

ORDINANCE NO. 2024-05

ORDINANCE TO AMEND ORDINANCE NO. 2024-04 SETTING SALARIES AND WAGES OF THE OFFICERS AND EMPLOYEES FOR THE TOWN OF CLEAR LAKE, INDIANA FOR THE YEAR 2024

WHEREAS the Town Council desires to modify the current exempt Zoning Administrator pay and add a position known as non-exempt Temporary Part Time Zoning Administrator for the remainder of the year 2024, and otherwise restate Ordinance 2024-04.

NOW, THEREFORE, BE IT ORDAINED by The Town Council of the Town of Clear Lake, Indiana, that:

Section 1: The rates of pay for the elected officials and Employees of the Town of Clear Lake, Indiana for the calendar year shall be fixed as follows and will take effect with the first payroll check written beginning in January, unless otherwise noted in Appendix A. See attached Appendix A for individual non-exempt employees' hourly rate of pay.

OFFICERS

RATE OF PAY

OFFICE OF THE TRUSTEE (Town Council)
General Fund

\$1,135.75 Quarterly
\$4,543.00 Annual
Paid Quarterly

OFFICE OF THE TRUSTEE (Town Council President)
General Fund

\$1,375.00 Quarterly
\$5,500.00 Annual
Paid Quarterly

BOARD MEMBERS

RATE OF PAY

**PLAN COMMISSION PRESIDENT &
EXECUTIVE COMMITTEE MEMBERS**
General Fund

\$125.00 per PC meeting
Paid Quarterly

PLAN COMMISSION MEMBERS
General Fund

\$75.00 per PC meeting
Paid Quarterly

BOARD OF ZONING APPEALS CHAIR
General Fund

\$125.00 per BZA meeting
Paid Quarterly

BOARD OF ZONING APPEALS MEMBER
General Fund

\$75.00 per BZA Meeting
Paid Quarterly

CLERK-TREASURER'S OFFICE

OFFICE OF THE CLERK-TREASURER \$51,000.00 Annual
General Fund – 80%, Sanitation Fund – 10%, Sewer Fund – 10% \$1,961.54 Bi-weekly
Paid Bi-Weekly

BILLING-CLERK \$17.00 - \$23.10 Per Hour
General Fund – 40% Sanitation Fund – 25%, Sewer Fund – 35% Paid Bi-Weekly

STREET AND UTILITY

RATE OF PAY

STREET & UTILITY SUPERINTENDENT \$23.00 to \$32.80 per hour
MVH – 50%, Sewer Fund – 50% Paid Bi-Weekly

STREET & UTILITY WORKER (FT/PT) \$16.00 to \$20.60 per hour
MVH – 50%, Sewer Fund – 50% Paid Bi-Weekly

ZONING DEPARTMENT

ZONING ADMINISTRATOR (FT) \$61,500.00 Annual
General Fund -70% MVH- 15% Sewer- 15% \$2,365.38 Bi-Weekly
Paid Bi-Weekly

ZONING ADMINISTRATOR (PT) \$28.44 per hour
General Fund -70% MVH- 15% Sewer- 15% Paid Bi-Weekly

MARSHALS

RATE OF PAY

TOWN MARSHAL \$29.00 to \$36.05 per hour
General Fund Paid Bi-Weekly

DEPUTY MARSHAL \$24.00 to \$32.96 per hour
General Fund Paid Bi-Weekly

Section 2: MARSHALS' PREMIUM PAY

Part Time eligible Marshals will receive Premium Pay at a rate of one and one half (1.5) times the individual's regular hourly pay rate for work on crucial peak hours and days for the Town. Premium Pay will be paid on hours worked during the following days and times in 2024:

- May 24th – May 27th 12PM-12AM Time and a half
- June 28th - July 7th 3PM-12AM Time and a half
- August 30th- September 2nd 12PM- 12AM Time and a half

Any times worked outside of these hours or days will be regular rate of pay.

Section 3: OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be given the opportunity for overtime work assignments. All overtime work must receive prior authorization by the Supervisor, or when absent, the Clerk-Treasurer. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

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

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

Section 4: HOLIDAY, PTO (Personal Time Off) AND, FMLA (Family and Medical Leave Act)

HOLIDAY:

Employees shall receive fourteen paid holidays per year, said holidays being:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (January 15)
- Presidents Day (February 19)
- Good Friday (March 29)
- Memorial Day (May 27)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (September 2)
- Columbus Day (October 14)
- Veterans Day (November 11)
- Thanksgiving Day (November 28)
- Day After Thanksgiving, (November 29)
- Christmas Eve (December 24)
- Christmas Day (December 25)

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.

Eligible employee classification(s):

- Regular full-time employees. 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 PTO, holiday pay will be provided instead of the PTO that would otherwise have applied.

PTO:

Paid time off (PTO) is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification are eligible to earn and use paid time off as described in this policy:

- Regular full-time employees

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:

- One-year of service through four-years of service 5.5 hours per 26 pay periods
- Five or more years of service 7.4 hours per 26 pay periods.

FMLA:

Under the Federal Family and Medical Leave Act of 1993, as amended (FMLA), an employee may be eligible for a period of job-protected unpaid leave if they meet the criteria set forth in the FMLA. See Employee Handbook for eligibility, types, duration, and definitions for FMLA.

Section 5: LONGEVITY PAY

All full-time employees and the Clerk-Treasurer will receive longevity pay for each full year of uninterrupted employment with the Town of Clear Lake. Uninterrupted employment does not include any absence when an employee is paid to include paid time off (PTO), 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:

<u>Years of Service</u>	<u>Amount</u>
• On the employee's one-year anniversary	\$1,000
• On the employee's second through fifth-year anniversary	\$1,250
• On the employee's sixth through ninth-year anniversary	\$1,500
• On the employee's tenth through fourteenth-year anniversary	\$1,750
• On the employee's fifteenth-year anniversary and beyond	\$2,000

Longevity pay will normally be paid on the pay date following an employee's anniversary date. Individual payments will be made from the respective Funds identified and used in Section 1.

Section 6: INDIANA PUBLIC RETIREMENT BENEFITS

Eligible full-time employees who work in a covered position and the Clerk-Treasurer with the Town will be covered by the Indiana Public Retirement System (INPERS). The benefits, cost, and administration are determined by current INPERS directives.

Section 7: BE IT FURTHER ORDAINED that the annual amounts for the Town Council members shall be paid quarterly with the second bi-weekly pay period of the last month of the quarter. All employees and the Clerk-Treasurer shall be paid bi-weekly on Thursday for the two weeks prior ending on a Sunday. Plan Commission members and Board of Zoning Appeals shall be paid quarterly in the last week of the last month of the quarter.

Section 8: BE IT FURTHER ORDAINED that the Town Council may alter the Rate of Pay for Employees listed by a vote of the Town Council during a public meeting.

Section 9: BE IT FURTHER ORDAINED that the Town Council shall hire temporary employees, part-time employees, full-time employees, or contract employees by a vote of the Town Council during a public meeting. The rate of pay will be established at the time of approval.

Section 10: BONUS PAY


The Town Council shall pay the Sewer Superintendent a one-time non-discretionary bonus of \$1,000.00 effective 07/16/2024, and, for the remainder of 2024, the Sewer Superintendent's overtime rate shall be increased by an additional \$0.48 per overtime hour worked.

Amended, **Passed, Enacted and Adopted:** by the Town Council of the Town of Clear Lake, Steuben County, Indiana this November 6th, 2024.

COUNCIL 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

Appendix A
Amended November 6, 2024

Non-Exempt Employees
Effective Date and Rate of Pay

	Effective		Overtime
	Date		or
	New	Pay	Premium
Employee	Rate	Rate	Pay Rate
		2024	
Guy Rodgers	1/1/2024	\$28.13	\$42.67
Robert Bates	8/26/2024	\$17.50	\$26.25
Robert Hawley – temporary part time	10/26/2024	\$28.44	n/a
Jennifer Sattison	1/1/2024	\$19.57	n/a
Chris Emerick	1/1/2024	\$34.18	\$51.27
Rex Snider	1/1/2024	\$30.87	\$46.31
Todd Patterson	1/1/2024	\$29.20	\$43.80
J. Shannon Temple	1/1/2024	\$28.64	\$42.97
William Lanoue (Boomer)	1/1/2024	\$27.04	\$40.56
Alexander Harris	1/1/2024	\$26.52	\$39.78