ORDINANCE 08-10

AN ORDINANCE TO SUPPLEMENT AND AMEND THE 2008 SALARY ORDINANCE

WHEREAS, The City of Westfield, ("City") is a duly formed municipal corporation within the State of Indiana, governed by its duly elected Mayor and Common Council ("Council"); and,

WHEREAS, it is the duty and the responsibility of the Council to create and administer the budget for the City as well as prepare and adopt the salary ordinance outlining the positions within the City and the salaries associated with those positions; and,

WHEREAS, it sometimes becomes necessary to amend and/or supplement the salary ordinance as various benefits enhancements are deemed necessary from time to time; and,

WHEREAS, the 2008 salary ordinance was duly adopted by Ordinance 07-24 and subsequently amended by Ordinance 08-04.

NOW, THEREFORE, BE IT ORDAINED by the Westfield City Council meeting in session as follows:

Section 1. Salary Ordinance 07-24 and its subsequent amendment Ordinance 08-04 are hereby amended to include a revised Schedule 1, attached hereto and incorporated by reference herein.

Section 2. That the Clerk Treasurer shall incorporate the changes into the City employee salaries as set forth in the revised Schedule 1 attached hereto.

Section 3. The Chief Administrative Officer is herby authorized to draft any policies and procedures necessary for the changes to be executed as set forth by the revised Schedule 1.

Section 4. This Ordinance shall be in full force and effect in accordance with Indiana law, upon the passage of any applicable waiting periods, all as provided by the laws of the State of Indiana. All ordinances or parts thereof that are in conflict herewith are hereby ordered repealed.

2008032402 ORDINANCE $49.00
06/19/2008 01:34:11P 19 PGS
Jennifer J Hayden
HAMILTON County Recorder IN
Recorded as Presented

ALL OF WHICH IS ORDAINED THIS 9 DAY OF June 2008.

WESTFIELD CITY COUNCIL

Voting For	Voting Against	Abstain
John Dippel	John Dippel	John Dippel
Bob Horkay	Bob Horkay	Bob Horkay
Ken Kingshill	Ken Kingshill	Ken Kingshill
Bob Smith	Bob Smith	Bob Smith
Thomas Smith	Thomas Smith	Thomas Smith
Rob Stokes	Rob Stokes	Rob Stokes
Melody Sweat	Melody Sweat	Melody Sweat

ATTEST:

Cindy Gossard, Clerk Treasurer

"I affirm, under the penalties of perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law"

Signed

I hereby certify that ORDINANCE 08-10 was delivered to the Mayor of Westfield on the 9 day of June, 2008, at PM m.

Cindy Gossard

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 08-10 this 9 day of June, 2008.

J. Andrew Cook, Mayor

I hereby VETO ORDINANCE 08-10 this _____ day of _____, 2008.

J. Andrew Cook, Mayor

This document prepared by
Brian J. Zaiger, Esq.
KRIEG DEVAULT, LLP
(317) 238-6266

2008 Salary Ordinance
Attachment A

	Annual Base Amount For Salary Ordinance	Paid Annual Hours	Hourly Amount for Salary Ordinance
Executive Administration			
Mayor	$92,500	1950	
Chief Administrative Officer/ Deputy Mayor	$90,000 - $110,000	2080	
Clerk Treasurer	$55,000	1950	
Director of Public Works	$75,000 - $90,000	2080	
Police Chief	$60,000 - $73,500	2080	
Fire Chief	$60,000 - $73,500	2080	
Planning Director	$60,000 - $78,750	1950	
IT Director	$60,000 - $73,500	1950	
Parks Director	$45,000 - $49,350	1950	
Economic Development Director	$60,000 - $75,000	1950	
General Administration			
Admin General Clerical		1950	$13.53 - $18.38
Admin Technical		1950	$16.45 - $22.05
Deputy Clerk Treasurer		1950	$13.43 - $16.45
Information Technology			
I.T. Technical Support		2080	$16.45 - $22.05
Systems/ Network Administrators	$40,000 - $55,000	2080	
Community Services			
Planners	$33,000 - $50,000	1950	
Office Manager		1950	$16.45 - $23.00
Building Inspectors		1950	$16.45 - $21.00
Plan Reviewers		1950	$16.45 - $21.00
Building Commissioner		1950	$22.40 - $29.72
Police Department			
Patrol Officers/ Detectives	$40,000 - $65,000	2080	
Administrative / Clerical		1950	$13.53 - $16.45
Administrative/Technical		1950	$16.45 - $21.00
Office Manager		1950	$21.00 - $27.86
Fire Department			
Fire Fighter/ EMT/ EMS	$35,000 - $65,000	2756/2080	
Administrative Clerical		1950	$13.53 - $16.45
Public Works			
See Attachment C			
OTHER			
Attorney(Plan comm& BZA)	Up to $40,000		
Attorney (Town)	Up to $40,000		
Advisory Plan Commission Members	$300 per quarter		
City Council Members	$2,084 bi-monthly		
City Council President(additional)	$250 bi-monthly		
City Council Vice President(additional)	$167 bi-monthly		
City Board of Works and Safety	$250 per quarter		
City Council Extra Meeting (Publicly Noticed or	$75 per meeting		

2008 Salary Ordinance
Attachment A

Pre-Approved by the City Council)			
Fire, Police, and DPW Stipends	$750 - $5,000 Per		
Clerk Treasurer Stipends	$3,000		
Police and Fire Longevity (Schedule 1 Attached)			
WPWD Longevity (Schedule 2 Attached)			

Attachment B

Benefit Summaries
2008

Civilian Personnel

(General Administration, Police Admin Clerical, Fire Admin. Clerical, Community Development, Building Department, Westfield Public Works Department, and EMS personnel)

INSURANCE

HEALTH, LIFE, DENTAL, EYE, WORKERS COMPENSATION – As provided for all employees

SOCIAL SECURITY / MEDICARE CONTRIBUTIONS –As provided for all employees

EMPLOYEE ASSISTANCE PROGRAM - As provide for all employees

RETIREMENT

Civilian PERF – 9.25% (2008) is contributed by the city for the PERF program (Public Employees Retirement Fund)

1. 3% is contributed on behalf of the employee (employee's contribution) and identified in a private account for the employee. This money is available to the employee if they would resign from the city. Once the employee begins to draw a retirement check from PERF this fund may be used to supplement that monthly retirement or received in full at retirement.

2. 6.25% is contributed for the employee (city's contribution) and is added to the general state retirement fund that supports all state employees through the PERF retirement program.

457 Plan (Supplemental Retirement Plan)

The City of Westfield offers three supplemental 457 retirement plan options to all employees. Employees may contribute (pre tax) a maximum amount authorized by law into one of these accounts (Valic, National Retirement Solutions, or The Hartford).

City Matching Contribution

To encourage employee participation in the 457 plans, the City makes a matching contribution of $.50 for each $1.00 contributed up to 6% of base pay for all civilian employees. This matching contribution is made in June and December of each year.

HOLIDAY PAY SCHEDULE

As approved by the City Council. Pay for actual days approved by Council coordinated with approval with supervision.

Professional Police Personnel

INSURANCE

HEALTH, LIFE, DENTAL, EYE, WORKERS COMPENSATION– As provided for all employees

SOCIAL SECURITY / MEDICARE CONTRIBUTIONS – As provided for all employees

EMPLOYEE ASSITANCE PROGRAM – As provided for all employees

RETIREMENT

Supplemental Retirement Plan

To supplement retirement (because police officers are not part of the POLICE AND FIRE PERF program), the city contributes 13% of the officer's base pay into the 457 plan of their choice. This is done in June and December of each year. This plan, begun in 2000 is for all current and future police officers, and represents a continuing supplemental retirement program for police officers.

457 Supplemental Retirement Plan

Professional police officers can contribute additional (pre tax) funds into their 457 plan of choice to further supplement their retirement if they so desire.

City Matching Contribution

There is no matching program for Professional police personnel.

HOLIDAY PAY SCHEDULE -

Police officers are permitted to "select" their "Holidays" as additional vacation days scheduled with their supervisor. The number of holidays approved by the council is the same number of holidays offered to police officers.

Attachment B

Professional Fire Personnel

INSURANCE

HEALTH, LIFE, DENTAL, EYE, WORKERS COMPENSATION – As provided for all employees

SOCIAL SECURITY / MEDICARE CONTRIBUTIONS – As provided for all employees

EMPLOYEE ASSISTANCE PROGRAM – As provided for all employees

RETIREMENT

Civilian PERF – One remaining fire personnel, Bob Smith is part of the Civilian PERF retirement program.

Civilian PERF – 9.25% (2008) is contributed by the city for the PERF program (Public Employees Retirement Fund)

1. 3% is contributed on behalf of the employee (employee's contribution) and identified in a private account for the employee. This money is available to the employee if they would resign from the city. Once the employee begins to draw a retirement check from PERF this fund may be used to supplement that monthly retirement or received in full at retirement.

2. 6.25% is contributed for the employee (city's contribution) and is intended to fund the retirement program for all state employees through the PERF program

Police and Fire PERF

Professional Fire and Police personnel are covered by a state sponsored retirement plan that is referred to as the "1977 Police and Fire PERF program". This program began in 2000 for the Westfield Fire Department and will begin January 1, 2008 for Professional Police Officers.

1. 21% of the "Senior Fire Fighter" and "Patrolman 1st Class" base salary plus longevity is contributed by the city to the POLICE AND FIRE PERF program

2. 6% is deducted from each fire and police personnel's bi-weekly pay to make an additional contribution to this plan.

Buy Back Plan

Because of significant previous years of service to the City of Westfield before the new "POLICE AND FIRE PERF Program" was put into place, the City is required to make additional payments into the state POLICE AND FIRE PERF program for a period of 10 years ending in December 2011 to make up for past years of "non contributions". This "Buy Back" is for selected fire personnel that have been with the Fire department for an extended period of time. These additional contributions over a 10 year period are placed into the general retirement fund at the state level for fire pensions.

457 Supplemental Retirement Plan

Professional Fire personnel can contribute additional funds into their 457 plan of choice (Valic, National Retirement Solutions, or The Hartford) to further supplement their retirement.

City Matching Contribution (fire civilian PERF personnel only)

To encourage employee participation in the 457 plans, the city makes a matching contribution of $.50 for each $1.00 contributed up to 6% of base pay for all civilian PERF professional fire personnel (Identified in retirement section above). This matching contribution is made in June and December of each year.

HOLIDAY PAY SCHEDULE

Fire personnel are permitted to "select" their Holidays as additional vacation days scheduled with their supervisor. The number of holidays approved by the council for professional fire personnel is four (4).

ATTACHMENT C

Policy: AD-06-12
Policy Title: Position Classification Plan Policy
Policy Purpose: Identifies objectives, positions, duties, titles, qualifications, responsibilities, and provisions for reclassification.
Implementation Date: 01/01/2008
Revision Date: 2/4/2008

TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT

POSITION CLASSIFICATION PLAN POLICY

Division	Code *	Position Title	Grade **	Stipend ***	FTE
Administration = A	A	Director	F1-F5	N/A	1
	A	Assistant Director	F1-F5	1, 2, or 3	1
	A	Division Manager	E1-E5	1, 2, or 3	0
	A	Technical Services Manager	F1-F5	1, 2, or 3	1
	A	Utilities Superintendent	E1-E5	1, 2, or 3	1
	R	Office Manager	D1-D5	1, 2, or 3	1
	D	Director of First Impressions	B1-B5	1, 2, or 3	1
	P	Accounting Specialist	C1-C5	1, 2, or 3	2
	R	Information Specialist	C1-C5	1, 2, or 3	1
	P	Safety and Loss Control Coordinator	D1-D5	1, 2, or 3	1
	R	Public Relations	D1-D5	1, 2, or 3	1
Instrumentation and Control = I	A	Supervisor	E1-E5	1, 2, or 3	1
	T	I & C Technician	C1-C5	1,2, or 3	1
Water = W	A	Supervisor	D1-D5	1, 2, or 3	1
	S	Field Service Representative	B1-B5	1, 2, or 3	2
	S	Operator	C1-C5	1, 2, or 3	1
	S	Relief Operator	C1-C5	1, 2, or 3	1
	S	Meter Reader	B1-B5	1, 2, or 3	1
	M	Laborer	A1-A5	1, 2, or 3	2
Wastewater = WW	A	Plant Supervisor	D1-D5	1, 2, or 3	1
	S	Collection Foreman	C1-C5	1, 2, or 3	1
	S	Plant Operator	C1-C5	1, 2, or 3	1
	S	Lift Operator	B1-B5	1, 2, or 3	2
	M	Laborer	A1-A5	1, 2, or 3	3

ATTACHMENT C

Street, Grounds, and Maintenance = S	A	Superintendent	D1-D5	1, 2, or 3	1
	A	Supervisor	D1-D5	1, 2, or 3	1
	S	Street Crew Leader	C1-C5	1, 2, or 3	1
	S	Master Repairman	C1-C5	1, 2, or 3	1
	S	Senior Equipment Operator	C1-C5	1, 2, or 3	1
	M	Sign Maintenance Technician	B1-B5	1, 2, or 3	1
	M	Tool Crib Attendant	B1-B5	1, 2, or 3	1
	M	Custodian	A1-A5	1, 2, or 3	1
	M	Street Laborer II	B1-B5	1, 2, or 3	2
	M	Street Laborer	A1-A5	1, 2, or 3	3
	S	G&M Crew Leader	C1-C5	1,2, or 3	1
	M	G&M Laborer II	A1-A5	1, 2, or 3	1
	M	G&M Laborer	A1-A5	1, 2, or 3	3
	M	Part-Time Laborer	A0	1, 2, or 3	5
Customer Service = C	A	Supervisor	D1-D5	1, 2, or 3	1
	D	Billing Clerk	C1-C5	1, 2, or 3	1
	D	Customer Service Representative	B1-B5	1, 2, or 3	2
	D	Inquiries Clerk	A1-A5	1, 2, or 3	1
Development Construction = D	A	Supervisor	D1-D5	1, 2, or 3	1
	T	Plan Reviewer	C1-C5	1, 2, or 3	2
	T	Senior Inspector	D1-D5	1, 2, or 3	1
	T	Inspector	C1-C5	1, 2, or 3	2
	T	Encroachment/Erosion Control Inspector	C1-C5	1, 2, or 3	2
	T	Stormwater Specialist	C1–C5	1, 2, or 3	1
Geographical Information System = G	P	Coordinator	E1-E5	1, 2, or 3	1
	T	Technician II	D1-D5	1, 2, or 3	2
	T	Technician I	C1-C5	1, 2, or 3	1
	T	Locator	C1-C5	1, 2, or 3	1
Engineering = E	P	Engineer	E1-E5	1,2,3,4,or5	1
	P	Engineer In Training	D1-D5	1,2,3,or 4	1
	T	Engineer Technician	D1-D5	1, 2, or 3	2
Fiber = F	P	Fiber Marketing Coordinator	E1-E5	1, 2, or 3	1

ATTACHMENT C

**

Grade	Compensation Band (per annum)
A0	$10.50/hr
A1	10.60 – 11.13
A2	11.13 – 11.69
A3	11.69 – 12.27
A4	12.27 – 12.89
A5	12.89 – 14.21
B1	13.53 – 14.21
B2	14.21 – 14.92
B3	14.92 – 14.92
B4	14.92 – 15.67
B5	15.67 – 17.27
C1	16.45 – 17.28
C2	17.28 – 18.14
C3	18.14 – 19.05
C4	19.05 – 20.00
C5	20.00 – 22.05
D1	21.00 – 22.05
D2	22.05 – 23.16
D3	23.16 – 24.31
D4	24.31 – 26.54
D5	26.54 – 29.26
E1	27.87 – 29.26
E2	29.26 – 30.72
E3	30.72 – 32.26
E4	32.26 – 33.87
E5	33.87 – 37.35
F1	35.57 – 37.30
F2	37.30 – 39.17
F3	39.17 – 41.13
F4	41.13 – 43.18
F5	43.18 – 47.61

ATTACHMENT C

*	A=	Officials and Administrators
	P =	Professionals
	T =	Technicians
	R=	Para-Professionals
	D=	Administrative Support
	S =	Skilled Craft Workers
	M =	Service/Maintenance Workers

ATTACHMENT C

***** this includes Operator In Training (OIT)**

Stipend	Operator Certifications	Compensation (hourly wage value)
1	One Certification	$0.36
2	Two Certifications	$0.72
3	Three Certifications	$1.08
4	E.I.T. Certification	$1.20
5	P.E. Certification	$2.40

ATTACHMENT C

JOB CATEGORY DEFINITIONS

1. Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: Department Head, Director, Assistant Director, Operations Manager, Technical Service Manager, Superintendents, and Supervisors.

   Code = A

2. Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Accounting Specialist, Engineer, GIS Coordinator, Safety and Loss Control Coordinator, Fiber Marketing Coordinator, and Supervisors.

   Code = P

3. Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Engineering Technician, Plan Reviewer, GPS/GIS Technician, Senior Inspector, Inspector, Encroachment Inspector, I.T. Technician, Erosion Control Inspector, Stormwater Specialist, and Laboratory Analyst.

   Code = T

4. Para-Professionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Includes: Public Education & Outreach Coordinator, Information Specialist, and Office Manager.

   Code = R

5. Administrative Support (Including Office and Clerical): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Billing Clerk, Director of First Impressions, Customer Service Representative, and Inquiries Clerk.

   Code = D

6. Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training programs. Includes: Wastewater Collection System Foreman, Crew Leader, Master Repairman, Senior Equipment Operator, Field Service Representative, Water Operator, Water Relief Operator, Wastewater Lift Operator, Wastewater Plant Operator, and Meter Reader.4

   Code = S

7. Service/Maintenance Workers: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: Street Laborer, Sign Maintenance Technician, Grounds and Maintenance Laborer, Custodian/Toolcrib Attendant, and Laborer.

   Code = M

JOB CLASSIFICATION NOMENCLATURE

Each position within the department will be classified via a nomenclature system that represents the following attributes: Division, Title, Grade, and Stipend.

Example: WAF42

Division: Water = W

Title: Supervisor = A

Grade: F4

Stipend: 2

Kurt J. Wanninger, Director
Westfield Public Works Department

Schedule 1 *continued*

Fire Department Longevity Schedule

Hire Year	Longevity Pay Begins January of this Year	Years Longevity in 2008	Longevity Pay in 2008
2007	2009	0	$0.00
2006	2008	1	$150.00
2005	2007	2	$300.00
2004	2006	3	$450.00
2003	2005	4	$600.00
2002	2004	5	$750.00
2001	2003	6	$900.00
2000	2002	7	$1,050.00
1999	2001	8	$1,200.00
1998	2000	9	$1,350.00
1997	1999	10	$1,500.00
1996	1998	11	$1,650.00
1995	1997	12	$1,800.00
1994	1996	13	$1,950.00
1993	1995	14	$2,100.00
1992	1994	15	$2,250.00
1991	1993	16	$2,400.00
1990	1992	17	$2,550.00
1989	1991	18	$2,700.00
1988	1990	19	$2,850.00
1987	1989	20	$3,000.00
1986 and previous	1988	20	$3,000.00

Schedule 1

Police Department Longevity Schedule

Hire Year	Longevity Pay Begins January of this Year	Years Longevity in 2008	Longevity Pay in 2008
2007	2009	0	$0.00
2006	2008	1	$200.00
2005	2007	2	$400.00
2004	2006	3	$600.00
2003	2005	4	$800.00
2002	2004	5	$1,000.00
2001	2003	6	$1,200.00
2000	2002	7	$1,400.00
1999	2001	8	$1,600.00
1998	2000	9	$1,800.00
1997	1999	10	$2,000.00
1996	1998	11	$2,250.00
1995	1997	12	$2,500.00
1994	1996	13	$2,750.00
1993	1995	14	$3,000.00
1992	1994	15	$3,250.00
1991	1993	16	$3,500.00
1990	1992	17	$3,750.00
1989	1991	18	$4,000.00
1988	1990	19	$4,250.00
1987	1989	20	$4,500.00
1986	1988	21	$4,750.00
1985	1987	22	$5,000.00
1984	1986	23	$5,250.00
1983	1985	24	$5,500.00
1982 and Previous	1984	25	$5,750.00

* 2008 Longevity to be prorated based on effective date being 19-May-08

** All employees of the Police Department will be entitled including civilian employees to this longevity benefit as scheduled

Westfield Public Works Department Longevity Pay Schedule 2

Hire Year	Longevity Pay Begins January of this Year	Years Longevity in 2008	Longevity Pay in 2008
2007	2009	0	$0.00
2006	2008	1	$200.00
2005	2007	2	$400.00
2004	2006	3	$600.00
2003	2005	4	$800.00
2002	2004	5	$1,000.00
2001	2003	6	$1,200.00
2000	2002	7	$1,400.00
1999	2001	8	$1,600.00
1998	2000	9	$1,800.00
1997	1999	10	$2,000.00
1996	1998	11	$2,250.00
1995	1997	12	$2,500.00
1994	1996	13	$2,750.00
1993	1995	14	$3,000.00
1992	1994	15	$3,250.00
1991	1993	16	$3,500.00
1990	1992	17	$3,750.00
1989	1991	18	$4,000.00
1988	1990	19	$4,250.00
1987	1989	20	$4,500.00
1986	1988	21	$4,750.00
1985	1987	22	$5,000.00
1984	1986	23	$5,250.00
1983	1985	24	$5,500.00
1982	1984	25	$5,750.00
1982 and Previous		25	$5,750.00

Years 1-10 $200/Year

Years 11-25 $250/Year