as set forth in Section VII for part-time employees.

The Workforce Manager will be provided a Town vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

WORKFORCE SUPERVISOR

Workforce Supervisor:

\$7,210.00

The Workforce Supervisor is a part-time position for up to 500 hours worked during the calendar year. The Supervisor will provide various services to the street, water and wastewater departments as well as grant writing. The Supervisor shall have the authority to work with the employees of the various departments, and shall determine what departmental projects are to be undertaken as well as the order in which they are to be completed. The purpose of this position is to provide efficient workflow by well-planned prioritization of work and successful supervising of the employees. The position does not include either insurance benefits or retirement benefits. The position receives the Clothing Allowance as set forth in Section IV(E) for part-time employees, and Holidays, Vacations, Personal Time and Sick Leave as set forth in Section VII for part-time employees.

STREET DEPARTMENT

Street Department Personnel:

Greater than Seven (7) Years Experience	23.69 - \$25.75 Per Hour
Greater than Six (6) Years Experience	\$22.91 Per Hour
Greater than Five (5) Years Experience	\$22.40 Per Hour
Greater than Four (4) Years Experience	\$21.88 Per Hour
Greater than Three (3) Years Experience	\$21.37 Per Hour
Greater than Two (2) Years Experience	\$20.85 Per Hour
Greater than One (1) Year Experience	\$20.34 Per Hour
Entry Level	\$19.57 Per Hour

The Department Head of the Street Department will be provided a Town vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

WATER WORKS DEPARTMENT

Water Works Department Personnel:

	Greater than Seven (7) Years Experience	\$25.75 Per Hour
	Greater than Six (6) Years Experience	\$24.97 Per Hour
DSM and WT3 Certs.	Greater than Five (5) Years Experience	\$24.46 Per Hour
	Greater than Four (4) Years Experience	\$22.91 Per Hour
DSM Certification	Greater than Three (3) Years Experience	\$22.40 Per Hour
	Greater than Two (2) Years Experience	\$20.85 Per Hour
	Greater than One (1) Year Experience	\$20.34 Per Hour
	Entry Level	\$19.57 Per Hour

If an employee's certification is not completed prior to the three (3) or five (5) year certification dates set forth above, then pay for said employee shall be calculated on the year of experience prior to the date of the required certification rather than the years of total experience.

Water Works Department Head / Workforce Manager (Salaried):

A Water Works Department Head who also serves as Workforce Manager (with job responsibilities as set forth by the Town) shall be paid a salary retroactively to March 14, 2023, in the sum of \$67,500.00. The Department Head of the Water Works Department will be provided a Town vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

Water Works Department Certifications:

- DSM Certification - Greater than Three (3) Years Experience
(To be certified within one (1) year after first attempt)
- WT3 Certification - Greater than Five (5) Years Experience
(To be certified within one (1) year after first attempt)

The Town of Geneva will pay for the first certification attempt. If an employee is not certified after three (3) attempts, the Town will need to decide whether to retain or replace the employee.

The Town of Geneva will pay for the books, classes, and testing fee for the first attempt, and the wages and vehicle for each testing day.

The Operator who is listed on the IDEM permit will be responsible for the signing of all paperwork filed with the Department.

WASTE WATER (SEWAGE) DEPARTMENT

Waste Water Department Personnel:

	Greater than Seven (7) Years Experience	\$25.75 Per Hour
	Greater than Six (6) Years Experience	\$24.97 Per Hour
	Greater than Five (5) Years Experience	\$24.46 Per Hour
	Greater than Four (4) Years Experience	\$22.91 Per Hour
CL1 Certification	Greater than Three (3) Years Experience	\$22.40 Per Hour
	Greater than Two (2) Years Experience	\$20.85 Per Hour
	Greater than One (1) Year Experience	\$20.34 Per Hour
	Entry Level	\$19.57 Per Hour

If an employee's certification is not completed prior to the three (3) year certification date set forth above, then pay for said employee shall be calculated on the year of experience prior to the date of the required certification rather than the years of total experience.

The Department Head of the Waste Water (Sewage) Department will be provided a Town vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

Waste Water Department Certification:

CL1 Certification - Greater than Three (3) Years Experience
(To be certified within one (1) year after first attempt)

The Town of Geneva will pay for the first certification attempt. If an employee is not certified after three (3) attempts, the Town will need to decide whether to retain or replace the employee.

The Town of Geneva will pay for the books, classes, and testing fee for the first attempt, and the wages and vehicle for each testing day.

The Operator who is listed on the IDEM permit will be responsible for the signing of all paperwork filed with the Department.

MARSHAL OFFICE (SALARIED)

Town Marshal (Based on Experience): \$55,847.00 to 59,599.00

Chief Deputy Marshal (Based on Experience): \$51,768.00 to 56,064.00

Deputy Marshal:

Greater than Seven (7) Years Experience	\$53,138.00
Greater than Six (6) Years Experience	\$52,373.00
Greater than Five (5) Years Experience	\$51,601.00
Greater than Four (4) Years Experience	\$50,828.00
Greater than Three (3) Years Experience	\$50,048.00
Greater than Two (2) Years Experience	\$49,314.00
Greater than One (1) Year Experience	\$48,284.00
Entry Level with ILEA	\$47,012.00
Entry Level without ILEA	\$45,740.00
Part Time with ILEA (No Benefits)	\$25.00 Per Hour

Instructor: \$30.00 Per Hour with a Maximum of 15 Hours Per Year (No Benefits)

The Marshal, as well as the deputy marshals, will be provided a police vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

Upon being hired by the Town, a Marshal or Deputy Marshal shall hold a probationary position for a period of one (1) year.

The Board of Trustees of the Town may, in its sole discretion, with approval prior to such certification, approve a stipend in the sum of \$1,000.00 for additional law enforcement certifications.

Any Active Reserve officer who is subpoenaed to testify in court and must miss employment in order to do so shall be paid \$19.93 per hour for the time that said officer is fulfilling the subpoena.

DEPARTMENT OF LAW

Town Attorney: \$14,000.00

In addition to the regular salary of the Town Attorney, it is hereby established that the town attorney shall be paid Two Hundred Fifty Dollars (\$250.00) per hour for representation of the Town of Geneva, its agencies, boards, officers and employees in all matters of litigation and bond proceedings and before or involving State and Federal agencies. The budget for the Department of Law shall also include an expense account not to exceed Five Hundred Dollars (\$500.00) for reimbursement of recording costs, court costs and other miscellaneous expenses.

DEPARTMENT OF ADMINISTRATION

Deputy Clerk-Treasurer:

Up to 1,500 Hours	Greater than Seven (7) Years Experience	\$19.31 Per Hour
	Greater than Six (6) Years Experience	\$19.05 Per Hour
	Greater than Five (5) Years Experience	\$18.79 Per Hour
	Greater than Four (4) Years Experience	\$18.54 Per Hour
	Greater than Three (3) Years Experience	\$18.28 Per Hour
	Greater than Two (2) Years Experience	\$18.02 Per Hour
	Greater than One (1) Year Experience	\$17.76 Per Hour
	Entry Level	\$17.51 Per Hour

FIRE DEPARTMENT

The Volunteer Fire Department of the Town of Geneva shall receive the following total compensation of \$18,600.00 for practices, fire fighting and trainings, with said compensation being divided as follows:

<u>Fire Chief</u>	24%
<u>Assistant Fire Chief (2)</u>	6.5%
<u>Divided Equally Between Other Active Firefighters</u>	63%

Compliance with Fair Labor Standards Act. Payment for Firefighters employed full time by the Town. Notwithstanding any other terms for payment for practices, fire fighting and training, and in compliance with the Fair Labor Standards Act, the compensation will be calculated and paid to those volunteer firemen who are full time employees of the Town at the time of such performance of work pursuant to 29 CFR ¶778.415 through ¶778.421. and to the following provisions.

1. Where a full time employee in a single workweek works at two or more different types of work for which different non-overtime rates of pay (of not less than the applicable minimum wage) have been established, his regular rate for that week shall be the weighted average of such rates. The employee's total earnings (except statutory exclusions) shall be computed to include his compensation during the workweek from all such rates, and shall be then divided by the total number of hours worked at all jobs.

2. An hourly rate will be regarded as a bona fide rate for a particular kind of work it is equal to or greater than the applicable minimum rate therefore and if it is the rate actually paid for such work when performed during non-overtime hours.

Payment. By November 1 of each calendar year, the Geneva Volunteer Fire Department shall report to the Town the roster of Firefighters and how many months in the calendar year that each firefighter has been active. The Clerk Treasurer shall then pay each firefighter compensation on or before November 30th of such calendar year. The Geneva Volunteer Fire Department shall be responsible to provide to the Clerk Treasurer with documentation, as requested, verifying requests for payment and certifying the firefighter's successful completion of training events.

MISCELLANEOUS

Part Time Hourly (Seasonal):

First Year	\$14.42 Per Hour
Second Year	\$15.45 Per Hour
Third Year	\$16.48 Per Hour
Fourth Year (or more)	\$17.51 Per Hour

Town Hall Custodian:

Four (4) Week Month	\$125.00 Per Month
Five (5) Week Month	\$175.00 Per Month

Other Part Time Hourly (Not Seasonal):

Up to 1,500 Hours	Greater than Seven (7) Years Experience	\$19.31 Per Hour
	Greater than Six (6) Years Experience	\$19.05 Per Hour
	Greater than Five (5) Years Experience	\$18.79 Per Hour
	Greater than Four (4) Years Experience	\$18.54 Per Hour
	Greater than Three (3) Years Experience	\$18.28 Per Hour
	Greater than Two (2) Years Experience	\$18.02 Per Hour
	Greater than One (1) Year Experience	\$17.76 Per Hour
	Entry Level	\$17.51 Per Hour

SECTION II - ADDITIONAL COMPENSATION FOR EMPLOYEE CERTIFICATION AND SPECIALIZED TRAINING

Employees who hold an optional water or wastewater certification or licensing as of January 1, 2023, shall receive \$0.70 per hour additional compensation for each of said licenses and/or certifications. Employees who hold pesticide licensing as of January 1, 2023, shall receive \$0.45 per hour additional compensation for said licensing. No employee of the Town shall take any such optional certification or licensing without prior approval of the Board of Trustees of the Town.

SECTION III - ADDITIONAL COMPENSATION FOR LONGEVITY

Town of Geneva employees averaging over 1,000 work hours per year shall receive an additional \$50.00 longevity compensation for each continuous year of service rendered to the Town, said longevity compensation commencing upon completion of the employee's seventh (7th) year of service to the Town. Said longevity compensation shall be paid the third (3rd) week of December of each year.

SECTION IV - CLOTHING ALLOWANCES

A. Marshal Office Clothing Allowance:

A full time Town Marshal, Chief Deputy, and Deputies with or without Indiana Law Enforcement Academy training shall be granted a clothing allowance of \$92.70 each per month up to \$1,112.40 per calendar year.

B. Fire Department Clothing and Car Allowances:

The Fire Department shall be entitled to a clothing / vehicle allowance of \$8,971.00 for the calendar year of 2023. This sum shall be divided equally between all active members of the Fire Department.

C. Police Reserve Clothing Allowance: Police reserves shall be granted a clothing allowance of \$112.47 each per month of active service up to a total of \$1,350.00 per calendar year.

D. Full Time Workforce Manager and Full Time Utility Clothing Allowance: A full-time Workforce Manager and a full-time utility employee shall be granted a clothing allowance of \$125.00 each per quarter up to \$500.00 per calendar year.

E. Part Time Utility Clothing Allowance: A part-time utility employee and a part-time Workforce Manager shall be granted a clothing allowance of \$125.00 each per quarter up to \$500.00 per calendar year.

F. Seasonal Clothing Allowance: Seasonal employees shall receive three (3) shirts and a safety vest.

SECTION V - OVERTIME AND COMPENSATORY TIME PROVISIONS

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity for overtime work assignments. All overtime work must receive prior authorization and approval from the Workforce Manager or the Clerk-Treasurer. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the work. When overtime work is assigned by the Town of Geneva on a Saturday, Sunday or holiday, it generally will be assigned on a weekly rotation. Overtime for all nonexempt employees will be paid after the first forty (40) hours of work each week at the rate of time and a half. Paid time off (vacation benefits, sick leave benefits, holidays, personal days, etc.) will not be counted as hours worked toward the total of forty (40) hours in any one week for the calculation of overtime.

In lieu of paying overtime pay to eligible employees, the Town of Geneva may recognize the use of "compensatory time" for nonexempt employees. Compensatory time will be paid at one and one-half hours worked over forty (40) hours in a standard workweek and non-exempt employees may accumulate up to forty (40) hours of compensatory time which will equal sixty (60) hours of work time. All compensatory time must be used during the calendar year in which it was earned and may not be carried over from year to year. Employees must request the use of compensatory time from the Workforce Manager (if applicable) or the Clerk-Treasurer. The Clerk-Treasurer will keep verifiable records of overtime worked which will include the date, hours worked, reason for the overtime and a record of compensatory time used. Compensatory time may be paid out at the end of the year, or upon request. An employee who separates employment with the Town of Geneva will be paid for any accumulated compensatory time. Compensatory time cannot be used to extend the date of separation. The last day an employee is actively on the job working for the Town of Geneva is the employee's last day of employment.

SECTION VI – CELL PHONE STIPEND

The Town of Geneva shall pay each full time employee a quarterly stipend of \$60.00. This stipend shall be paid in March, June, September and December.

SECTION VII HOLIDAY, VACATION, PERSONAL TIME OFF AND SICK LEAVE BENEFITS

Holiday:

Employees shall receive twelve (12) paid holidays per year, said holidays being: New Year's Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Vacation:

Full Time Employees: Greater than One (1) Year of Employment 5 Days or 40 Hours

Greater than Two (2) Years of Employment 10 Days or 80 Hours
 Greater than Seven (7) Years of Employment 15 Days or 120 Hours
 Greater than Fifteen (15) Years of Employment 20 Days or 160 Hours

Part Time Employees: Greater than One (1) Year of Employment 3 Days or 24 Hours
 Greater than Two (2) Years of Employment 6 Days or 48 Hours
 Greater than Seven (7) Years of Employment 9 Days or 72 Hours
 Greater than Fifteen (15) Years of Employment 12 Days or 96 Hours

* Unused vacation days will be lost upon the employee's anniversary date or shall be paid out at the time of termination of employment before such anniversary date.

Personal Time Off:

Full Time Employees: 24 Hours Per Year
 Part Time Employees: 12 Hours Per Year

* Unused personal time off will be lost at the end of each year and shall not be paid out at the time of termination of employment.

Sick Leave:

Full Time Employees: Four (4) Hours Per Month up to Six (6) Days Per Year. Up to Thirty (30) Days (240 Hours) of unused sick leave may be accumulated and carried over to succeeding years.

Part Time Employees: Two (2) Hours Per Month up to Twenty-Four (24) Hours Per Year. Up to Fifteen (15) Days (120 Hours) of unused sick leave may be accumulated and carried over to succeeding years.

* Unused sick leave days shall be lost and not be paid out at the time of termination of employment.

SECTION VIII - INSURANCE BENEFITS

Full time employees of the Town shall contribute \$1.00 per year, and the Town shall pay for all additional premiums for the medical, dental, vision, short-term disability, life (\$25,000 coverage), accidental death and dismemberment (\$25,000.00 coverage), and employee assistance insurance premiums with the insurance carrier or carriers approved by the Town covering all full time employees. The employees shall pay for any additional family coverage.

SECTION IX – INDIANA PUBLIC RETIREMENT BENEFITS


Eligible full-time employees who work in covered positions with the Town will be covered by the Indiana Public Retirement System (INPRS). The benefits, costs, and administration are determined by current INPRS directives.

SECTION X - EFFECTIVE DATE

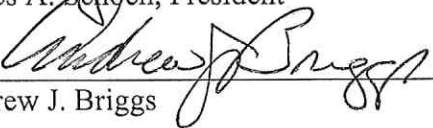
BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect from and after its passage.

Duly passed, adopted and resolved by the Common Council of the Town of Geneva, State of Indiana, on April 11, 2023.

COMMON COUNCIL OF THE TOWN OF GENEVA



Agnes A. Schoch, President



Andrew J. Briggs

Gary L. Hendershot



Arlen R. Mitchell



Marvin R. Schwartz