

ORDINANCE NO. 2025-8

**AN ORDINANCE FIXING THE 2026 SALARIES, COMPENSATION, BENEFIT
PROGRAMS, AND CLOTHING ALLOWANCES OF THE APPOINTED
OFFICERS AND EMPLOYEES OF THE TOWN OF GENEVA**

BE IT ORDAINED by the Town Council of the Town of Geneva, Indiana (the "Town Council") that the following appointed officers, employees, and other persons employed by the Town of Geneva, Indiana (the "Town") shall receive the following salaries and benefits for the 2026 calendar year:

SECTION I - BASE SALARIES

From and after January 1, 2026, the maximum base salaries of the following appointed officers and employees of the Town shall be fixed as set forth below:

WORKFORCE MANAGER

<u>Workforce Manager:</u>	<u>Part Time</u>
Greater than seven (7) years experience	\$33,949.00
Greater than six (6) years experience	\$33,641.00
Greater than five (5) years experience	\$33,339.00
Greater than four (4) years experience	\$33,036.00
Greater than three (3) years experience	\$32,734.00
Greater than two (2) years experience	\$32,432.00
Greater than one (1) year experience	\$32,130.00
Entry level	\$31,827.00

The Workforce Manager is a part-time position for up to 1,500 hours worked during the calendar year. The Workforce Manager position does not include either insurance benefits or retirement benefits. The Workforce Manager position receives the clothing allowance as set forth in Section V(D), as well as paid holidays, vacations, personal time, and sick leave as set forth in Section VIII for part-time employees.

STREET DEPARTMENT

Street Department Personnel:

Greater than seven (7) years experience	\$25.88 to \$28.14 per hour
Greater than six (6) years experience	\$25.03 per hour
Greater than five (5) years experience	\$24.47 per hour
Greater than four (4) years experience	\$23.91 per hour
Greater than three (3) years experience	\$23.35 per hour
Greater than two (2) years experience	\$22.77 per hour
Greater than one (1) year experience	\$22.23 per hour
Entry level	\$21.37 per hour

The salaries of all Street Department Personnel shall be paid from the following funds:

Waterworks Plant Fund:	0%
Waterworks Office Fund:	0%
Wastewater Plant Fund:	20%
Wastewater Office Fund:	0%
MVH Fund:	80%

WATERWORKS DEPARTMENT

Waterworks Department Personnel:

	Greater than seven (7) years experience	\$28.14 per hour
	Greater than six (6) years experience	\$27.27 per hour
DSS and WT3 Certs.	Greater than five (5) years experience	\$26.73 per hour
	Greater than four (4) years experience	\$25.03 per hour
DSS Certification	Greater than three (3) years experience	\$24.47 per hour
	Greater than two (2) years experience	\$22.77 per hour
	Greater than one (1) year experience	\$22.23 per hour
	Entry level	\$21.37 per hour

If an employee's DSS or WT3 certification is not obtained prior to the three (3) or five (5) year certification dates set forth above, then the pay of such employee shall be calculated on the year of experience prior to the date of such required certification rather than the employee's total years of experience.

The salary of the Waterworks Department Head shall be paid from the following funds:

Waterworks Plant Fund:	50%
Waterworks Office Fund:	10%
Wastewater Plant Fund:	10%
Wastewater Office Fund:	10%
MVH Fund:	20%

Cody M. Conner, as Apprentice of Alliance of Indiana Rural Water Apprenticeship Program:

<u>Apprenticeship Period</u>	<u>Duration (Hours)</u>	<u>Wage</u>
End Wage (July 2026)	4,000 OJT + 288 RTI & Pass Exam	\$24.79 per hour
4th (January 2026)	3,000 OJT + 216 RTI	\$24.43 per hour
3rd (July 2025)	2,000 OJT + 144 RTI	\$22.81 per hour
2nd (January 2025)	1,000 OJT + 72 RTI	\$22.46 per hour
1st (July 2024)	Start	\$20.95 per hour

The salary of Cody M. Conner shall be paid from the following funds:

Waterworks Plant Fund:	50%
Waterworks Office Fund:	10%
Wastewater Plant Fund:	30%
Wastewater Office Fund:	0%
MVH Fund:	10%

In accordance with the terms of the apprenticeship program standards specified by the Alliance of Indiana Rural Water, the Town shall pay Cody M. Conner a progressively increasing schedule of wages as set forth above. The advancement requirements for each apprenticeship period include completion of 1,000 hours of on-the-job training, completion of the identified curriculum, and a satisfactory evaluation from the mentor and program sponsor.

Waterworks Department Certifications:

- DSS 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 shall pay for the books, classes, and testing fee for an employee's first certification attempt, as well as the employee's wages and transportation expenses for each testing day. If an employee does not obtain the required certification after three (3) attempts, the Town Council shall determine whether to retain or terminate the employee.

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

WASTEWATER (SEWAGE) DEPARTMENT

Wastewater Department Personnel:

	Greater than seven (7) years experience	\$28.14 per hour
	Greater than six (6) years experience	\$27.27 per hour
	Greater than five (5) years experience	\$26.73 per hour
	Greater than four (4) years experience	\$25.03 per hour
CL1 Certification	Greater than three (3) years experience	\$24.47 per hour
	Greater than two (2) years experience	\$22.77 per hour
	Greater than one (1) year experience	\$22.23 per hour
	Entry level	\$21.37 per hour

The salaries of all Wastewater Department Personnel shall be paid from the following funds:

Waterworks Plant Fund:	10%
Waterworks Office Fund:	0%
Wastewater Plant Fund:	70%
Wastewater Office Fund:	10%
MVH Fund:	10%

If an employee's CL1 certification is not obtained prior to the three (3) year certification date set forth above, then the pay of such employee shall be calculated on the year of experience prior to the date of the required CL1 certification rather than the employee's total years of experience.

Wastewater Department Certification:

CL1 Certification: greater than three (3) years experience
(to be certified within one (1) year after first attempt)

The Town shall pay for the books, classes, and testing fee for an employee's first certification attempt, as well as the employee's wages and transportation expenses for each testing day. If an employee does not obtain the required certification after three (3) attempts, the Town Council shall determine whether to retain or terminate the employee.

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

MARSHAL OFFICE (SALARIED)

Town Marshal (based on experience): \$71,325.00 to \$75,426.00

Chief Deputy Marshal (based on experience): \$66,869.00 to \$71,562.00

Deputy Marshal:

Greater than seven (7) years experience	\$68,365.00
Greater than six (6) years experience	\$67,529.00
Greater than five (5) years experience	\$66,685.00
Greater than four (4) years experience	\$65,842.00
Greater than three (3) years experience	\$64,988.00
Greater than two (2) years experience	\$64,187.00
Greater than one (1) year experience	\$63,062.00
Entry level with ILEA	\$61,671.00
Entry level without ILEA	\$60,281.00
Part time with ILEA (no benefits)	\$30.90 per hour

Instructor: \$30.90 per hour with a maximum of 15 hours per year (no benefits)

All salaries of the Marshal Office shall be paid from the General Fund.

Upon being hired by the Town, a Town Marshal, Chief Deputy Marshal, or Deputy Marshal shall serve in a probationary capacity for a period of one (1) year.

The Town Council 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 regarding matters related to or witnessed during their official duties shall receive a court stipend of \$100.00 per day that they must miss their regular employment to comply with the subpoena.

DEPARTMENT OF LAW

Town Attorney: \$25,000.00

The Town Attorney shall be paid an annual sum of \$25,000.00 as full compensation for the first one hundred (100) hours of legal services provided in the 2026 calendar year for duties including, but not limited to, attendance at Town Council meetings, board meetings, and committee meetings; travel to and from Town meetings and Town business; review and preparation of correspondence, emails, and telephone communications; drafting, review, and negotiation of contracts, resolutions, and ordinances; representation of the Town in litigation and administrative proceedings; legal advice to the Town Council, Clerk-Treasurer, and Town departments; and other routine legal work performed on behalf of the Town (collectively, "Routine Legal Services"). Said annual compensation shall be paid on a monthly basis in the amount of \$2,083.33 per month.

If the Town Attorney performs more than one hundred (100) hours of Routine Legal Services in the 2026 calendar year, the Town Attorney shall be compensated at the rate of \$250.00 per hour for each hour or fractional hour in excess of one hundred (100) hours. Time shall be recorded in increments of one-quarter (1/4) of an hour (fifteen (15) minutes), rounded to the nearest such increment, and invoiced on a monthly basis.

Notwithstanding the foregoing, the Town Attorney shall be compensated at the rate of \$250.00 per hour for all services performed in connection with bond proceedings or other municipal securities matters (including, without limitation, the preparation, negotiation, issuance, sale, closing, refunding, authorization, and post-issuance compliance of bonds, notes, or other obligations), irrespective of whether such services occur before or after the initial one hundred (100) hour threshold described herein.

Compensation of the Town Attorney shall be exclusive of reimbursement for out-of-pocket expenses (including, without limitation, filing fees, recording fees, court costs, title fees, courier fees, and service fees), which shall be reimbursed separately. The budget for the Department of Law shall include an expense account not to exceed Five Hundred Dollars (\$500.00) for reimbursement of such out-of-pocket expenses.

The Town Attorney is generally expected to attend regular monthly meetings of the Town Council, meetings of the Geneva Board of Zoning Appeals, and meetings of the Geneva Plan Commission. The Town Attorney's attendance at other committee or board meetings of the Town, and executive meetings of the Town Council, is generally expected only when the Town Attorney's attendance is required or is reasonably requested. The Town Attorney's attendance at any meeting is subject to the Town Attorney's availability, including, without limitation, periods when meetings occur outside of customary business hours.

DEPARTMENT OF ADMINISTRATION

Deputy Clerk-Treasurer:

Up to 1,500 hours	Greater than seven (7) years experience	\$21.09 per hour
	Greater than six (6) years experience	\$20.82 per hour
	Greater than five (5) years experience	\$20.53 per hour
	Greater than four (4) years experience	\$20.25 per hour
	Greater than three (3) years experience	\$19.96 per hour
	Greater than two (2) years experience	\$19.69 per hour
	Greater than one (1) year experience	\$19.41 per hour
	Entry level	\$19.13 per hour

The salary of the Deputy Clerk-Treasurer shall be paid from the following funds:

General Fund:	10%
Waterworks Plant Fund:	0%
Waterworks Office Fund:	30%
Wastewater Plant Fund:	0%
Wastewater Office Fund:	50%
MVH Fund:	10%

FIRE DEPARTMENT

The Geneva Volunteer Fire Department shall receive compensation in the total sum of \$20,935.00 for firefighting, practices, and trainings. Said sum shall be apportioned as follows:

Fire Chief: 24%

Assistant Fire Chiefs (2): 6.5% each (13% total)

Divided Equally Between Other Active Firefighters: 63%

Court Stipend. Any active Firefighter who is subpoenaed to testify in court regarding matters related to or witnessed during their official duties shall receive a court stipend of \$100.00 per day that they must miss their regular employment to comply with the subpoena.

Compliance with Fair Labor Standards Act. In compliance with the Fair Labor Standards Act notwithstanding any other terms of compensation for firefighting, practices, and trainings, the compensation of those volunteer Firefighters who are full-time employees of the Town at the time of such performance of work shall be calculated and paid pursuant to 29 CFR §§ 778.415–778.421 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, the regular rate for that week shall be computed as the weighted average of such rates. The employee's total earnings (except statutory exclusions) shall be computed to include their compensation during the workweek from all such rates, which shall then be 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 Clerk-Treasurer the roster of Firefighters and how many months in the calendar year that each Firefighter has been active. The Clerk-Treasurer shall then pay the compensation

of each Firefighter on or before November 30 of such calendar year. The Geneva Volunteer Fire Department shall be responsible for providing the Clerk-Treasurer with documentation as requested, verifying requests for payment, and certifying the Firefighters' successful completion of training events.

MISCELLANEOUS

Part Time Hourly (Seasonal):

Greater than seven (7) years experience	\$20.25 per hour
Greater than six (6) years experience	\$19.96 per hour
Greater than five (5) years experience	\$19.69 per hour
Greater than four (4) years experience	\$19.41 per hour
Greater than three (3) years experience	\$19.13 per hour
Greater than two (2) years experience	\$18.00 per hour
Greater than one (1) year experience	\$16.88 per hour
Entry level	\$15.76 per hour

The salaries of all part time hourly (seasonal) employees shall be paid from the following funds:

Waterworks Plant Fund:	10%
Waterworks Office Fund:	0%
Wastewater Plant Fund:	10%
Wastewater Office Fund:	0%
MVH Fund:	80%

Other Part Time Hourly (Not Seasonal):

Up to 1,500 Hours	Greater than seven (7) years experience	\$21.09 per hour
	Greater than six (6) years experience	\$20.82 per hour
	Greater than five (5) years experience	\$20.53 per hour
	Greater than four (4) years experience	\$20.25 per hour
	Greater than three (3) years experience	\$19.96 per hour
	Greater than two (2) years experience	\$19.69 per hour
	Greater than one (1) year experience	\$19.41 per hour
	Entry level	\$19.13 per hour

The salaries of all other part time hourly (not seasonal) employees shall be paid from the following funds:

Waterworks Plant Fund:	20%
Waterworks Office Fund:	0%
Wastewater Plant Fund:	10%
Wastewater Office Fund:	0%
MVH Fund:	70%

<u>Town Hall Custodian:</u>	\$125.00 per month
<u>Fire Department Custodian:</u>	\$125.00 per month
<u>Cardinal Park Custodian:</u>	\$225.00 per month

The salary of the Cardinal Park Custodian shall be payable only for those months of the calendar year during which sanctioned athletic events are scheduled at Cardinal Park.

SECTION II - WEEKEND ON-CALL COMPENSATION

Any employee assigned an on-call shift pursuant to Policy No. 509 of the Town Employee Handbook shall be paid four (4) hours of on-call compensation for each Saturday and four (4) hours of on-call compensation for each Sunday on which the employee is designated as on-call, in addition to any hours actually worked on such days. On-call compensation under this Section II shall be calculated at the employee's regular base hourly rate, or at the applicable overtime rate when overtime is required under Section XI or by federal or state law.

SECTION III - ADDITIONAL COMPENSATION FOR EMPLOYEE CERTIFICATION AND SPECIALIZED TRAINING

Employees who hold pesticide licensing as of January 1, 2026, shall receive additional compensation of \$0.45 per hour for said licensing. Employees who hold an optional water or wastewater certification or license as of January 1, 2026, may receive additional compensation of \$0.70 per hour for each such certification or license that was obtained with the prior approval of the Town Council. This Section III shall specifically exclude any certification or license already factored into an employee's base salary or otherwise referenced in Section I (e.g., DSS, DSM, WT3, and CL1 certifications). The additional compensation provided under this Section III shall not be included in the calculation of overtime pay. No employee shall obtain any such optional certification or license without prior approval of the Town Council.

SECTION IV - ADDITIONAL COMPENSATION FOR LONGEVITY

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 employment with the Town. Said longevity compensation shall be paid the third (3rd) week of December of each year.

SECTION V - CLOTHING ALLOWANCES

A. Marshal Office Clothing Allowance:

Each full-time Town Marshal, Chief Deputy Marshal, or Deputy Marshal with or without Indiana Law Enforcement Academy training shall be granted a clothing allowance of \$98.34 per month up to a total of \$1,180.08 per calendar year.

B. Fire Department Clothing and Vehicle Allowances:

The Fire Department shall be granted a clothing/vehicle allowance of \$9,803.00 for the 2026 calendar year. Said sum shall be divided equally between all active members of the Fire Department.

C. Police Reserve Clothing Allowance:

Each police reserve shall be granted a clothing allowance of \$119.32 per month of active service up to a total of \$1,431.84 per calendar year.

D. Utility Employee and Workforce Manager Clothing Allowance:

Each utility employee and Workforce Manager shall be granted a clothing allowance of \$150.00 per quarter up to a total of \$600.00 per calendar year.

E. Seasonal Clothing Allowance:

Seasonal employees shall receive three (3) shirts and a safety vest.

SECTION VI - CELL PHONE STIPEND

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

SECTION VII - TAKE-HOME VEHICLE

The following employees shall have the option to be assigned a Town-owned vehicle for take-home use, provided that the employee's residence is located within a five (5) mile radius of the Town limits: Douglas P. Busse; Cody M. Conner; Shaun J. Fosnaugh; Trent A. Shaffer; the Town Marshal; the Chief Deputy Marshal; and each Deputy Marshal.

**SECTION VIII - HOLIDAY, VACATION, PERSONAL TIME OFF,
AND SICK LEAVE BENEFITS**

Holiday:

Subject to Policy No. 305 of the Town Employee Handbook, employees may receive paid holiday time off for the following fourteen (14) holidays: New Year's Day; Martin Luther King Jr. Day; Presidents Day; Good Friday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day; the Friday after Thanksgiving Day; Christmas Eve; Christmas Day; and New Year's Eve.

Vacation:

Full-Time Employees:	Greater than fifteen (15) years of employment	20 days or 160 hours
	Greater than seven (7) years of employment	15 days or 120 hours
	Greater than two (2) years of employment	10 days or 80 hours
	Greater than one (1) year of employment	5 days or 40 hours

Part-Time Employees:	Greater than fifteen (15) years of employment	12 days or 96 hours
	Greater than seven (7) years of employment	9 days or 72 hours
	Greater than two (2) years of employment	6 days or 48 hours
	Greater than one (1) year of employment	3 days or 24 hours

Unused vacation days shall 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 shall 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 IX - INSURANCE BENEFITS

Full-time employees of the Town shall contribute \$1.00 per year toward insurance premiums. The Town shall pay all remaining premiums for medical, dental, vision, short-term disability, life insurance (coverage of \$25,000.00), accidental death and dismemberment insurance (coverage of \$25,000.00), and the Employee Assistance Program with the insurance carrier(s) approved by the Town Council, covering all full-time employees. Any additional family coverage shall be paid by the employee.

SECTION X - INDIANA PUBLIC RETIREMENT BENEFITS

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

SECTION XI - OVERTIME AND COMPENSATORY TIME

When operating requirements or other needs cannot be met during regular working hours, employees may be offered 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 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 (e.g., 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 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 nonexempt 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 shall keep verifiable records of overtime worked which 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 terminates their employment with the Town will be paid for any accumulated compensatory time. Compensatory time cannot be used to extend the date of termination. The last day an employee is actively on the job working for the Town shall be considered the employee's last day of employment.

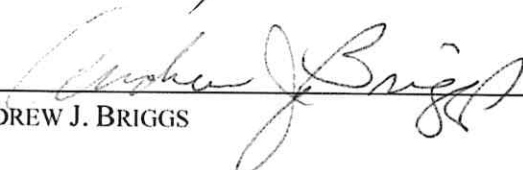
SECTION XII - EFFECTIVE DATE

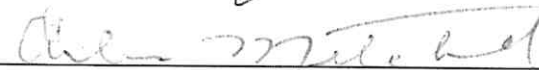
This ordinance shall become and remain in full force and effect immediately upon its adoption.

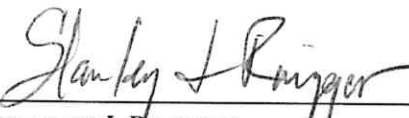
Duly passed, adopted, and ordained by the Town Council of the Town of Geneva, Indiana, on December 9, 2025.

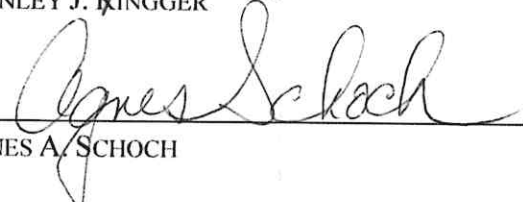
TOWN COUNCIL OF THE TOWN OF GENEVA


LYNN W. BURRY, President


ANDREW J. BRIGGS


ARLEN R. MITCHELL


STANLEY J. RINGGER


AGNES A. SCHOCH

ATTEST:


CHRISTINA M. BOOTH, Clerk-Treasurer

