#### **ORDINANCE NO. 2024-11-13-01**

# ESTABLISHING SALARIES FOR THE VARIOUS OFFICIALS AND EMPLOYEES OF THE TOWN OF POSEYVILLE, INDIANA, FOR THE YEAR 2025, AND PROVIDING FOR THE PAYMENT OF THE SAME FROM THE VARIOUS FUNDS OF THE TOWN

# BE IT ORDAINED, EFFECTIVE AS OF JANUARY 1, 2025 REVISED EFFECTIVE FEBRUARY 11, 2025

**TOWN MARSHAL** 

Minimum:

\$45,000.00 per year

Maximum:

\$57,000.00 per year

To be paid bi-weekly from the general fund.

**DEPUTIES** 

Minimum:

\$25.00 per hour

Maximum:

\$30.00 per hour

To be paid bi-weekly from general fund.

**FIRE CHIEF** 

Minimum:

\$2,000.00 per year

Maximum:

\$3,000.00 per year

To be paid on the first scheduled pay date of each month from the general fund.

COMMUNITY CENTER MANAGER

Minimum:

\$5,000.00 per year

Maximum:

\$15,000.00 per year

To be paid on the first scheduled pay date of each month from the general fund.

WATER AND WASTEWATER

Minimum:

\$12,000.00 per year

MANAGER/OPERATOR

Maximum:

\$60,000.00 per year

To be paid bi-weekly 1/3 water, sewer and gas.

**GAS OPERATOR** 

Minimum:

\$23,000.00 per year

& MAINTENANCE MANAGER

Maximum:

\$60,000.00 per vear

To be paid bi-weekly 70% gas, 10% MVH, 10% water and 10% sewer.

**UTILITY CLERK** 

Minimum:

\$16.00 per hour

Maximum:

\$25.00 per hour

To be paid bi-weekly from water, sewer & gas.

FULL-TIME UTILITY OFFICE Minimum: \$20.00 per hour MANAGER Maximum: \$30.00 per hour

To be paid bi-weekly from water, sewer and gas.

**UTILITY SUB (On-Call):** 

Monday–Friday: Paid one (1) hour per day at the employee's overtime rate

 Non-Test Weekends & Holidays: Paid three (3) hours per day at the employee's overtime rate

 Test Weekends & Holidays: Paid four (4) hours per day at the employee's overtime rate

To be paid bi-weekly, allocated as 1/3 water, 1/3 sewer, 1/3 gas

**MAINTENANCE TECHNICIANS** 

Minimum:

\$17.00 per hour

Maximum:

\$30.00 per hour

To be paid bi-weekly in thirds from water, sewer and gas.

STREET LABORER

Minimum:

\$12.00 per hour

Maximum:

\$30.00 per hour

To be paid bi-weekly in fourths from MVH, water, sewer and gas.

**SEASONAL LABOR** 

Minimum:

\$10.00 per hour

Maximum:

\$20.00 per hour

To be paid bi-weekly from MVH.

PART TIME UTILITY LABORER

Minimum:

\$10.00 per hour

Maximum:

\$15.00 per hour

To be paid bi-weekly from utility work being performed.

**METER READER** 

\$450.00 per month using personal vehicle

To be paid on the first scheduled pay date of each month from water, sewer and gas.

#### **TOWN ATTORNEY FEES**

Monthly retainer to cover attendance at monthly board meetings and answering questions involving no research and short verbal answers:

To be paid monthly with claims as follows:

\$120.00

January - March

General Water

April - June

Sewer

July -September

Gas

October - December

All other matters:

\$150.00 per hour

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#### **ELECTED OFFICIALS**

# TOWN COUNCIL MEMBERS Per Year for 3 members

From General Fund: \$9,675.00 From Gas: \$9,675.00 From Water: \$9,675.00 From Sewage: \$9,675.00

To be paid on the first scheduled pay date of each month.

## **CLERK-TREASURER**

From General Fund: \$389.71
From Gas: \$389.73
From Water: \$389.73
From Sewage: \$389.73

To be paid bi-weekly.

# SCHEDULE OF BENEFITS FOR EMPLOYEES AND CLERK-TREASURER

#### SECTION I.

#### **Employees:**

Work week for hourly paid full-time office employees is 35 hours per week. The work week for hourly paid full-time non-office employees is 40 hours per week. Salaried employees may be expected to work beyond that number as necessary. The work week for a part time employee shall not exceed 32 hours per week.

#### **SECTION II.**

## **Overtime Provision:**

Hourly rate employees shall be paid time and one half for hours worked in excess
of forty (40) hours per week. All overtime must be completely documented on the
bi-weekly time sheet. Shall an hourly rate employee be required to work on a
scheduled holiday, said employee shall be paid time and one half for those hours
worked in addition to the holiday pay.

#### SECTION III.

#### **Insurance Benefits:**

- Full-time employees shall pay \$.01 per pay for medical premiums, with the remaining premium paid by the Town.
- The Town provides a Life Insurance policy to full-time employees up to a \$500 annual premium at no cost to the employee, or the employee may use the \$500.00 as a one-time yearly contribution to an annuity
- When an employee becomes 65 and is still a full-time employee and is Medicare
  eligible, the Town will pay the premium for Medicare Part B and Part D as well as a
  Medicare supplement in lieu of the medical insurance that was paid for before the
  employee became Medicare eligible.
- The Town will also pay Medicare Part B and Part D and a Medicare supplement for the spouse who becomes Medicare-eligible as long as the employee remains a full-time employee.
- The employee will provide documentation showing the exact cost of Part B and Part D Medicare, as well as the monthly cost of Medicare supplement.
- The Town will issue a check to any Medicare-eligible employee by the 15<sup>Th</sup> of the month to reimburse the cost of the Medicare and Supplemental Insurance as long as proper documentation is provided.

#### SECTION IV.

# Vacation:

• Vacation time for eligible employee is as follows:

6 months service
One year of service, but less than five years:
Five years of service, but less than 10 years:
Ten years of service, but less than fifteen years:
Fifteen or more years:

40 hours
120 hours
200 hours

Vacation time may not be carried over into the next year.

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#### SECTION V.

# Holidays:

Holidays for eligible employees is as follows:

 January 1 **New Year's Day** o January 20 Martin Luther King, Jr. Day o February 17 **Presidents Day**  April 18 **Good Friday** o May 26 **Memorial Day** o June 19 **Juneteenth** o July 4 **Independence Day** o September 1 **Labor Day** o October 13 **Columbus Day** o November 11 **Veterans Day** o November 27 & 28 **Thanksqiving** o December 24 **Christmas Eve** o December 25 **Christmas** 

- Two floating holidays to be taken as schedule allows: Please notify the Town Hall one week in advance before taking a floating holiday.
- In the event there is a Primary in May and/or an election in November, the Town Hall will be closed for the day and all employees will be off.

#### SECTION VI.

### **Sick Days:**

- All full-time employees shall be credited with eight (8) sick days on January 1, 2025. New hires will be prorated.
- Sick days can accumulate from year to year.
- There shall be no compensation for unused sick time.

# **SECTION VII.**

#### **Bereavement Days:**

- All eligible employees shall be permitted a maximum of five (5) paid bereavement days per occurrence for the purpose of arranging and attending a funeral of a spouse, child, or parent.
- All eligible employees shall be permitted a maximum of three (3) paid bereavement days for the death of other immediate family members. "Other immediate family members" shall mean sister, brother, grandparent, mother-in-law, or father-in-law.

#### **SECTION VIII.**

## **Employment of new personnel:**

- Town Council approval is required for all newly created positions.
- Town Council has sole authority for hiring, terms of employment, disciplinary action, and termination of all employees.

## SECTION IX.

 Full-time and eligible employees shall be paid an additional compensation of 175.00 through payroll in December 2025.

# APPROVED AND ORDAINED THIS 11th DAY OF FEBRUARY, 2025

TOWN COUNCIL OF POSEYVILLE, INDIANA.

Justin Rutledge, President

Michael Baehl, Member

Randy Rankin, Member

ATTEST:

Jodie Rankin, Clerk-Treasurer