

ORDINANCE NUMBER 09-18

2010 Salary Ordinance

AN ORDINANCE OF THE CITY OF WESTFIELD CONCERNING SALARIES, WAGES, BENEFITS, STIPENDS AND OTHER COMPENSATION FOR THE 2010 CALENDAR YEAR

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WESTFIELD:

Section 1

The salaries, hourly wages, stipends, and other compensation for employees of the City of Westfield are described on Attachment A or described in this ordinance.

Section 2

Additional comments regarding city attorney compensation.

Attorney for the City:

Compensation per Attachment A plus additional compensation for extraordinary duties assigned by the City Council during the year.

Attorney for the Plan Commission and Board of Zoning Appeals

Compensation per Attachment A plus additional compensation for extraordinary duties recommended by the Plan Commission and Board of Zoning Appeals and authorized by the City Council.

Section 3.

The employee contribution to the Public Employee's Retirement Fund (PERF) will be paid for the employees by the City of Westfield.

Section 4.

The retirement contributions and other benefit programs offered by the City of Westfield on behalf of the employees are described on Attachment B.

Section 5.

A specific salary schedule for the employees of the Westfield Public Works Department are described on Attachment C.

ADOPTED AND PASSED THIS _____ DAY OF _____, 2009, BY THE WESTFIELD CITY COUNCIL, HAMILTON COUNTY, INDIANA.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

John Dippel

John Dippel

John Dippel

Steve Hoover

Steve Hoover

Steve Hoover

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

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that ORDINANCE 09-18 was delivered to the Mayor of Westfield

on the _____ day of _____, 2009, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 09-18

this _____ day of _____,
2009.

J. Andrew Cook, Mayor

I hereby VETO ORDINANCE 09-18

this _____ day of _____,
2009.

J. Andrew Cook, Mayor

**2010 Salary Ordinance
Attachment A**

CLASSIFICATION	MAXIMUM BI-WEEKLY SALARY	HOURS	FLSA STATUS
Administration			
Deputy Mayor	\$4,800	2080	Exempt
Director of Enterprise	\$3,300	2080	Exempt
Human Resources Manager	\$2,300	2080	Exempt
Project Analyst	\$2,200	2080	Non-Exempt
Communications Coordinator	\$2,000	2080	Non-Exempt
Accounting Specialist	\$2,000	2080	Non-Exempt
Executive Assistant	\$1,800	1950	Non-Exempt
HR Assistant	\$1,600	2080	Non-Exempt
Clerk Treasurer			
Financial Analyst	\$1,600	1950	Non-Exempt
Deputy Clerk Treasurer	\$1,500	1950	Non-Exempt
Informatics			
Informatics Director	\$3,500	2080	Exempt
GIS Coordinator	\$2,750	2080	Exempt
GIS Technician II	\$2,400	2080	Non-Exempt
Informatics Technical Support	\$2,200	2080	Non-Exempt
Location Technician	\$1,900	2080	Non-Exempt
GIS Technician I	\$1,700	2080	Non-Exempt
Community Development			
Community Development Director	\$4,800	2080	Exempt
Senior Planner	\$2,200	2080	Exempt
Planner II	\$2,100	2080	Non-Exempt
Planner I	\$2,000	2080	Non-Exempt
Administrative Assistant	\$1,900	1950	Non-Exempt
Building Inspector	\$1,600	1950	Non-Exempt
Plan Reviewer	\$1,600	1950	Non-Exempt
Code Enforcement Officer	\$1,600	1950	Non-Exempt
ED Division Director	\$3,000	1950	Exempt
ED Project Analyst	\$1,900	1950	Non-Exempt
ED Administrative Assistant	\$1,600	1950	Non-Exempt
Police Department			
Police Chief	\$3,500	2080	Exempt
Asst. Chief	\$3,000	2080	Exempt
Major	\$3,000	2080	Exempt
Lieutenant	\$2,700	2080	Non-Exempt
Det Sgt.	\$2,600	2080	Non-Exempt
Detective	\$2,600	2080	Non-Exempt
Sergeant	\$2,500	2080	Non-Exempt
Patrol 1st	\$2,400	2080	Non-Exempt
Patrol 2nd	\$2,300	2080	Non-Exempt
School Resource Officer	\$2,200	2080	Non-Exempt
Patrol 3rd	\$2,100	2080	Non-Exempt
Prob. Patrol	\$1,900	2080	Non-Exempt
Records Manager/System Administrator/Tech Supp	\$1,850	1950	Non-Exempt
Community Service Officer (CSO)	\$1,600	2080	Non-Exempt

**2010 Salary Ordinance
Attachment A**

Police Department (Cont.)

Crime Analyst	\$1,500	1950	Non-Exempt
Administrative Assistant	\$1,500	1950	Non-Exempt
Receptionist	\$1,300	1950	Non-Exempt

Fire Department

Fire Chief	\$3,500	2080	Exempt
Deputy Chief of Operations	\$3,000	2080	Exempt
Deputy Chief of Admin.	\$3,000	2080	Exempt
Training Chief	\$3,000	2080	Non-Exempt
Inspections Chief	\$3,000	2080	Non-Exempt
Bat Chief	\$3,000	2756	Non-Exempt
Captain	\$2,500	2756	Non-Exempt
Lieutenant	\$2,500	2756	Non-Exempt
Sr. Fire Fighter	\$2,100	2756	Non-Exempt
Chief's Aid	\$2,000	1560	Non-Exempt
Fire Fighter 2nd Class	\$1,900	2756	Non-Exempt
Fire Fighter 3rd Class	\$1,850	2756	Non-Exempt
Fire Fighter 3rd Class/Probie	\$1,650	2756	Non-Exempt
EMS Director	\$2,600	2080	Non-Exempt
Senior EMT	\$2,000	3316	Non-Exempt
1st Class EMT	\$2,000	3316	Non-Exempt
Probie EMT	\$1,900	3316	Non-Exempt
Office Manager	\$1,650	1950	Non-Exempt
Administrative Assistant	\$1,500	1950	Non-Exempt

Parks

Parks Director	\$2,800	2080	Exempt
Parks, Grounds, and Facilities Maintenance Foreman	\$1,600	2080	Non-Exempt
Landscape Planner	\$1,600	1950	Non-Exempt
Trail Foreman	\$1,600	2080	Non-Exempt

Public Works

Director of Public Works	\$3,500	2080	Exempt
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See Attachment C

OTHER

Interns	Up to \$10,000 annually
Attorney (Plan comm& BZA)	Up to \$40,000
Attorney (City)	Up to \$40,000
Advisory Plan Commission Members	\$300 per quarter
City Board of Works and Safety	\$262.50 per quarter
Fire, Police, and DPW Stipends	\$750 - \$5,000 Per
City of Westfield Longevity	(Schedule 1 Attached)

Benefit Summaries 2010

Civilian Personnel

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

INSURANCE

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

SOCIAL SECURITY / MEDICARE CONTRIBUTIONS –As provided for all employees

EMPLOYEE ASSISTANCE PROGRAM - As provided for all employees

RETIREMENT

Civilian PERF – 9.75% (2010) 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 PERF 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. 6.75% 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 one supplemental 457 retirement plan to all employees. Employees may contribute (pre tax) a maximum amount authorized by law into OneAmerica.

City Matching Contribution

To encourage employee participation in the 457 plans, the City makes a matching contribution of \$.667 for each \$1.00 contributed up to 6% of base pay for all civilian employees. This matching contribution is made in July and January 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 available for all employees

SOCIAL SECURITY / MEDICARE CONTRIBUTIONS – As provided for all employees

EMPLOYEE ASSISTANCE PROGRAM – As provided for all employees

RETIREMENT

Supplemental Retirement Plan

To supplement retirement (because certain police officers (those not in the Police and Fire Perf Plan) are not part of the POLICE AND FIRE PERF program), the City contributes 13% of the officer's base pay into the 457 plan. This is done in July and January of each year.

457 Supplemental Retirement Plan

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

City Matching Contribution

There is no matching program for this category of Professional police personnel.

HOLIDAY PAY SCHEDULE -

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

Professional Fire Personnel

INSURANCE

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

SOCIAL SECURITY / MEDICARE CONTRIBUTIONS – As provided for all employees

EMPLOYEE ASSISTANCE PROGRAM – As provided for all employees

RETIREMENT

Civilian PERF – 9.75% (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 PERF 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. 6.75% 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 began January 1, 2008 for Professional Police Officers.

1. 19.5% 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% based on 1. above 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.

Supplemental Retirement Plan

To supplement retirement (because certain fire 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. This is done in July and January of each year. This plan will begin on January 1, 2009, and represents a continuing supplemental retirement program for certain fire officers.

457 Supplemental Retirement Plan

Certain Professional fire 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 fire personnel

457 Supplemental Retirement Plan

Professional Fire personnel can contribute additional funds into their 457 plan, OneAmerica, to further supplement their retirement.

City Matching Contribution (fire civilian PERF personnel only)

To encourage employee participation in the 457 plan, the City makes a matching contribution of \$.667 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 July and January of each year.

HOLIDAY PAY SCHEDULE

Fire personnel are permitted to “select” their Holidays as additional Floating Holidays 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: 8/4/2009

**CITY OF WESTFIELD
PUBLIC WORKS DEPARTMENT**

POSITION CLASSIFICATION PLAN POLICY

Division	Code	Position Title	Grade **	Stipend ***	FTE	FLA Status
	*					E - NE
Administration = A	A	Director	F1-F5	N/A	1	E
	A	Assistant Director	F1-F5	1, 2, or 3	0	E
	A	Division Manager	E1-E5	1, 2, or 3	0	E
	A	Technical Services Manager	F1-F5	1, 2, or 3	1	E
	A	Utilities Superintendent	E1-E5	1, 2, or 3	1	E
	R	Office Manager	D1-D5	1, 2, or 3	1	NE
	R	Administrative Assistant	C1-C5	1, 2, or 3	1	NE
	D	Director of First Impressions	B1-B5	1, 2, or 3	1	NE
	P	Accounting Specialist	C1-C5	1, 2, or 3	2	NE
	R	Information Specialist	C1-C5	1, 2, or 3	1	NE
	P	Safety and Loss Control Coordinator	D1-D5	1, 2, or 3	1	E
	R	Public Relations	D1-D5	1, 2, or 3	1	NE
Instrumentation & Control = I	A	Supervisor	E1-E5	1, 2, or 3	1	E
	T	I & C Technician	C1-C5	1,2, or 3	1	NE
Water = W	A	Supervisor	D1-D5	1, 2, or 3	1	E

ATTACHMENT C

	S	Field Service Representative	B1-B5	1, 2, or 3	2	NE
	S	Operator	C1-C5	1, 2, or 3	1	NE
	S	Relief Operator	C1-C5	1, 2, or 3	1	NE
	S	Meter Reader	B1-B5	1, 2, or 3	1	NE
	M	Laborer	A1-A5	1, 2, or 3	1	NE
Wastewater = WW	A	Plant Supervisor	D1-D5	1, 2, or 3	1	E
	S	Collection Foreman	C1-C5	1, 2, or 3	1	NE
	S	Plant Operator	C1-C5	1, 2, or 3	1	NE
	S	Lift Operator	B1-B5	1, 2, or 3	2	NE
	M	Laborer	A1-A5	1, 2, or 3	3	NE
Street, Grounds, and Maintenance = S	A	Superintendent	D1-D5	1, 2, or 3	0	E
	A	Street Supervisor	D1-D5	1, 2, or 3	1	E
	A	Street Foreman	C1-C5	1, 2, or 3	1	NE
	S	Street Crew Leader	C1-C5	1, 2, or 3	1	NE
	S	Master Repairman	C1-C5	1, 2, or 3	1	NE
	S	Senior Equipment Operator	C1-C5	1, 2, or 3	1	NE
	M	Sign Maintenance Technician	B1-B5	1, 2, or 3	1	NE
	M	Tool Crib Attendant	B1-B5	1, 2, or 3	1	NE
	M	Custodian	A1-A5	1, 2, or 3	0	NE
	M	Street Laborer II	B1-B5	1, 2, or 3	2	NE
	M	Street Laborer	A1-A5	1, 2, or 3	4	NE
	S	G&M Crew Leader	C1-C5	1,2, or 3	1	NE

ATTACHMENT C

	M	G&M Laborer II	A1-A5	1, 2, or 3	0	NE
	M	G&M Laborer	A1-A5	1, 2, or 3	1	NE
	M	Part-Time Laborer	A0		11	NE
Customer Service = C	A	Supervisor	D1-D5	1, 2, or 3	1	E
	D	Billing Clerk	C1-C5	1, 2, or 3	1	NE
	D	Customer Service Representative	B1-B5	1, 2, or 3	2	NE
	D	Inquiries Clerk	A1-A5	1, 2, or 3	1	NE
	D	Waste Collections Representative	A1-A5	1, 2, or 3	1	NE
Development Construction = D	A	Supervisor	D1-D5	1, 2, or 3	1	E
	T	Plan Reviewer/Grant Coordinator	C1-C5	1, 2, or 3	2	NE
	T	Senior Inspector	D1-D5	1, 2, or 3	0	NE
	T	Inspector	C1-C5	1, 2, or 3	2	NE
	T	Encroachment/Erosion Control Inspector	C1-C5	1, 2, or 3	2	NE
	T	Stormwater Specialist	C1-C5	1, 2, or 3	1	NE
Engineering = E	P	Engineer	E1-E5	1,2,3,4,or5	1	E
	P	Engineer In Training	D1-D5	1,2,3,or 4	0	NE
	T	Engineer Technician	D1-D5	1, 2, or 3	2	NE
	M	Part-Time Engineering Tech	A0		1	NE
Fiber = F	P	Fiber Marketing Coordinator	E1-E5	1, 2, or 3	1	E

Note: FLA Status E = Exempt, NE = Non Exempt

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

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Grade	Compensation Band (per annum)
A0	\$ 10.50/hr
A1	\$11.02 - \$11.58
A2	\$11.93 - \$12.52
A3	\$12.52 - \$13.14
A4	\$13.14 - \$13.81
A5	\$13.81 - \$15.22
B1	\$14.07 - \$14.78
B2	\$15.22 - \$15.99
B3	\$15.99 - \$15.99
B4	\$15.99 - \$16.79
B5	\$16.79 - \$18.50
C1	\$17.11 - \$17.97
C2	\$18.51 - \$19.44
C3	\$19.44 - \$20.40
C4	\$20.40 - \$21.42
C5	\$21.42 - \$23.62
D1	\$21.84 - \$22.93
D2	\$23.62 - \$24.81
D3	\$24.81 - \$26.04
D4	\$26.04 - \$28.43
D5	\$28.43 - \$31.34
E1	\$28.98 - \$30.43
E2	\$31.34 - \$32.91
E3	\$32.91 - \$34.56
E4	\$34.56 - \$36.28
E5	\$36.28 - \$40.01
F1	\$36.99 - \$38.79
F2	\$39.95 - \$41.96
F3	\$41.96 - \$44.06
F4	\$44.06 - \$46.26
F5	\$46.26 - \$51.00

ATTACHMENT C

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

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

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

Schedule 1

City of Westfield Longevity Schedule

<u>Hire Year</u>	<u>Longevity Pay Begins January of this Year</u>	<u>Years Longevity in 2010</u>	<u>Longevity Pay in 2010</u>	
2009	2011	0	\$0.00	Years 1-10 \$200/Year
2008	2010	1	\$200.00	Years 11-25 \$250/Year
2007	2009	2	\$400.00	
2006	2008	3	\$600.00	
2005	2007	4	\$800.00	
2004	2006	5	\$1,000.00	
2003	2005	6	\$1,200.00	
2002	2004	7	\$1,400.00	
2001	2003	8	\$1,600.00	
2000	2002	9	\$1,800.00	
1999	2001	10	\$2,000.00	
1998	2000	11	\$2,250.00	
1997	1999	12	\$2,500.00	
1996	1998	13	\$2,750.00	
1995	1997	14	\$3,000.00	
1994	1996	15	\$3,250.00	
1993	1995	16	\$3,500.00	
1992	1994	17	\$3,750.00	
1991	1993	18	\$4,000.00	
1990	1992	19	\$4,250.00	
1989	1991	20	\$4,500.00	
1988	1990	21	\$4,750.00	
1987	1989	22	\$5,000.00	
1986	1988	23	\$5,250.00	
1985	1987	24	\$5,500.00	
1984 and Previous	1986	25	\$5,750.00	

The following positions do not receive longevity pay: Mayor, Deputy Mayor, Clerk-Treasurer