

**TOWN OF CLEAR LAKE, INDIANA
ORDINANCE NO. 2024-07**

**ORDINANCE SETTING SALARIES AND WAGES OF THE OFFICERS AND EMPLOYEES
FOR THE TOWN OF CLEAR LAKE, INDIANA**

For the year 2025

WHEREAS the Town of Clear Lake is desirous of approving a schedule of total compensation to include wages and benefits for its Elected Officials, Appointed Board Members, and employees for the year 2025; and

WHEREAS the Town of Clear Lake has reviewed the financial condition of the town for purposes of arriving at the proposed total compensation to include wages and benefits that are fiscally responsible, and which are fair, just, and equitable to its employees; and

NOW THEREFOR BE IT ORDAINED by the Town of Clear Lake Town Council, that the total compensation for its Elected Officials, Appointed Board Members, and employees from December 23, 2024 through December 28, 2025.

2025 BASE PAY RATE SCHEDULE

Elected Officials and Board Members

Title	Classification	Base Pay Rate	Budget Line
Town Council President (1)	Stipend	\$1,375.00 paid quarterly	General Fund = 100%
Town Council Members (4)	Stipend	\$1,135.75 paid quarterly	General Fund = 100%
Plan Commission President (1)	Stipend	\$175.00 per meeting paid quarterly	General Fund = 100%
Plan Commission Executive Committee Members (2)	Stipend	\$125.00 per meeting paid quarterly	General Fund = 100%
Plan Commission Members (4)	Stipend	\$75.00 per meeting paid quarterly	General Fund = 100%
Board of Zoning & Appeals Chairperson (1)	Stipend	\$125.00 per meeting paid quarterly	General Fund = 100%
Board of Zoning & Appeals Members (4)	Stipend	\$75.00 per meeting paid quarterly	General Fund = 100%

Clerk-Treasurer's Office

Title	Classification	Base Pay Rate	Budget Line
Clerk-Treasurer (1)	Exempt Full-Time	\$2,000.77 biweekly	General Fund = 80% Sanitation Fund = 10% Sewer Fund = 10%
Billing Clerk (1)	Nonexempt Full-Time	\$20.45 per hour	General Fund = 40% Sanitation Fund = 25% Sewer Fund = 35%

**TOWN OF CLEAR LAKE, INDIANA
ORDINANCE NO. 2024-07**

Street & Utility Department

Title	Classification	Base Pay Rate	Budget Line
Street & Utility Superintendent (1)	Nonexempt Full-Time	\$29.26 per hour	MVH Fund = 50% Sewer Fund = 50%
Street & Utility Worker (1)	Nonexempt Full-Time	\$17.50 per hour effective 1/1/25 and then \$18.20 per hour effective 3/1/25	MVH Fund = 50% Sewer Fund = 50%

Zoning Department

Title	Classification	Base Pay Rate	Budget Line
Zoning Administrator (1)	Exempt Full-Time	\$2,365.39 paid biweekly	General Fund = 70% MVH Fund = 15% Sewer Fund = 15%

Police Department

Title	Classification	Base Pay Rate	Budget Line
Town Marshall (1)	Nonexempt Part-Time	\$35.89 per hour	General Fund = 100%
Deputy Marshal (4)	Nonexempt Part-Time	\$32.41 per hour \$27.85 per hour \$26.00 per hour \$25.75 per hour	General Fund = 100%

GUIDELINES FOR THE PAYMENT OF BASE PAY RATES

Employee Classifications

- Full-time employees may be scheduled to work 32-hours per workweek, or eight-hours per shift, based upon 2,080-hours per calendar year.
- Part-time employees may be scheduled to work less than the 32-hour workweek, or eight-hour shifts.
- Temporary or seasonal employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of limited duration.

Pay Schedule

The Clerk-Treasurer and full-time and part-time employees shall be paid biweekly in 2025 with the first biweekly pay period designated as Monday, December 23, 2024 through Sunday, January 5, 2025. The standard workweek is from Monday through Sunday. All employees will be paid biweekly on Thursdays, which equates to 26 pays during 2025.

Exempt employees are paid to “get the job done” and their pay does not vary from week to week. Nonexempt employees are paid by the hour for all hours worked during each standard workweek.

Town Council members are paid on the second pay date of the month at the end of each quarter for their base pay rates as listed in the table above. Plan Commission members and Board of Zoning & Appeals

**TOWN OF CLEAR LAKE, INDIANA
ORDINANCE NO. 2024-07**

members will be paid quarterly in the last week of the last month for that quarter for all meetings in which they attended during the quarter.

Work Schedules/Hours/Breaks

The Town of Clear Lake will establish the standard workday, workweek, and starting and ending times for each department, taking into account current and anticipated workloads, public service needs and other factors. Each department is responsible for communicating these work parameters to their employees, as well as the essential duties and responsibilities of each job. No established schedule will be construed as a guarantee of work hours or as a restriction of the Town of Clear Lake's right to restructure the workday or workweek.

At the discretion of the Supervisors, and the Clerk-Treasurer, nonexempt employees may be authorized to take break periods during each shift. Such breaks may not interfere with the proper performance of the employee's work responsibilities.

Base wages are set by this salary ordinance for 2025, and any changes will require approval from the Town Council via an amended salary ordinance.

PAY CONSIDERATIONS

Police Department Premium Pay Rate

Eligible Deputy Marshals will receive a premium pay rate of \$50.00 per hour for all hours worked during crucial peak days and hours for the Town of Clear Lake. Premium pay will be paid on hours worked during the following days and times in 2025:

- From May 23, 2025 starting at 6:00 PM through May 25, 2025 through 12:00 AM only
- On May 26, 2025 from 12:00 PM through 6:00 PM only
- From June 27, 2025 through July 6, 2025 from 12:00 PM through 12:00 AM only
- From August 29, 2025 through September 1, 2025 from 12:00 PM through 12:00 AM only

All hours worked outside of these premium hours will be paid at the employee's regular rate of pay. Premium pay will be used in the calculation of overtime in the event the employee works over 40-hours in the standard workweek.

Clerk-Treasurer's Extra Pay

The Clerk-Treasurer will receive additional compensation for completing the essential duties and responsibilities of the Finance Manager - Utilities in the amount of \$125.00 biweekly and paid from the Sewer Fund = 100%.

Overtime

Overtime compensation for all nonexempt employees will be paid in accordance with federal and state wage and hour restrictions for any time worked over 40-hours in a standard workweek for nonexempt employees. Overtime pay is based on actual hours worked. An employee's time off while using PTO, holidays, bereavement leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Flex-Time

The Town of Clear Lake may utilize flextime or flexible hours to avoid having nonexempt employees work more than the 40-hour workweek. When the need arises, the Supervisor or the Clerk Treasurer, may approve flex-time scheduling. Flex-time is paid as time for time and must be taken within the same 40-hour pay period.

**TOWN OF CLEAR LAKE, INDIANA
ORDINANCE NO. 2024-07**

On Call Pay

An employee who is “on call” is required to be available to respond to the workplace in a timely manner. The definition of “on call” is being designated to be available to answer calls for their respective department during nonscheduled hours. Employees who are on an “on call” status will receive regular pay, only if they are called in to work. If an employee is called to work during non-scheduled times, they will be paid for at least one-hour of work if town transportation is provided or two-hours if the employee provides their own transportation.

Longevity Pay

The Clerk-Treasurer and all full-time employees will receive longevity pay for each full year that the employee is in an active pay status with the Town of Clear Lake. Active pay status includes any absence when an employee is paid to include paid time off (PTO) benefits, holidays, bereavement leave, workers’ compensation, or military leave, but does include any time that an employee goes without pay for greater than 30 consecutive days. Longevity pay will be calculated as stated in the chart below:

Years of Active Service	Amount of Longevity Pay
On the employee’s one-year anniversary	\$1,000.00
On the employee’s second through fifth-year anniversary	\$1,250.00
On the employee’s sixth through ninth-year anniversary	\$1,500.00
On the employee’s tenth through fourteenth-year anniversary	\$1,750.00
On the employee’s fifteenth-year anniversary and beyond	\$2,000.00

Longevity pay will be paid on the pay date following an employee’s anniversary date. Longevity payments will be made from the respective budget funds identified in the 2025 Base Pay Rate Chart.

ADDITIONAL PAY CONSIDERATIONS

Holidays

The Town of Clear Lake may grant paid holiday time off to full-time employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Juneteenth (June 19th)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Day After Thanksgiving (fourth Friday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)

**TOWN OF CLEAR LAKE, INDIANA
ORDINANCE NO. 2024-07**

Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Sunday may be observed on the following Monday. If a recognized holiday falls during an eligible employee's paid time off (PTO), holiday pay will be provided instead of the PTO that would otherwise have applied. Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

Refer to the Town of Clear Lake Employee Handbook for additional information.

Paid Time Off (PTO) Benefits

Paid time off (PTO) is available to eligible full-time employees to provide opportunities for rest, relaxation, and personal pursuits. The amount of paid time off benefits an employee accrues each anniversary year increases with the length of their employment as shown in the following schedule:

Years of Employment	Accrual Rate	Number of Hours	Number of Days	Carryover Allowed
One-year of service through four-years of service	5.5 hours per 26-pay periods	143-hours	17.875 days	160-hours or 20-days per anniversary year
Five or more years of service	7.4 hours per 26-pay periods	192.4-hours	24.05-days	160-hours or 20-days per anniversary year

Upon termination of employment employees will be paid for all accrued, but unused PTO. Paid time off is paid at the employee's base pay rate at the time of the time off. PTO will not be used in the calculation of overtime.

Refer to the Town of Clear Lake Employee Handbook for additional information.

Bereavement Leave

Up to three consecutive paid days, as determined at the discretion of the Town Council, may be provided to eligible full-time employees who work at least 30 hours per week. The Town Council has the sole discretion to determine the amount of time off granted to employees in each bereavement situation depending upon the factors of each situation. Employees may, with their Supervisor's approval, use any available paid time off for additional time off as necessary. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include overtime, or any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Refer to the Town of Clear Lake Employee Handbook for additional information.

Jury Duty

The Town of Clear Lake encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees

**TOWN OF CLEAR LAKE, INDIANA
ORDINANCE NO. 2024-07**

All PTO benefits will continue to accrue during a jury duty leave.

Refer to the Town of Clear Lake Employee Handbook for additional information.

Witness Duty

If employees have been subpoenaed or otherwise requested to testify as witnesses by the Town of Clear Lake, they will receive paid time for the entire period of the witness duty. Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the Town of Clear Lake. Employees may use any available PTO benefits to receive compensation for the period of this absence, however they are not required to do so. A subpoena should be shown to the employee's Supervisor, or the Clerk-Treasurer immediately after it is received so that operating requirements may be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Refer to the Town of Clear Lake Employee Handbook for additional information.

Military Leave

Employees will continue to receive full pay while on leave for 15-day training assignments and shorter absences. The portion of any military leave of absence in excess of 15 days will be unpaid. However, employees may use any available PTO benefits for the absence.

Benefit accruals, such as PTO benefits, or holiday benefits, will be suspended during the leave, after the first 30-days and will resume upon the employee's return to active employment.

Refer to the Town of Clear Lake Employee Handbook for additional information.

Emergency Closings

In extreme cases, these circumstances may require the closing of a work facility. In the event such an emergency occurs during non-working hours the Town of Clear Lake will utilize a calling tree, text message, or email to notify employees of the closing. When the decision to close is made AFTER the workday has begun, employees will receive official notification from their Supervisor, or the Clerk-Treasurer. In these situations, time off from scheduled work will be paid. When the decision to close is made BEFORE the workday has begun, time off from scheduled work will be unpaid. However, with a Supervisor's approval, employees may use available PTO to cover the absence. In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available PTO benefits to cover the absence. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

Refer to the Town of Clear Lake Employee Handbook for additional information.

Indiana Public Retirement System (INPRS)

Eligible full-time employees who work in a covered position and the Clerk-Treasurer will be covered by the Indiana Public Retirement System (INPRS). The benefits, costs and other administration are determined by current INPRS directives. INPRS payments will be made from the respective budget funds identified in the 2025 Base Pay Rate Chart.

Refer to the INPRS Handbook for additional information.

**TOWN OF CLEAR LAKE, INDIANA
ORDINANCE NO. 2024-07**

Licensures and Certifications

The Town of Clear Lake may reimburse the employee or directly pay for a specific job-related license and/or certification applicable to each job classification. The Town Council is responsible for approving such expenditures in advance and the type of licensure and/or certification required is left to their sole discretion and the requirements of the job description. Invoices for licenses and certifications should be submitted to the Clerk-Treasurer for payment if on the pre-approved list or after Town Council approval.

There are currently no licensures and certifications approved to be paid in 2025. If a licensure or certification is presented to the Town Council for payment, they will approve it via an amended salary ordinance during 2025.

Membership Dues

The Town Council is authorized to budget and appropriate funds from the General Fund or from other funds to provide memberships for the Town of Clear Lake and their elected and appointed officials and members of the Town of Clear Lake's boards, Council, departments or agencies in national, state, regional, or local associations of a civic, educational or governmental nature, which have as their purpose the betterment and improvement of the Town of Clear Lake's operations.

Approved membership dues for 2025 include the following:

- **Accelerate Indiana Municipalities (AIM)** – Elected Officials, Appointed Board Members, and Employees - General Fund = 100%
- **Indiana League of Clerk-Treasurer's (ILMCT)** – Clerk-Treasurer – General Fund = 100%
- **Fraternal Order of Police (FOP)** – Town Marshal and Deputy Marshal's – General Fund = 100%
- **Indiana Municipal Lawyer's Association (IMLA)**– Appointed Plan Commission Members and Board of Zoning & Appeals Members – General Fund = 100%
- **Steuben County Economic Development Corporation (SCEDC)** – Elected Officials, Appointed Board Members, and Employees – General Fund = 100%

The Town Council is further authorized to budget and appropriate funds to pay the expenses of duly authorized representatives to attend the meetings and functions of organizations to which the Town of Clear Lake belongs. If a new membership request is presented to the Town Council for payment, they will approve it via an amended salary ordinance during 2025.

Business Travel Expenses

The Town of Clear Lake may reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Clerk-Treasurer. The Clerk-Treasurer is responsible for making all travel arrangements for employees who travel on the Town of Clear Lake's behalf.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives may be reimbursed by the Town of Clear Lake. Employees are expected to limit expenses to reasonable amounts.

Expenses that may generally be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars, if appropriate.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.

**TOWN OF CLEAR LAKE, INDIANA
ORDINANCE NO. 2024-07**

- Taxi fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars, only when less expensive transportation is not available. The Town of Clear Lake follows the IRS guidelines for mileage reimbursement.
- Cost of standard accommodation in hotels, or similar lodgings per the Clerk-Treasurer's approval.
- Cost of meals, no more lavish than would be eaten at the employee's own expense.
- Tips not exceeding 20% of the total cost of a meal or 15% of a taxi fare.
- Charges for telephone calls, fax, and similar services required for business purposes.
- Charges for one personal telephone call each day.
- Charges for laundry and valet services, only on trips of five or more days. (Personal entertainment and personal care items are not reimbursed.)

When travel is complete, employees should submit completed travel expense reports within ten days. Reports must be accompanied by receipts for all individual expenses. Business and travel expenses will be made from the respective budget funds identified in the 2025 Base Pay Rate Chart.

Refer to the Town of Clear Lake Employee Handbook for additional information.

Town Credit Cards

Employees may be issued a Town of Clear Lake credit card for work-related expenses. If an employee incurs travel expenses which are not on a Town of Clear Lake credit card, reimbursement procedures should be discussed with a Supervisor, or the Clerk-Treasurer.

Credit Card Use Policies and Procedures

When not in use, the credit cards shall be secured in the office of the Clerk-Treasurer.

Upon request by a Town of Clear Lake official or employee, the Clerk-Treasurer shall issue the credit card for use and shall keep a record showing the name and position of the individual requesting use of the credit card, date of issuance, date of return, and purpose of use. When the purpose for which the credit card was issued has been accomplished, the credit card shall be returned to the custody of the Clerk-Treasurer. Town of Clear Lake officials and employees may use credit cards for the purpose of town-related travel and educational expenses limited to the following:

- Hotel room charges for telephone calls pertaining to town business
- Meals, including a maximum 20% gratuity
- Fees or costs associated with attending schools, conventions seminars, and the like
- Gasoline, if using a town-owned vehicle
- Excluded charges include alcoholic beverages, room service, non-business telephone calls, except for one daily telephone call to the home of the Town of Clear Lake official or employee, in-room movies, and cash advances

In addition, compliance with IC 5-11-14 (g) 2, lodging expenses, in the case of a one-day conference, will only be allowed for persons who reside 50-miles or farther from the conference location.

Town of Clear Lake officials and employees may use credit cards for the purpose of town-related public purchases, limited to the following:

- Supplies
- Materials
- Small tools and minor equipment

**TOWN OF CLEAR LAKE, INDIANA
ORDINANCE NO. 2024-07**

Itemized invoices in connection with the use of credit cards shall be submitted to the Clerk-Treasurer for processing within 72 hours of credit card use, and when the purpose for which the credit card was issued has been accomplished. The invoices shall be properly itemized and documented as provided in I.C. 5-11-10 before approved and paid. The credit card account will be paid in full every billing cycle. Improperly itemized and documented items as well as all interest, carrying charges, or penalties will be billed back to the appropriate department fund.


Refer to the Town of Clear Lake Employee Handbook for additional information.

PASSED, ENACTED, AND ADOPTED by the Town Council of the Town of Clear Lake, Steuben County, Indiana on December 17, 2024.


SIGNATURES OF THE TOWN COUNCIL MEMBERS OF THE TOWN OF CLEAR LAKE:



Molly Weber, President




Bert Elliott, Member



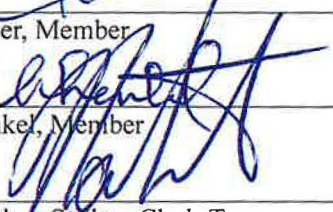
Dan Rippe, Member



Brent Schlosser, Member



George Schenkel, Member

ATTEST: 

Nathan Striker, Clerk-Treasurer