

PLAINFIELD TOWN COUNCIL

ORDINANCE NO. 39-2023

**AN ORDINANCE FIXING THE COMPENSATION OF ELECTED OFFICIALS, OFFICERS, BOARD AND COMMISSION MEMBERS, AND EMPLOYEES OF THE TOWN OF
PLAINFIELD, INDIANA**

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 December 25, 2023, through December 31, 2024, shall be as follows:

ADMINISTRATION

	<u>Grade</u>	<u>Pay Schedule</u>	<u>Not to Exceed</u>		
TOWN COUNCIL (4)	Elected	Annually	\$19,000.00		
TOWN COUNCIL PRESIDENT (1)	Elected	Annually	\$21,000.00		
Basic Group Life and AD&D not to exceed:	Elected	Annually	\$102.00		
TOWN CLERK	Elected	Annually	\$59,389.33		
Basic Group Life and AD&D, STD/LTD not to exceed:	Elected	Annually	\$474.33		
PERF Contribution	Elected	Annually	\$8,433.28		
<u>Job Title</u>	<u>Grade</u>	<u>Pay Schedule</u>	<u>Status</u>	<u>Minimum</u>	<u>Maximum</u>
Town Manager	K	Biweekly	Exempt	\$3,735.00	\$5,538.00
Executive Director of Development Services (P.E.)	K	Biweekly	Exempt	\$3,735.00	\$5,538.00
Director of Transportation, Engineer (P.E.)	K	Biweekly	Exempt	\$3,735.00	\$5,538.00
Director of Utility Engineering (P.E.)	K	Biweekly	Exempt	\$3,735.00	\$5,538.00
Director of Finance / Town Controller	K	Biweekly	Exempt	\$3,735.00	\$5,538.00
Assistant Town Manager	J	Biweekly	Exempt	\$3,353.00	\$4,998.00
Executive Director of Public Safety	J	Biweekly	Exempt	\$3,353.00	\$4,998.00
Director of Information Technology	J	Biweekly	Exempt	\$3,353.00	\$4,998.00
Director of Economic Development	J	Biweekly	Exempt	\$3,353.00	\$4,998.00
Director of Human Resources	I	Biweekly	Exempt	\$3,247.00	\$4,728.00
Director of Communications and Marketing	H	Biweekly	Exempt	\$3,134.00	\$4,458.00
Director of Planning and Zoning	H	Biweekly	Exempt	\$3,134.00	\$4,458.00
Director of Risk Management and Safety Operations	H	Biweekly	Exempt	\$3,134.00	\$4,458.00
Deputy Director of Finance, Deputy Controller	H	Biweekly	Exempt	\$3,134.00	\$4,458.00
Information Technology Operations Manager	G	Biweekly	Exempt	\$2,957.00	\$4,232.00
Senior Budget Analyst	F	Biweekly	Exempt	\$2,781.00	\$3,963.00
Building Commissioner	F	Biweekly	Exempt	\$2,781.00	\$3,963.00
Human Resource Manager	F	Biweekly	Exempt	\$2,781.00	\$3,963.00
Senior Accounting Specialist	F	Biweekly	Exempt	\$2,781.00	\$3,963.00
Community Engagement Manager	F	Biweekly	Exempt	\$2,781.00	\$3,963.00
Fleet and Facilities Manager	E	Biweekly	Exempt	\$2,560.00	\$3,646.00
Deputy Building Commissioner	E	Biweekly	Exempt	\$2,560.00	\$3,646.00
Information Technology Network Specialist	E	Biweekly	Exempt	\$2,560.00	\$3,646.00
Senior Planner	D	Biweekly	Exempt	\$2,163.00	\$3,411.00
Human Resource Specialist	D	Biweekly	Exempt	\$2,163.00	\$3,411.00
Information Technology Specialist	D	Biweekly	Exempt	\$2,163.00	\$3,411.00
Cyber Security Specialist	D	Biweekly	Exempt	\$2,163.00	\$3,411.00
Community Events Coordinator	D	Hourly	Non-Exempt	\$27.04	\$42.64

Wellbeing and Community Support Manager	D	Hourly	Non-Exempt	\$27.04	\$42.64
Accounting Specialist	C	Hourly	Non-Exempt	\$25.93	\$39.52
Building Inspector	C	Hourly	Non-Exempt	\$25.93	\$39.52
Planner	C	Hourly	Non-Exempt	\$25.93	\$39.52
Communications Specialist	C	Hourly	Non-Exempt	\$25.93	\$39.52
Executive Assistant	B	Hourly	Non-Exempt	\$20.43	\$35.36
Executive Assistant to Town Clerk	B	Hourly	Non-Exempt	\$20.43	\$35.36
Facility Maintenance Supervisor	B	Hourly	Non-Exempt	\$20.43	\$35.36
Accounts Payable Clerk	B	Hourly	Non-Exempt	\$20.43	\$35.36
Accounts Receivable Clerk	B	Hourly	Non-Exempt	\$20.43	\$35.36
Administrative Assistant	A	Hourly	Non-Exempt	\$17.66	\$31.20
Interns (hourly)	PT	Hourly	Non-Exempt	\$12.50	\$30.00
Part-Time Administrative/Clerical/Support (hourly)	PT	Hourly	Non-Exempt	\$12.50	\$30.00
Part-Time Accounts Receivable Clerk (hourly)	PT	Hourly	Non-Exempt	\$12.50	\$30.00
Part-Time Engineer/Project Manager (hourly)	PT	Hourly	Non-Exempt	\$20.00	\$40.00
Clothing Allowance/PPE stipend for qualifying FT Employees		Annually	N/A	\$300.00	
Approved Special Assignment/Certification/Licensure (hourly)-See Certification Addendum		Hourly	N/A	\$0.25	\$3.00

BOARDS AND COMMISSIONS (PER DIEM)

	<u>Pay Schedule</u>	<u>Not to Exceed</u>
BZA Members (5)	Per Meeting	\$200.00
Plan Commission (7)	Per Meeting	\$200.00
Secretary BZA (1)	Per Meeting	\$200.00
Secretary Plan Commission (1)	Per Meeting	\$200.00
Design Review Committee (5)	Per Meeting	\$200.00
Exempt Police Security (At meetings)	Per Meeting	\$200.00
Police Commissioners (3)	Annually	\$2,500.00

POLICE DEPARTMENT

<u>Job Title</u>	<u>Grade</u>	<u>Pay Schedule</u>	<u>Status</u>	<u>Minimum</u>	<u>Maximum</u>
Police Chief	I	Biweekly	Exempt	\$3,247.00	\$4,728.00
Deputy Police Chief	H	Biweekly	Exempt	\$3,134.00	\$4,458.00
Police Captains (Incumbent Salary+)	G	Hourly	Non-Exempt	\$1.75	\$5.00
Police Lieutenants – Promotion from Sergeant (Incumbent Salary+)	G	Hourly	Non-Exempt	\$1.75	\$5.00
Police Sergeant – Promotion from Corporal (Incumbent Salary+)	F*	Hourly	Non-Exempt	\$1.75	\$5.00
Police Corporal – Promotion from First Class (Incumbent Salary+)	E*	Hourly	Non-Exempt	\$1.75	\$5.00
First Class Police Officer	E*	Hourly	Non-Exempt	\$33.00	\$45.58
Probationary Police Officer	D*	Hourly	Non-Exempt	\$30.00	
Crime Scene Investigator	C	Hourly	Non-Exempt	\$25.93	\$39.52
Facility Maintenance Supervisor /Quartermaster	B	Hourly	Non-Exempt	\$20.43	\$35.36
Accreditation Coordinator	B	Hourly	Non-Exempt	\$20.43	\$35.36
Executive Assistant to Police Chief	B	Hourly	Non-Exempt	\$20.43	\$35.36
Administrative Assistant	A	Hourly	Non-Exempt	\$17.66	\$31.20
Records Clerk	A	Hourly	Non-Exempt	\$17.66	\$31.20
Part-Time Admin/Analyst/Community Support (CSO)/Crime Scene Investigator (CSI)	PT	Hourly	Non-Exempt	\$12.50	\$30.00
Part-Time Chaplain	PT	Hourly	Non-Exempt	\$12.50	\$30.00
Clothing Allowance/PPE Stipend for Officers/CSI		Annually	N/A	\$1,200.00	
Clothing Allowance/PPE Stipend for Reserves		Annually	N/A	\$400.00	
Clothing Allowance/PPE Stipend for Special Assignment		Annually	N/A	\$300.00	
Shift Differential (Nights After Completion of FTO beyond 6pm)		Hourly	N/A	\$1.75	
Shift Differential (Weekends After Completion of FTO) (Fri. 6p-Sun 6p)		Hourly	N/A	\$1.00	
Approved Advanced Certifications/FTO/Instructor -See Certification Addendum		Hourly	N/A	\$1.00	\$3.00
K-9 Handler Homecare/Maintenance Special Compensation		Daily	N/A	\$27.45	

All Non-Exempt/Shift Assigned Sworn Officers will receive 104 hours of holiday compensation per year

*All Sworn Officers follow the Section 7(K) Overtime Exemption of the FLSA/84 HR Period (14-day tour of duty)

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

\$76,296.24 + \$5,000.00 = \$81,296.24

TOWN COURT

<u>Job Title</u>	<u>Grade</u>	<u>Pay Schedule</u>	<u>Not To Exceed</u>	<u>Minimum</u>	<u>Maximum</u>
Judge	Elected	Annually	\$59,389.33		
Basic Group Life and AD&D, STD, LTD	Elected	Annually	\$474.33		
Health, Dental, and Vision Insurance	Elected	Annually	\$26,525.04		
PERF Contribution	Elected	Annually	\$8,433.28		
<u>Job Title</u>	<u>Grade</u>	<u>Pay Schedule</u>	<u>Status</u>	<u>Minimum</u>	<u>Maximum</u>
Court Administrator	B	Biweekly	Exempt	\$1,634.00	\$2,829.00
Court Clerk	A	Hourly	Non-Exempt	\$17.66	\$31.20
Part-Time Court Clerk / Bailiff/Probation	PT	Hourly	Non-Exempt	\$12.50	\$30.00

FIRE TERRITORY

<u>Job Title</u>	<u>Grade</u>	<u>Pay Schedule</u>	<u>Status</u>	<u>Minimum</u>	<u>Maximum</u>
Fire Chief	I	Biweekly	Exempt	\$3,247.00	\$4,728.00
Deputy Fire Chief	H	Biweekly	Exempt	\$3,134.00	\$4,458.00
Division Chief	G*	Biweekly	Exempt	\$2,957.00	\$4,232.00
Fire Battalion Chief – Promotion from Captain) Incumbent Salary+)	G*	Hourly	Non-Exempt	\$1.75	\$5.00
Fire Captain – Promotion from Lieutenant (Incumbent Salary+)	F*	Hourly	Non-Exempt	\$1.75	\$5.00
Fire Lieutenant – Promotion from First Class (Incumbent Salary+)	F*	Hourly	Non-Exempt	\$1.75	\$5.00
Fire EMS Duty Officer (Civilian)	F*	Hourly	Non-Exempt	\$22.00	\$27.00
Fire EMS Duty Officer (Sworn)	F*	Hourly	Non-Exempt	\$25.00	\$30.00
First Class Firefighter/Paramedic	E*	Hourly	Non-Exempt	\$23.75	\$45.58
Fire Prevention Officer (Civ)	D	Hourly	Non-Exempt	\$27.04	\$42.64
Civilian Paramedic	D**	Hourly	Non-Exempt	\$21.00	\$42.64
First Class Firefighter/EMT	D**	Hourly	Non-Exempt	\$21.50	\$42.64
Probationary Firefighter/Paramedic	C*	Hourly	Non-Exempt	\$20.50	
Probationary Firefighter/EMT	C*	Hourly	Non-Exempt	\$19.00	
Executive Assistant to Fire Chief	B	Hourly	Non-Exempt	\$20.43	\$35.36
Administrative Assistant/Ambulance Billing	A	Hourly	Non-Exempt	\$17.66	\$31.20
Part-Time Chaplain	PT	Hourly	Non-Exempt	\$12.50	\$30.00
Part-Time Civilian Paramedics /Firefighters	PT	Hourly	Non-Exempt	\$25.00	\$30.00
Clothing Allowance/PPE Stipend for Firefighters		Annually	N/A	\$1,200.00	
Approved Advanced Certifications/Special Assignment/Preceptor/Instructor-See Certification Addendum		Hourly	N/A	\$0.25	\$3.00

All Non-Exempt/Shift Assigned Sworn Firefighters/Civilian Paramedics will receive 104 hours of holiday compensation per year

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

**All Civilian Paramedics are scheduled for 824 hours of Overtime for 1.5 times base rate

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

\$77,272.44 + \$5,000.00 = \$82,272.44

PUBLIC WORKS

<u>Job Title</u>	<u>Grade</u>	<u>Pay Schedule</u>	<u>Status</u>	<u>Minimum</u>	<u>Maximum</u>
Director of DPW	I	Biweekly	Exempt	\$3,247.00	\$4,728.00
Director of Utilities/ Superintendent	I	Biweekly	Exempt	\$3,247.00	\$4,728.00
Deputy Director of Utilities	H	Biweekly	Exempt	\$3,134.00	\$4,458.00
Deputy Director of DPW	H	Biweekly	Exempt	\$3,134.00	\$4,458.00
Utility / DPW Division Manager	E	Biweekly	Exempt	\$2,560.00	\$3,646.00
Manager of Customer Service and Billing	E	Biweekly	Exempt	\$2,560.00	\$3,646.00
Utility Crew Leader	C	Hourly	Non-Exempt	\$26.50	\$39.52
Fleet Crew Leader	C	Hourly	Non-Exempt	\$26.50	\$39.52
DPW Crew Leader	C	Hourly	Non-Exempt	\$26.50	\$39.52
Stormwater Compliance Inspector	C	Hourly	Non-Exempt	\$26.50	\$39.52
Utility Operator	B	Hourly	Non-Exempt	\$22.00	\$35.36
Storm Water / DPW Operator	B	Hourly	Non-Exempt	\$21.50	\$35.36
Customer Service and Billing Senior Specialist	B	Hourly	Non-Exempt	\$21.50	\$35.36
Executive Assistant to Executive Director of DPW	B	Hourly	Non-Exempt	\$20.43	\$35.36
Customer Service and Billing Specialists	A	Hourly	Non-Exempt	\$20.00	\$31.20
Probationary Utilities Operator w/o CDL (A)	A	Hourly	Non-Exempt	\$20.00	\$31.20
Probationary Storm/DPW Operator w/o CDL (A)	A	Hourly	Non-Exempt	\$20.00	\$31.20
Fleet Operator	A	Hourly	Non-Exempt	\$20.00	\$31.20
Administrative Assistant	A	Hourly	Non-Exempt	\$17.66	\$31.20
Part-Time DPW Operator	PT	Hourly	Non-Exempt	\$16.00	\$30.00
Middle Shift Differential (1pm-10pm)	FT	Hourly	N/A	\$1.75	
Shift Differential (Nights Beyond 6pm)	FT/PT	Hourly	N/A	\$1.75	
Shift Differential (Weekends-Saturday and Sunday)		Hourly	N/A	\$1.00	
Approved Special Assignment/Certification/Trainer/CDL-See Certification Addendum		Hourly	N/A	\$0.25	\$3.00
Clothing Allowance/PPE Stipend for FT employees		Annually	N/A	\$300.00	

PARKS AND RECREATION DEPARTMENT

<u>Job Title</u>	<u>Grade</u>	<u>Pay Schedule</u>	<u>Status</u>	<u>Minimum</u>	<u>Maximum</u>
Director of Parks and Recreation	H	Biweekly	Exempt	\$3,134.00	\$4,458.00
Assistant Director, General Manager of RAC	G	Biweekly	Exempt	\$2,957.00	\$4,232.00
Facilities Operations Managers	D	Biweekly	Exempt	\$2,163.00	\$3,411.00
Parks Maintenance Operations Manager	D	Biweekly	Exempt	\$2,163.00	\$3,411.00
Executive Assistant to Director of Parks and Recreation	B	Hourly	Non-Exempt	\$20.43	\$35.36
Facility Maintenance Supervisor	B	Hourly	Non-Exempt	\$20.43	\$35.36
Parks Maintenance Supervisor	B	Hourly	Non-Exempt	\$20.43	\$35.36
Assistant Facilities Operations Managers	B	Hourly	Non-Exempt	\$20.43	\$35.36
Splash Island Aquatic Supervisor	B	Hourly	Non-Exempt	\$20.43	\$35.36
Parks Maintenance Operator	A	Hourly	Non-Exempt	\$17.66	\$31.20
Facility Maintenance Operator	A	Hourly	Non-Exempt	\$17.66	\$31.20
Recreation Program Supervisor	A	Hourly	Non-Exempt	\$17.66	\$31.20
Guest Services and Membership Coordinator	A	Hourly	Non-Exempt	\$17.66	\$31.20
Part-Time (Guest Services, Camp Counselors, Recreation Services Admin, Crew Leaders etc.)	PT	Hourly	Non-Exempt	\$12.50	\$30.00
Part-Time Lifeguard and Lifeguard Crew Leaders)	PT	Hourly	Non-Exempt	\$13.50	\$30.00
Part-Time Parks Maintenance	PT	Hourly	Non-Exempt	\$16.00	\$30.00
Part-Time (Programmers/Instructors)	PT	Per Class	Non-Exempt	\$12.50	\$40.00
Part-Time Seasonal Premium pay for Lifeguards (Memorial day to Labor Day)	PT	Hourly	Non-Exempt	\$1.00	
Part-Time Shift Differential (Nights Beyond 10pm)	PT	Hourly	N/A	\$1.75	
Middle Shift Differential (Full-Time 1pm-10pm)	FT	Hourly	N/A	\$1.75	
Shift Differential For regularly scheduled day shift employees (Nights Beyond 6pm)	FT	Hourly	N/A	\$1.75	
Shift Differential (Weekends-Saturday and Sunday)		Hourly	N/A	\$1.00	
Approved Special Assignment/Certification/Trainer-See Certification Addendum		Hourly	N/A	\$0.25	\$3.00
Clothing Allowance/PPE stipend for FT employees		Annually	N/A	\$300.00	

HENDRICKS COUNTY COMMUNICATION CENTER (911)

<u>Job Title</u>	<u>Grade</u>	<u>Pay Schedule</u>	<u>Status</u>	<u>Minimum</u>	<u>Maximum</u>
Director of HCCC (911)	I	Biweekly	Exempt	\$3,247.00	\$4,728.00
Deputy Director of Operations	H	Biweekly	Exempt	\$3,134.00	\$4,458.00
Deputy Director of Technology	H	Biweekly	Exempt	\$3,134.00	\$4,458.00
HCCC Operations Manager	F	Hourly	Non-Exempt	\$34.76	\$49.53
HCCC Operations Manager - Field Services	F	Hourly	Non-Exempt	\$34.76	\$49.53
HCCC Supervisor	E	Hourly	Non-Exempt	\$32.00	\$45.58
Quality Assurance Manager	E	Biweekly	Exempt	\$2,560.00	\$3,646.00
HCCC Assistant Supervisor	D	Hourly	Non-Exempt	\$26.50	\$42.64
HCCC Communications Officer	D	Hourly	Non-Exempt	\$26.50	\$42.64
Accreditation/E.A. and Public Outreach Coordinator	C	Hourly	Non-Exempt	\$25.93	\$39.52
Probationary HCCC Officer	C	Hourly	Non-Exempt	\$25.93	
Part-Time HCCC Officer /5 Skill sets	PT	Hourly	N/A	\$26.50	\$30.00
Part-Time HCCC Officer / Technical Assistant	PT	Hourly	Non-Exempt	\$18.00	\$30.00
Part-Time (Intern)	PT	Hourly	Non-Exempt	\$12.50	\$30.00
Part-Time Chaplain	PT	Hourly	Non-Exempt	\$12.50	\$30.00
Shift Differential (Nights After Completion of 3 skill sets beyond 6pm)		Hourly	N/A	\$1.75	
Shift Differential (Weekends After Completion of 3 skill sets) (Fri. 6p-Sun 6p)		Hourly	N/A	\$1.00	
Approved Special Assignment /Certified Training Officer-See Certification Addendum		Hourly	N/A	\$1.00	\$3.00

All Non-Exempt/ Non-Administrative /Shift Assigned Communication Officers receive 104 hours of Holiday Incentive Compensation per year.

CERTIFICATION ADDENDUM

Certification Name/Description	Department or Division	Pay Schedule	Compensation	Amount
CDL Class A	All DPW Divisions & Parks	Hourly	License	\$1.00
CDL Class B	All DPW Divisions & Parks	Hourly	License	\$0.50
Forklift Certification	All DPW Divisions	Hourly	Certification	\$0.25
Skidsteer Certification	All DPW Divisions	Hourly	Certification	\$0.25
Front Loader Certification	All DPW Divisions	Hourly	Certification	\$0.25
Backhoe Certification	All DPW Divisions	Hourly	Certification	\$0.25
Welder Certification	All DPW Divisions	Hourly	Certification	\$0.50
Heavy Equipment Operator	Street Division	Hourly	Certification	\$1.00
Mechanic Training	Street Division	Hourly	Certification	\$1.00
Equipment Mechanic/ engine or tool/Building inspector	Street Division	Hourly	Certification	\$0.50
Work Zone Training	Street Division	Hourly	Certification	\$0.25
Chemical-Treatment Certification	Water Division	Hourly	Certification	\$0.50
Water Supply, Class DSL	Water Division	Hourly	License	\$2.00
Water Treatment Certification WT3	Water Division	Hourly	License	\$3.00
Backflow Prevention Certification	Water & Wastewater Divisions	Hourly	Certification	\$0.50
Wastewater Plant, Class IV	Wastewater Division	Hourly	License	\$3.00
Wastewater Collection Class C	Wastewater Division	Hourly	License	\$3.00
Wastewater Collection Class IV	Wastewater Division	Hourly	License	\$2.00
Wastewater Treatment Class A	Wastewater Division	Hourly	Certification	\$2.00
Pesticide Applicator License	All DPW Divisions/Parks	Hourly	License	\$2.00
Vac Truck Certification	Wastewater Division	Hourly	Certification	\$0.25
Advanced Vac Truck Operator Certification	Water & Storm Water Division	Hourly	Certification	\$1.00
NPDES Storm Water Certification	Storm Water Division	Hourly	Certification	\$0.50
CISEC Level 1 & 2 Certification	Storm Water Division	Hourly	Certification	\$0.25
CISEC Level 3 Certification	Storm Water Division	Hourly	Certification	\$1.00
FTO/Instructor*	Police Department	Hourly	Certification	\$3.00
Advanced Training (ERT, Hostage Negotiations)*	Police Department	Hourly	Certification	\$1.00
Special Assignment (ERT, Motorcycle, Bike Patrol etc.)	Police Department	Hourly	Stipend	varies
Other per policy	Police Department	Hourly	Other	\$.50-\$1.00
Paramedic (Ride-out)*	Plainfield Fire Territory	Hourly	Other	\$2.00
Engineer Chauffer / (CDL equivalent)*	Plainfield Fire Territory	Hourly	Other	\$1.00
Special Assignment (Ride-out Officer)*	Plainfield Fire Territory	Hourly	Other	\$1.50
Preceptor/Trainer	Plainfield Fire Territory	Hourly	Other	\$3.00
Small equipment certificate	Parks and Recreation	Hourly	Certification	\$1.50
Tool mechanic certificate	Parks and Recreation	Hourly	Certification	\$2.50
CPSI (Certified Playground Safety Inspector)/CPRP	Parks and Recreation	Hourly	Certification	\$0.25
CFA (Certified Fertilizer Applicator)	Parks and Recreation	Hourly	Certification	\$0.25
CPO (Certified Pool Operator)/SERVSAFE	Parks and Recreation	Hourly	Certification	\$0.50
CPO/AFO/LGI/SLC**	Parks Part-Time	Hourly	Certification	\$0.50
Program/Swim Lesson Instructor Certification*	Parks Part-Time	Hourly	Certification	\$0.25
Camp Certification/Teaching License/CPRP	Parks Part-Time	Hourly	Certification	\$0.25
CTO/Instructor*	HCCC (911)	Hourly	Certification	\$3.00
Equipment Mechanic/ engine or tool/Building inspector	Development Services	Hourly	Certification	\$0.50
Mid/Night Shift***	All Departments & Divisions	Hourly	Differential	\$1.75

*When assigned or conducting duties

**Supervisor level only

***Night Shift time assignments differ by department and division

****Note: All certifications are for hourly positions and must remain current and are audited annually. In addition, incentive pay is limited to department need and available approved positions. Achieving any certification does not guarantee incentive increase if certification is not applicable to role or if performance is in question. Department Head and Human Resources must approve all incentives at their discretion. The maximum certificate pay is \$3.00 + CDL certification for a total of \$4.50 per hour when applicable based on position title and while conducting duties.

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 meet one of the following qualifications:

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 ten years of service.

Part-time Parks and Recreation and DPW employees must be active Memorial Day through Labor Day and meet minimum end of season hours per week of 16 hours per week the last four weeks of the season 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 \$40.00 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 and contributes matching funds towards government 457 accounts annually.
- 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 approx. \$51.00 monthly and an issued cell phone.
- g. Public Safety and other Essential personnel may be granted temporary Hazard Duty Compensation, beyond base pay up to "double-time" 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.

TOTAL APPROVED FULL TIME POSITIONS

By Department for 2024

General Government	43.75
Administration	16
Department of Finance	8
Development Services	13.75
Town Court	4
Town Clerk	2
Public Safety	226
Plainfield Fire Territory	100.67
Hendricks County Communications Center (911)	45.67
Plainfield Police Department (Civilian)	8.67
Plainfield Police Department (Sworn Officers)	71
Community Services	79.25
DPW - Streets	12.69
DPW - Water	13.27
DPW - Wastewater	14.27
DPW - Storm Water	8.77
DPW - Utility Billing	5
DPW - Nature Preserve	2
Plainfield Parks	5.75
Plainfield Recreation	17.50
Grand Total	349.00

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 of 1 year or more). Employees hired between 2020 and September 30, 2023 will have their longevity/retention pay in January 2024. Employees hired prior to 2020 will have 50% of their longevity/retention pay in January 2024 and the remaining 50% paid in July 2024. Employees hired between October 1, 2023 and December 31, 2023 will not receive longevity/retention pay.

LONGEVITY/RETENTION SCHEDULE

<u>Hired in</u>	<u>Paid in 2024</u>
Pre-2004	\$5,000
2004	\$5,000
2005	\$4,750
2006	\$4,500
2007	\$4,250
2008	\$4,000
2009	\$3,750
2010	\$3,500
2011	\$3,250
2012	\$3,000
2013	\$2,750
2014	\$2,500
2015	\$2,250
2016	\$2,000
2017	\$1,750
2018	\$1,500
2019	\$1,250
2020	\$1,000
2021	\$750
2022	\$500
2023	\$250

The Salary Ordinance 39-2023 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
13th day of November, 2023

Town Council President
Robin G. Brandgard

Town Council Vice President
Bill Kirchoff

Kent McPhail

Daniel Bridget

Lance K. Angle

ATTESTED BY:

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