

PLAINFIELD TOWN COUNCIL
ORDINANCE NO. 20-2021

AN ORDINANCE AMENDING AND REPLACING ORDINANCE NO. 10-2021, FIXING THE COMPENSATION OF ELECTED OFFICIALS, OFFICERS, BOARD AND COMMISSION MEMBERS AND EMPLOYEES OF THE TOWN OF PLAINFIELD,

Be it ordained by the Town Council of the Town of Plainfield, Hendricks County, Indiana, that the compensation for its elected officials, officers, board and commission members and employees for July 26, 2021 through December 31, 2021 shall be as follows:

ADMINISTRATIVE

TOWN COUNCIL (5)	<u>Grade</u>	<u>Pay Schedule</u>	<u>Not to Exceed</u>	
Basic Group Life and AD&D not to exceed:	Elected	Annually	\$15,000.00	
	Elected	Annually	\$102.00	
CLERK-TREASURER	Elected	Annually	\$70,000.00	
Basic Group Life and AD&D, STD/LTD not to exceed:	Elected	Annually	\$405.00	
	<u>Grade</u>	<u>Pay Schedule</u>	<u>Minimum</u>	<u>Maximum</u>
Town Manager	K	Biweekly	\$3,487.00	\$4,971.00
Executive Director, Development Services (P.E.)	K	Biweekly	\$3,487.00	\$4,971.00
Assistant Town Manager	J	Biweekly	\$3,130.00	\$4,486.00
Director of Transportation, Engineer (P.E.)	J	Biweekly	\$3,130.00	\$4,486.00
Director of Information Technology	J	Biweekly	\$3,130.00	\$4,486.00
Director of Engineering (P.E.)	J	Biweekly	\$3,130.00	\$4,486.00
Director of Budget	I	Biweekly	\$2,972.00	\$4,244.00
Director of Economic Development	I	Biweekly	\$2,972.00	\$4,244.00
Director of Communications and Marketing	H	Biweekly	\$2,813.00	\$4,002.00
Director of Planning and Zoning	H	Biweekly	\$2,813.00	\$4,002.00
Budget Analyst	F	Biweekly	\$2,496.00	\$3,557.00
Human Resource Manager	E	Biweekly	\$2,298.00	\$3,273.00
Information Technology Manager	E	Biweekly	\$2,298.00	\$3,273.00
Business Office Manager	E	Biweekly	\$2,298.00	\$3,273.00
Building Commissioner	E	Biweekly	\$2,298.00	\$3,273.00

Fleet and Facilities Manager	E	Biweekly	\$2,298.00	\$3,273.00
Senior Planner	D	Biweekly	\$1,942.00	\$2,789.00
Human Resource Specialist	D	Biweekly	\$1,942.00	\$2,789.00
Information Technology Specialist	C	Biweekly	\$1,862.00	\$2,667.00
Staff Accountant	C	Biweekly	\$1,862.00	\$2,667.00
Building Inspector	C	Biweekly	\$1,862.00	\$2,667.00
Planner/Graphic Information Systems (GIS)	C	Biweekly	\$1,862.00	\$2,667.00
Planner/Code Enforcement Inspector	C	Biweekly	\$1,862.00	\$2,667.00
Executive Assistant to Town Manager	B	Biweekly	\$1,467.00	\$2,101.00
Executive Assistant to Development Services	B	Biweekly	\$1,467.00	\$2,101.00
Accounts Payable Clerk	B	Biweekly	\$1,467.00	\$2,101.00
Accounts Receivable Clerk	B	Biweekly	\$1,467.00	\$2,101.00
Administrative Assistant	A	Biweekly	\$1,268.00	\$1,819.00
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Interns (hourly)	PT	Hourly	\$9.25	\$18.25
Part-Time Administrative/Clerical/Support (hourly)	PT	Hourly	\$9.25	\$18.25
Part-Time Accounts Receivable Clerk (hourly)	PT	Hourly	\$9.25	\$18.25
Clothing Allowance/PPE stipend for qualifying FT Employees		Annually	\$300.00	
Approved Special Assignment/Certification/Licensure (hourly)		Hourly	\$0.25	\$1.50

BOARDS AND COMMISSIONS

	<u>Pay Schedule</u>	<u>Not to Exceed</u>
BZA Members (5)	Per Meeting	\$100.00
Plan Commission (7)	Per Meeting	\$100.00
Secretary BZA	Per Meeting	\$100.00
Secretary Plan Commission	Per Meeting	\$100.00
Design Review Committee (5)	Per Meeting	\$100.00
Exempt Police Security (At meetings)	Per Meeting	\$100.00
Police Commissioners (3)	Annually	\$2,000.00

POLICE DEPARTMENT

	<u>Grade</u>	<u>Pay Schedule</u>	<u>Minimum</u>	<u>Maximum</u>
Police Chief	I	Biweekly	\$2,972.00	\$4,244.00
Deputy Chief	H	Biweekly	\$2,813.00	\$4,002.00
Captains (Incumbent Salary+)	F*	Hourly	\$3.15	
Lieutenants – Promotion from Sergeant (Incumbent Salary+)	F*	Hourly	\$1.25	
Sergeant – Promotion from Corporal (Incumbent Salary+)	E*	Hourly	\$1.25	
Corporal – Promotion from First Class (Incumbent Salary+)	D*	Hourly	\$1.25	
First Class Patrol Officer	D*	Biweekly	\$2,134.00	\$2,789.00
Probationary Patrol Officer	C*	Biweekly	\$1,862.00	\$1,862.00
Wellbeing and Community Support Manager	E	Biweekly	\$2,298.00	\$3,273.00
Crime Scene Investigator	C	Biweekly	\$1,862.00	\$2,677.00
Accreditation Manager	C	Biweekly	\$1,862.00	\$2,677.00
Executive Assistant	B	Biweekly	\$1,467.00	\$2,101.00
Administrative Assistant	A	Biweekly	\$1,268.00	\$1,819.00
Records Clerk	A	Biweekly	\$1,268.00	\$1,819.00
Part-Time Admin/Analyst/Community Support (CSO)	PT	Hourly	\$9.25	\$20.00
Chaplain		Annually	\$3,000.00	
Clothing Allowance/PPE Stipend for Officers/CSI		Annually	\$1,200.00	
Clothing Allowance/PPE Stipend for Reserves		Annually	\$400.00	
Clothing Allowance/PPE Stipend for Special Assignment		Annually	\$300.00	
Shift Differential (After Completion of FTO)		Hourly	\$1.50	
Approved Advanced Certifications/FTO/Instructor		Hourly	\$1.00	
K-9 Handler Homecare/Maintenance Special Compensation		Daily	\$27.45	

All Non-Exempt/Shift Assigned Sworn Officers will receive 88 hours of holiday compensation per year

*All Sworn Officers follow the Section 7(K) Overtime Exemption of the FLSA (14-day tour of duty)

Certified Pension Base is First Class Patrol Officer Salary + 20 Year Longevity Pay

$\$60,359.80 + 3,000.00 = \$63,359.80$

FIRE TERRITORY

	<u>Grade</u>	<u>Pay Schedule</u>	<u>Minimum</u>	<u>Maximum</u>
Fire Chief	I	Biweekly	\$2,972.00	\$4,244.00
Deputy Chief	H	Biweekly	\$2,813.00	\$4,002.00
Division Chief	G*	Biweekly	\$2,654.00	\$3,799.00
Battalion Chief – Promotion from Captain) Incumbent Salary+)	G*	Hourly	\$1.00	
Captain – Promotion from Lieutenant (Incumbent Salary+)	F*	Hourly	\$1.00	
Lieutenant – Promotion from First Class (Incumbent Salary+)	F*	Hourly	\$1.00	
Fire Prevention Officer (Civ)	D	Biweekly	\$1,942.00	\$2,789.00
First Class Firefighter/Paramedic	D*	Hourly	\$20.25	\$34.75
First Class Firefighter/EMT	C*	Hourly	\$19.25	\$33.50
Probationary Firefighter/Paramedic	B*	Biweekly	\$18.25	
Probationary Firefighter/EMT	B*	Biweekly	\$16.25	
Executive Assistant	B	Biweekly	\$1,467.00	\$2,101.00
Part-Time Ambulance Billing Clerk	PT	Hourly	\$9.25	\$18.25
Part-Time Civilian Paramedics	PT	Hourly	\$25.00	
Clothing Allowance/PPE Stipend for Firefighters		Annually	\$1,000.00	
Approved Advanced Certifications/Special Assignment/Instructor		Hourly	\$0.25	\$1.50

All Non-Exempt/Shift Assigned Sworn Firefighters will receive 88 hours of holiday compensation per year

*All Sworn Firefighters follow the Section 7(K) Overtime Exemption of the FLSA (14-day tour of duty)

Certified Pension Base is First Class Firefighter Salary + 20 Year Longevity Pay

$\$60,359.80 + 3,000.00 = \$63,359.80$

TOWN COURT

	<u>Grade</u>	<u>Pay Schedule</u>	<u>Not To Exceed</u>	
Judge	Elected	Annually	\$39,800.00	
Basic Group Life and AD&D, STD, LTD	Elected	Annually	\$405.00	
Dental and Vision Insurance	Elected	Annually	\$1,057.80	
	<u>Grade</u>	<u>Pay Schedule</u>	<u>Minimum</u>	<u>Maximum</u>
Court Administrator	B	Biweekly	\$1,467.00	\$2,101.00
Court Clerk	A	Biweekly	\$1,268.00	\$1,819.00
Part-Time Court Clerk / Bailiff	PT	Hourly	\$9.25	\$18.25

PUBLIC WORKS

	<u>Grade</u>	<u>Pay Schedule</u>	<u>Minimum</u>	<u>Maximum</u>
Executive Director of DPW	I	Biweekly	\$2,972.00	\$4,244.00
Deputy Director of Utilities	F	Biweekly	\$2,496.00	\$3,557.00
Deputy Director of DPW	F	Biweekly	\$2,496.00	\$3,557.00
Utility / DPW Division Manager	E	Biweekly	\$2,298.00	\$3,273.00
Water / Wastewater Crew Leader	C	Biweekly	\$1,862.00	\$2,667.00
Stormwater Crew Leader	C	Biweekly	\$1,862.00	\$2,667.00
Fleet Crew Leader (Mechanic)	C	Biweekly	\$1,862.00	\$2,667.00
Streets / Construction Crew Leader	B	Biweekly	\$1,467.00	\$2,101.00
Stormwater Compliance Inspector	B	Biweekly	\$1,467.00	\$2,101.00
Operator Water/Wastewater	B	Biweekly	\$1,467.00	\$2,101.00
Executive Assistant	B	Biweekly	\$1,467.00	\$2,101.00
Operator Stormwater / Streets	A	Biweekly	\$1,268.00	\$1,819.00
Administrative Assistant	A	Biweekly	\$1,268.00	\$1,819.00
Part-Time Street Operator	PT	Hourly	\$9.25	\$18.25
Approved Special Assignment/Certification/Trainer/CDL		Hourly	\$0.25	\$1.25
Clothing Allowance/PPE Stipend for FT employees		Annually	\$300.00	
Shift Differential		Hourly	\$1.50	

PARKS DEPARTMENT

	<u>Grade</u>	<u>Pay Schedule</u>	<u>Minimum</u>	<u>Maximum</u>
Director of Parks and Recreation	H	Biweekly	\$2,813.00	\$4,002.00
General Manager of RAC	D	Biweekly	\$1,942.00	\$2,789.00
Operations Managers	C	Biweekly	\$1,862.00	\$2,667.00
Leisure Services Manager	C	Biweekly	\$1,862.00	\$2,667.00
Parks Maintenance Manager	C	Biweekly	\$1,862.00	\$2,667.00
Facility Maintenance Supervisor	B	Biweekly	\$1,467.00	\$2,101.00
Executive Assistant	B	Biweekly	\$1,467.00	\$2,101.00
Assistant Operations Manager	B	Biweekly	\$1,467.00	\$2,101.00
Building Supervisor	A	Biweekly	\$1,268.00	\$1,819.00
Recreation Program Coordinator	A	Biweekly	\$1,268.00	\$1,819.00
Special Events Coordinator	A	Biweekly	\$1,268.00	\$1,819.00
Operator Parks Maintenance	A	Biweekly	\$1,268.00	\$1,819.00
Splash Island Aquatic Supervisor	A	Biweekly	\$1,268.00	\$1,819.00
Part-Time (Maintenance/Lifeguard/Crew Leader/Guest Services/)	PT	Hourly	\$9.25	\$18.25
Part-Time (Intern)	PT	Hourly	\$9.25	\$18.25
Part-Time (Programmers/Instructors)	PT	Per Class	\$9.25	\$32.00
Shift Differential (Beyond Scheduled Shift 6pm/10pm)		Hourly	\$1.50	
Clothing Allowance/PPE stipend for FT employees		Annually	\$300.00	

HENDRICKS COUNTY COMMUNICATION CENTER (911)

	<u>Grade</u>	<u>Pay Schedule</u>	<u>Minimum</u>	<u>Maximum</u>
Director of 911	H	Biweekly	\$2,813.00	\$4,002.00
Deputy Director of 911	G	Biweekly	\$2,654.00	\$3,799.00
Operations Manager	E	Biweekly	\$2,298.00	\$3,273.00
Supervisor	C	Biweekly	\$1,862.00	\$2,667.00
Accreditation Manager	C	Biweekly	\$1,862.00	\$2,667.00
Quality Assurance Coordinator	C	Biweekly	\$1,862.00	\$2,667.00
Assistant Supervisor	B	Biweekly	\$1,467.00	\$2,101.00
Communications Officer	B	Hourly	\$21.50	\$26.26
Probationary Officer (5) Skill Sets (Incumbent Salary +)	A	Hourly	\$1.00	
Probationary Officer (4) Skill Sets (Incumbent Salary +)	A	Hourly	\$1.00	
Probationary Officer (3) Skill Sets (Incumbent Salary +)	A	Hourly	\$0.50	
Probationary Officer (2) Skill Sets (Incumbent Salary +)	A	Hourly	\$0.50	
Probationary Officer (1) Skill Set (Incumbent Salary +)	A	Hourly	\$0.50	
Probationary Communications Officer	A	Hourly	\$18.00	
Part-Time Skill Sets (Fire and Police Dispatch)	PT	Hourly	\$.50 ea.	
Part-Time Skill Sets (Headquarters / IDACS)	PT	Hourly	\$.25 ea.	
Part-Time Communications Officer / Technical Assistant	PT	Hourly	\$18.00	\$26.00
Part-Time (Intern)	PT	Hourly	\$9.25	\$18.25
Shift Differential (After (3) Skill Sets)	PT	Hourly	\$1.50	
Approved Special Assignment /Certified Trainer	PT	Hourly	\$1.00	

All Non-Exempt/ Non-Administrative /Shift Assigned Communication Officers receive 88 hours of Holiday Incentive Compensation per year.

MISCELLANEOUS

A part-time employee may earn an additional \$.25 per hour beginning on the first day of the pay period the month following the employee's anniversary date if the employee is not at the maximum of the grade and if they meets one of the following

Part-Time Hendricks County Communication Center employees must average working one shift per week.

Parks and Recreation year-round employees must average working 10 hours per week.

Parks and Recreation seasonal employees must average working 25 hours per week for 10 weeks.

All other part-time employees must average working 12 hours per week.

These annual increases will top out at eight years of service.

Part-time Parks and Recreation and DPW employees must meet minimum end of season hours per week requirements to qualify for \$250.00 lump sum retention payment.

Part-time employees not specifically provided for herein shall be paid at an hourly rate ranging from \$9.25 to \$32.00 and shall receive no other compensation or benefits.

Unless otherwise listed above:

- a. The Town Council may make changes to employee compensation at any time by amending the Salary Ordinance.
- b. Employees may receive performance bonuses or special compensation lump sum payments as determined by the Town Council when awards are warranted.
- c. The Town of Plainfield assumes 3% of the employee contribution to civilian PERF and Police and Fire 1977 Funds.
- d. The Town of Plainfield assumes the premium for life insurance, short-term disability insurance and long-term disability insurance on behalf of employees and eligible elected officials.
- e. The Town of Plainfield shares in the medical and other health insurance costs with employees and eligible elected officials. (Contribution amounts are determined annually).
- f. Elected officials receive personal computer data card benefit of \$51.00 monthly and an issued cell phone.
- g. Public Safety and other Essential personnel may be granted Hazard Duty Compensation, beyond base pay as illustrated in the salary grades, when authorized by the Town Council, in accordance with a declared Local Emergency, or as approved when other hazard conditions exist.
- h. Employees receive Paid Time Off, On-Call pay, Comp Time, shift differential, Holiday time, Special Assignment/Certification pay, overtime, PTO Cash-out and other compensation and benefits as provided for in the Employee Handbook beyond base pay.
- i. Employees will not receive any benefit award if not currently active or on approved leave at time of distribution.

All full-time Town of Plainfield employees (excluding elected officials) will be paid longevity/retention pay based on the following schedule: for continuous employment (without a break in service). Employees hired between 2017 and September 30, 2020 will have their longevity/retention pay in January 2021. Employees hired prior to 2017 will have 50% of their longevity/retention pay in January 2021 and the remaining 50% paid in July 2021. Employees hired between October 1, 2020 and December 31, 2020 will not receive longevity/retention pay.

LONGEVITY/RETENTION SCHEDULE

<u>Hired in</u>	<u>Paid in 2021</u>
Pre-2001	\$3,000
2001	\$3,000
2002	\$2,500
2003	\$2,500
2004	\$2,500
2005	\$2,500
2006	\$2,500
2007	\$2,000
2008	\$2,000
2009	\$2,000
2010	\$2,000
2011	\$2,000
2012	\$1,800
2013	\$1,600
2014	\$1,400
2015	\$1,200
2016	\$1,000
2017	\$600
2018	\$450
2019	\$300
2020	\$150

This ordinance shall be in force and effect from and after its adoption by the Town Council and any publication required by law.

Passed and adopted by the Town Council of the Town of Plainfield, Indiana, on the
26th day of July, 2021.

DocuSigned by:

Robin G. Brandgard

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Town Council President

Robin G. Brandgard

DocuSigned by:

Bill Kirchoff

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Town Council Vice President

Bill Kirchoff

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Kent McPhail

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DocuSigned by:

Dan Bridget

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Lance Angle

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Lance K. Angle

ATTESTED BY:

DocuSigned by:

Mark J. Todisco

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Mark Todisco, Clerk-Treasurer
of the Town of Plainfield, Indiana