

**PLAINFIELD TOWN COUNCIL
ORDINANCE NO. 40-2020**

**AN ORDINANCE AMENDING AND REPLACING ORDINANCE NO.15-2020,
FIXING THE COMPENSATION OF ELECTED OFFICIALS, OFFICERS,
BOARD AND COMMISSION MEMBERS AND EMPLOYEES OF
THE TOWN OF PLAINFIELD, INDIANA**

Be it ordained 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 November 23, 2020 through December 31, 2020 shall be as follows:

ADMINISTRATIVE

TOWN COUNCIL (5) \$15,000.00 Annually
Basic Group Life and AD&D not to exceed: \$102.00 Annually

CLERK-TREASURER \$70,000.00 Annually
Basic Group Life and AD&D, STD/LTD not to exceed: \$405.00 Annually

	<u>Grade</u>	<u>Biweekly Base Salary</u>		
Town Manager	K	\$3,385.00	to	\$4,826.00
Executive Director, Development Services (P.E.)	K	\$3,385.00	to	\$4,826.00
Assistant Town Manager	J	\$3,039.00	to	\$4,355.00
Director of Transportation, Engineer (P.E.)	J	\$3,039.00	to	\$4,355.00
Director of Information Technology	J	\$3,039.00	to	\$4,355.00
Director of Budget	I	\$2,885.00	to	\$4,120.00
Director of Economic Development	I	\$2,885.00	to	\$4,120.00
Director of Communications and Marketing	H	\$2,731.00	to	\$3,885.00
Director of Planning and Zoning	H	\$2,731.00	to	\$3,885.00
Budget Analyst	F	\$2,423.00	to	\$3,453.00
Human Resource Manager	E	\$2,231.00	to	\$3,178.00
Information Technology Manager	E	\$2,231.00	to	\$3,178.00
Business Office Manager	E	\$2,231.00	to	\$3,178.00
Building Commissioner	E	\$2,231.00	to	\$3,178.00
Fleet and Facilities Manager	E	\$2,231.00	to	\$3,178.00
Human Resource Specialist	D	\$1,885.00	to	\$2,708.00
Senior Planner	D	\$1,885.00	to	\$2,708.00
Information Technology Specialist	C	\$1,808.00	to	\$2,589.00
Staff Accountant	C	\$1,808.00	to	\$2,589.00
Planner/GIS	C	\$1,808.00	to	\$2,589.00
Building Inspector	C	\$1,808.00	to	\$2,589.00
Code Enforcement Inspector	B	\$1,424.00	to	\$2,040.00
Executive Assistant to Town Manager	B	\$1,424.00	to	\$2,040.00
Executive Assistant to Development Services	B	\$1,424.00	to	\$2,040.00
Accounts Payable Clerk	B	\$1,424.00	to	\$2,040.00
Accounts Receivable Clerk	B	\$1,424.00	to	\$2,040.00
<u>Administrative Assistant</u>	<u>A</u>	<u>\$1,231.00</u>	<u>to</u>	<u>\$1,766.00</u>
Interns		\$8.25	to	\$18.25 per hour

Part-Time Administrative/Clerical/Support	\$8.25	to	\$18.25 per hour
Part-Time Accounts Receivable Clerk	\$8.25	to	\$18.25 per hour
Clothing Allowance/PPE stipend for qualifying Full-time Employees	\$300.00		
Approved Special Assignment/Certification/Licensure	\$.25-\$1.00 per hour		

BOARDS AND COMMISSIONS

BZA Members (5)	\$100.00 per meeting
Plan Commission (7)	\$100.00 per meeting
Secretary BZA	\$100.00 per meeting
Secretary Plan Commission	\$100.00 per meeting
Design Review Committee (5)	\$100.00 per meeting
Exempt Police Security (At meetings)	\$100.00 per meeting
Police Commissioners (3)	\$2,000.00 Annually

PLAINFIELD POLICE DEPARTMENT SALARIES AND OTHER BENEFITS

	<u>Grade</u>	<u>Biweekly Salary</u>	
Police Chief	I	\$2,885.00	to \$4,120.00
Deputy Chief	H	\$2,731.00	to \$3,885.00
Captains	*F	Incumbent Salary plus \$250 bi-weekly	
Lieutenants-Promotion from Sergeant	*F	Incumbent Salary plus \$100 bi-weekly	
Sergeants -Promotion from Corporal	*E	Incumbent Salary plus \$100 bi-weekly	
Corporals -Promotion from First Class	*D	Incumbent Salary plus \$100 bi-weekly	
Accreditation Manager	C	\$1,808.00	to \$2,589.00
Crime Scene Investigator	C	\$1,808.00	to \$2,589.00
First Class Patrol Officers	*C	\$1,808.00	to \$2,589.00
Probationary Patrol Officers	*B		\$22.30 per hour
Executive Assistant	B	\$1,424.00	to \$2,040.00
Administrative Assistant	A	\$1,231.00	to \$1,766.00
Records Clerk	A	\$1,231.00	to \$1,766.00
Part Time Admin/CSO (Community Support)		\$8.25	to \$18.25 per hour
Chaplain (1)		\$3,000.00 Annually	
Clothing Allowance/PPE stipend for Officers/CSI		\$1,200.00 Annually	
Clothing Allowance/PPE for Reserves		\$400.00 Annually	
Clothing Allowance/Stipend/PPE for Approved Special Assignment		\$300.00 Annually	
Shift Differential (After completion of FTO training)		\$1.00 per hour	
Approved Advanced Certification/FTO/Instructor		\$1.00 per hour	

All Non-Exempt/Non-Administrative/Shift Assigned Sworn Police Officers will receive 88 hours of holiday incentive per year.

*All Officers follow the Section 7(k) overtime exemption of the FLSA (14 day tour of duty)

Certified Pension Base is First Class Patrol Officer's Annual Salary + 20 years longevity pay
 $\$60,359.80 + \$3,000.00 = \$63,359.80$

PLAINFIELD FIRE TERRITORY SALARIES AND OTHER BENEFITS

	<u>Grade</u>	<u>Biweekly Salary</u>		
Fire Chief	I	\$2,885.00	to	\$4,120.00
Assistant Fire Chief	H	\$2,731.00	to	\$3,885.00
Division Chief (4)	G	\$2,577.00	to	\$3,688.00
*Promotion to Battalion Chief (Level 3) (3)	*G	Incumbent hourly rate plus \$1.00 per hour		
*Promotion to Captain (Level 2) (3)	*F	Incumbent hourly rate plus \$1.00 per hour		
*Promotion to Lieutenant (Level 1) (9)	*F	Incumbent hourly rate plus \$1.00 per hour		
Fire Prevention Officer	D	\$1,885.00	to	\$2,708.00
First-Class Firefighter/Paramedic (21)	*D	\$1,885.00	to	\$2,708.00
First-Class Firefighter/EMT (37)	*C	\$1,808.00	to	\$2,589.00
Firefighter/Paramedic Probationary	*B			\$16.80 per hour
Firefighter/EMT Probationary	*B			\$15.80 per hour
<u>Executive Assistant</u>	<u>B</u>	<u>\$1,424.00</u>	<u>to</u>	<u>\$2,040.00</u>
Part-Time Ambulance Billing Clerk		\$8.25	to	\$18.25 per hour

*All Firefighters follow the Section 7(k) overtime exemption of the FLSA (14 day tour of duty)

Clothing Allowance/PPE stipend for Firefighters \$1,000.00 Annually

Approved Special Assignment/Certification/Trainer \$.25-1.00 per hour

All non-exempt/Non-Administrative/Shift Assigned Sworn Firefighters will receive 88 hours of holiday incentive per year.

Certified Pension Base = First Class Firefighter salary with 20 Years Longevity
 $\$60,359.80 + \$3,000.00 = \$63,359.80$

TOWN COURT

Judge				\$39,800.00 Annually
				Basic Group Life and AD&D, STD/LTD not to exceed: \$405.00 Annually
				Dental and Vision Insurance not to exceed: 1,057.80 Annually
Court Administrator	B	\$1,424.00	to	\$2,000.00
<u>Court Clerk</u>	<u>A</u>	<u>\$1,231.00</u>	<u>to</u>	<u>\$1,766.00</u>
Part-time Court Clerk		\$8.25	to	\$18.25 per hour
Bailiff				\$10.00 per hour

PUBLIC WORKS

	<u>Grade</u>	<u>Biweekly Salary</u>		
Director of Utilities	H	\$2,731.00	to	\$3,885.00
Director of DPW	H	\$2,731.00	to	\$3,885.00
Utility/DPW Manager(s)	E	\$2,231.00	to	\$3,178.00
Conservation/ Property Manager	E	\$2,231.00	to	\$3,178.00
Water/Wastewater Plant Crew Leader	C	\$1,808.00	to	\$2,589.00
Stormwater Crew Leader	C	\$1,808.00	to	\$2,589.00

Fleet Mechanic Crew Leader	C	\$1,808.00	to	\$2,589.00
Streets Crew Leader	B	\$1,424.00	to	\$2,040.00
Stormwater Compliance Inspector	B	\$1,424.00	to	\$2,040.00
Construction Crew Leader	B	\$1,424.00	to	\$2,040.00
Fleet Mechanic	B	\$1,424.00	to	\$2,040.00
Operator Wastewater/Water	B	\$1,424.00	to	\$2,040.00
Operator Street Department	A	\$1,231.00	to	\$1,766.00
Operator Stormwater Department	A	\$1,231.00	to	\$1,766.00
<u>Administrative Assistant</u>	<u>A</u>	<u>\$1,231.00</u>	<u>to</u>	<u>\$1,766.00</u>
Part-Time Street Operator		\$8.25	to	\$18.25 per hour
Approved Special Assignment/Certification/Trainer/CDL		\$.25-\$1.25 per hour		
Clothing Allowance/PPE stipend for full-time employees		\$300.00		
Shift Differential		\$1.00 per hour		

PARKS AND RECREATION

	<u>Grade</u>	<u>Biweekly Salary</u>		
Director of Parks and Recreation	H	\$2,731.00	to	\$3,885.00
General Manager RAC	D	\$1,885.00	to	\$2,708.00
Recreation Facilities Operations Manager	C	\$1,808.00	to	\$2,589.00
Aquatics Facilities Operations Manager	C	\$1,808.00	to	\$2,589.00
Leisure Services Manager	C	\$1,808.00	to	\$2,589.00
Facility Maintenance Supervisor	B	\$1,424.00	to	\$2,040.00
Parks Maintenance Supervisor	B	\$1,424.00	to	\$2,040.00
Executive Assistant	B	\$1,424.00	to	\$2,040.00
Assistant Aquatic Manager	B	\$1,424.00	to	\$2,040.00
Building Supervisors	A	\$1,231.00	to	\$1,766.00
Recreation Program Coordinator	A	\$1,231.00	to	\$1,766.00
Special Events Coordinator	A	\$1,231.00	to	\$1,766.00
Park Maintenance Operator	A	\$1,231.00	to	\$1,766.00
<u>Splash Island Aquatic Supervisor</u>	<u>A</u>	<u>\$1,231.00</u>	<u>to</u>	<u>\$1,766.00</u>
Part-Time Crew Leaders		\$9.25	to	\$18.25 per hour
Part-Time Park Maintenance		\$9.25	to	\$18.25 per hour
Part-Time Lifeguards		\$9.25	to	\$12.25 per hour
Part-Time Recreation Guest Services		\$8.25	to	\$12.25 per hour
Part-Time Guest Services Indoor and Splash Island		\$8.25	to	\$12.25 per hour
Intern		\$8.25	to	\$12.25 per hour
Part-Time Programmers, Instructors and Events Workers		\$8.25	to	\$32.00 per class
Approved Special Assignment/Certification/Trainer/CDL		\$.25-\$1.25 per hour		
Clothing Allowance/PPE stipend for full-time employees		\$300.00		
Shift Differential (Beyond Scheduled Shift 10pm /or after 6pm)		\$1.00 per hour		

HENDRICKS COUNTY COMMUNICATION CENTER

	<u>Grade</u>	<u>Biweekly Salary</u>	
Director	H	\$2,731.00	to \$3,885.00
Deputy Director	G	\$2,577.00	to \$3,688.00
Operations Manager	E	\$2,231.00	to \$3,178.00
Supervisor	C	\$1,808.00	to \$2,589.00
Accreditation Manager	C	\$1,808.00	to \$2,589.00
Quality Assurance Coordinator	C	\$1,808.00	to \$2,589.00
Assistant Supervisor	B	\$1,424.0	to \$2,040.00
Communications Officer	B	\$1,424.0	to \$2,040.00
Probationary with 5 Skill Sets	A	Incumbent salary plus \$1.00 per hour	
Probationary with 4 Skill Sets	A	Incumbent salary plus \$1.00 per hour	
Probationary with 3 Skill Sets	A	Incumbent salary plus \$.50 per hour	
Probationary with 2 Skill Sets	A	Incumbent salary plus \$.50 per hour	
Probationary with 1 Skill Set	A	Incumbent salary plus \$.50 per hour	
Probationary Communications Officer	A	\$16.41 per hour	
Part-time Fire Dispatch Certification		Additional \$.50 per hour	
Part-time Police Dispatch Certification		Additional \$.50 per hour	
Part-time Headquarters Certification		Additional \$.25 per hour	
Part-time IDACS/Warrants Certification		Additional \$.25 per hour	
Part-time Communication Officer		\$18.00	to \$26.00 per hour
Part-time Technical Assistant		\$18.00	to \$26.00 per hour
Shift Differential (After being certified on three disciplines)		\$1.00 per hour	
Approved Special Assignment/Certification/Trainer		\$1.00 per hour	

All non-exempt/Non-Administrative/Shift Assigned Communication Officers will receive 88 hours of holiday incentive 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 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 eight years of service.

Part-time employees not specifically provided for herein shall be paid at an hourly rate ranging from \$8.25 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 as determined by the Town Council when awards are warranted beyond base pay as illustrated in the salary grades.
- 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.
- 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 as illustrated in the salary grades.

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 2016 and September 30, 2019 will have their longevity/retention pay in January 2019. Employees hired prior to 2016 will have 50% of their longevity/retention pay in January and the remaining 50% paid in July 2020. Employees hired between October 1, 2019 and December 31, 2019 will not receive longevity/retention pay.

LONGEVITY/RETENTION SCHEDULE

Hired in	Paid in 2019
Pre-2000	\$3,000
2000	\$3,000
2001	\$2,500
2002	\$2,500
2003	\$2,500
2004	\$2,500
2005	\$2,500
2006	\$2,000
2007	\$2,000
2008	\$2,000
2009	\$2,000
2010	\$2,000
2011	\$1,800
2012	\$1,600
2013	\$1,400
2014	\$1,200
2015	\$1,000
2016	\$ 600
2017	\$ 450
2018	\$ 300
2019	\$ 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 23rd day of November, 2020.

Robin G. Brandgard

Bill Kirchoff

Kent McPhail

Daniel Bridget

Lance K. Angle

ATTESTED BY:

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

(COVID-19 Conditions Hazard Duty Pay as authorized by item (g.))

The Hazard Duty Compensation Differential is applied at a rate of \$5 per hour worked in addition to an employee's regular rate and would be itemized as a separate payment on pay stubs. The differential would be treated like a night shift differential or certification pay and would only be applied were the circumstances merit. The differential does not impact an employee's overtime rate, which is based on the employee's regular rate.

Hazard Duty Compensation Differential is enacted and remain in place as long as the State's color-coded metrics that illustrate the spread of COVID-19, indicate that Hendricks County is orange or red. When the County returns to the Yellow or Blue category, then the Hazard Duty Compensation would be eliminated.