

ORDINANCE NO. 2016-11

**AN ORDINANCE OF THE TOWN OF FORT BRANCH,
INDIANA, FIXING THE COMPENSATION OF THE
ELECTED OFFICIALS AND ALL APPOINTED
EMPLOYEES FOR THE YEAR ENDING DECEMBER 31, 2017**

**BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF FORT BRANCH,
INDIANA AS FOLLOWS:**

SECTION 1 : The compensation of the **Council President** is fixed at \$8,100.00 per year, and the **Council Members** salary is fixed at \$7,500.00 each per year. Said compensation is to be paid monthly on the last pay period of the month with equal amounts from the General Fund, Water and Sewer Utilities. The Council president shall receive \$675.00 per month minus deductions. Each Council member shall receive \$625.00 per month minus deductions.

Section 2: The compensation of the **Clerk-Treasurer** is fixed at \$1,417.74 biweekly. The compensation is to be paid by the following departments: 50% to be paid by the General Fund, 25% to be paid by the water department, and 25% to be paid by the sewer department. This is a salaried position.

Section 3: The compensation of the **Deputy Clerk Treasurer** is fixed at a rate no less than \$8.50 per hour and not more than \$14.02 per hour, said compensation to be paid biweekly. The compensation is to be paid by the following departments: 1/3 to be paid by the General Fund, 1/3 to be paid by the water department, and 1/3 to be paid by the sewer department. This position is an hourly paid position.

Section 4: The compensation of the Attorney of the Town of Fort Branch is fixed at \$6,600.00 per year, said compensation to be paid monthly with equal amount from the General Fund, Water and Sewer departments. Attorney will bill Town.

Section 5: The compensation for the **Town Marshal** of Fort Branch is fixed at a rate of no less than \$1,026.80 biweekly and not more than \$1,416.19 biweekly payable by the General Fund. The compensation of the **Chief Deputy Town Marshal** of the Town is fixed at a rate of no less than \$946.35 biweekly and not more than \$1,335.75 biweekly payable by the General Fund. The compensation of the **Deputy Town Marshal** and additional Marshals is fixed at a rate of no less than \$832.54 biweekly and not more than \$1,067.62 biweekly and payable by the General Fund. No additional compensation is to be paid to the Town Marshal or the First, Second, or additional Deputies under Section 27 herein. Each Marshal shall work a designated shift and shall be subject to call to duty in case of an emergency. There shall be no more than five Reserve Police Officers, who are volunteers and shall work as determined by the officer

in charge. The reserve officers shall receive a clothing and equipment as set out in Section 6 below, and the reserve officers shall receive no compensation. Full time positions are salaried positions.

Section 6: Clothing and equipment for each full time Marshall is payable by the General Fund. Replacement or additional clothing and equipment shall be paid directly to the vendor after council approval. The town will provide a uniform, gun, vest and belt (leather) for new reserves with no monthly allowance. If new clothing/equipment is needed for a reserve due to being unserviceable, the item(s) shall be turned in and replacement will be approved through the Town Marshall. All equipment purchased for reserve officers is the property of the Town of Fort Branch and shall be turned in to Town Marshall in the event a reserve officer no longer provides service to the Town of Fort Branch. Anything purchased for the clothing and equipment allowance for either full time or reserve officers shall be payable by the General Fund.

Section 7 (A) : The compensation for the **hourly workers** is fixed as follows:

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| Class 1 (part time labor) | a minimum of \$8.00 per hour and a maximum of \$11.00 per hour payable 50% from MVH, 25% Water, 25% Sewer |
| Class 2 (full time labor) | a minimum of \$8.00 per hour and a Maximum of \$12.45 per hour Payable 1/3 MVH, 1/3 Water, 1/3 Sewer |

Section 7 (B) : Said wages payable from Motor Vehicle Highway, Water & Sewer Departments. The said compensation is to be paid bi-weekly. For the purpose of this section a full time worker shall be a worker engaged in an average of forty (40) hours per week or more and a worker who is hired with the anticipation that said worker will remain an employee of the Town indefinitely. The Council Members of the Town of Fort Branch shall designate which class an employee will be paid and also what department shall pay them. This position is paid hourly.

Section 8: The compensation for the **Full Time Certified Water Operator** is fixed at a rate of no less than \$961.54 biweekly and no more than \$1,683.09 biweekly payable out of the Town of Fort Branch Water Operating Fund. The Certified Water Operator/Supervisor hours shall be set at forty (40) hours per week. This is a salaried position.

Section 9: The compensation for the **Full Time Certified Sewage Treatment Plant Operator** is fixed at a rate of no less than \$961.54 biweekly and no more than \$1,310.56 biweekly payable out of the Town of Fort Branch Sewer Operating Fund. The Certified Sewage Treatment Plant Operator/Supervisor hours shall be set at forty (40) hours per week. This is a salaried position. The compensation for the **Full Time NON Certified Sewage Treatment Plant Operator** is fixed at a rate of no less than \$12.50

per hour and no more than \$15.15 per hour payable out of the Town of Fort Branch Sewer Operating Fund. The NON Certified Sewage Treatment Plant Operator shall be set at forty (40) hours per week. This is a hourly paid position.

Section 10 : The compensation for the **Junior Full Time Water/Sewer Laborer** is fixed at a rate of no less than \$12.50 per hour and no more than \$14.00 per hour, said compensation to be paid biweekly. The compensation is to be paid by the following departments, 50% paid by the water department and 50% paid by the sewer department. This position is an hourly paid position..

Section 11: The **Supervisor** of the Street Department, Sewer, Water and Park compensation is fixed at a rate of no less than \$961.54 biweekly and no more than \$1,289.03 biweekly from 25% Park, 25% Motor Vehicle Highway Fund, 25% Water Operating Fund, and 25% Sewer Operating Fund. The Supervisors hours shall be set at 40 hours per week. This is a salaried position.

Section 12: The **Group Leader** of the Street Department & General Maintenance is fixed at a rate of no less than \$8.50 per hour and no more than \$14.45 per hour. The said compensation to be paid bi-weekly 1/3 from Motor Vehicle Highway Fund, 1/3 Water Operating Fund, and 1/3 Sewer Operating Fund. The Group Leader's hours shall be set at 40 hours per week. This position is an hourly paid position.

Section 13: The compensation of the **Full Time Utility Clerk** is fixed at a rate of no less than \$9.00 per hour and no more than \$13.00 per hour, payable bi-weekly in equal amounts by the Water and Sewer Operating Funds. Part time office help compensation is fixed at a rate of no less than \$8.00 per hour and no more than \$9.25 per hour, payable bi-weekly in equal amounts by the Water and Sewer Operating Funds. This position is an hourly paid position.

Section 14: The compensation for the **Seasonal Part Time Park Labor** is fixed at a rate of no less than \$8.00 per hour and no more than \$11.00 per hour, said compensation to be paid bi-weekly out of the Park Fund. This position is an hourly paid position.

Section 15: The **Custodians** compensation is fixed at a rate of no less than \$8.00 per hour and no more than \$11.00 per hour payable bi-weekly out of the park fund. The cleaning of the rentals will be paid at a maximum of 2 hours per shelter house. If longer time is required, prior approval from the Clerk Treasurer or Town Council is required. The custodian's compensation shall be subject to the normal payroll and withholding taxes. When cleaning the town hall wages will be payable out of 1/3 general town council, 1/3 water & 1/3 sewer up to 2 hours per week. When cleaning the police department wages will be payable out of general police up to 2 hours per week.

Section 16: All regular full time employees shall be given five (5) working days vacation upon completion of one (1) full year of service (after probationary anniversary) Ten (10) working days vacation shall be given upon completion of three (3)

full years of service, and 15 working days vacation upon completion of ten (10) full years of service. Twenty (20) working days vacation upon completion of eighteen (18) full years of service. Thirty (30) days vacation upon completion of Twenty-Five (25) full years of service. Vacation days must be taken and cannot accumulate. Vacation days must be approved by the department head and reported to the payroll officer.

- a. Any new hire will need to work for one (1) full year of service from date of hire (probationary anniversary date) before vacation will be received.

Section 17: All town employees shall receive holiday pay for the following holidays: NEW YEAR'S DAY, GOOD FRIDAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, VETERAN'S DAY, THANKSGIVING DAY, THE DAY AFTER THANKSGIVING, CHRISTMAS EVE, CHRISTMAS DAY, PRIMARY MAY ELECTION AND ELECTION DAY WHEN THE POLLS ARE OPEN IN FORT BRANCH. WHEN POLLS ARE CLOSED IN FORT BRANCH, THE ELECTION DAY HOLIDAYS WILL BE ISSUED AS FLOATING HOLIDAYS. All employees are required to take the holiday on the day the holiday is designated unless the work schedule does not allow. If schedule conflicts, holidays need to be taken within 30 days of said holiday or forfeit the paid holiday with the exclusion of Christmas holidays. Christmas holidays can be taken any time in the month of December if schedules conflict with the holiday and employee must work on the said holiday or holiday lands on employees regular day off (i.e. Police dept.).

Section 18: All regular full-time employees shall receive four (4) sick days per year with pay after one full year of service (after probationary anniversary). Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of ten (10) calendar day's worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit. Sick leave benefits are intended solely to provide income protection in the event of illness or injury of ones self or a family member that resides in the employee's household and may not be used for any other absence. Unused sick leave benefits will not be paid to the employees while they are employed or upon termination of employment. Paid sick leave can be used in minimum increments of one hour. Sick days must be recorded by the department head to the payroll officer.

- a. Sick days for new hire will be given after 90 day period of probation anniversary date.

Section 19: All regular full-time employees shall receive six (6) personal days per year with pay. Unused personal days will NOT be allowed to accumulate. Paid personal days can be used in increments of one hour. Personal days must be recorded by the department head to the payroll officer. Personal days will not be paid to the employees while they are employed.

- a. Personal days for new hire will be given after 90 day period of probation anniversary date.

Section 20: Any additional leave time for salary or hourly employees beyond the permitted sick, vacation, and personal leave days will be unpaid. No more than 3 unpaid days will be permitted in a year without personal leave of absence being requested. These days must be authorized by the Town Council prior to utilizing these unpaid days. (See Employee handbook for further details.)

Section 21: All employees of the water, sewer and street departments will be provided uniforms payable by the town directly to the vendor. Employees are to wear street clothes to work and change into work clothes once clocked in. Employees are expected to change back into street clothes before returning home after shift is completed. Lockers will be provided.

Section 22: The employee of the Street Department or Water or Sewer Utility who has weekend duty will be given one half (1/2) day off for weekend duty performed. The half (1/2) day must be taken on the Friday of the weekend duty time and cannot be accumulated. If the employee of the Street department or Water or Sewer Utility with weekend duty works more than four (4) hours during such weekend duty with the approval of the supervisor, then the employee shall be entitled to compensated time for all work in excess of four (4) hours as provided above.

Section 23: Health, life and disability insurance coverage shall be available to all full-time employees of the Town of Fort Branch. The cost to the employee will be \$1.00 per year.

Section 24: AFLAC and Western Southern Insurance will be made available at the employees cost and deducted from their paychecks. The town will pay no premium.

Section 25: Public Employees' Retirement Fund will be made available to Police, Water, Sewer and Street full time employees and deducted from their paychecks. A mandatory three (3%) percent contribution will be withheld from the employee's wages on a biweekly basis. The Town's contribution rate is set by the state. For the 2016 year the rate has been set at 11.2% of the gross salary. The contribution will be paid from the funds in which the employee is paid.

Section 26: Mileage shall be reimbursed to employees and elected officials when their own personal vehicles are used for town business at the federal mileage rate. The compensation will be made from the applicable fund. (See travel ordinance)

Section 27: The Town will no longer provide any employees with cell phones. Instead, the following employees will be paid a cell-phone stipend each month beginning June 1, 2009, as follows:

Town Marshall	\$27.00
Chief Deputy Marshall	\$27.00
Deputy Town Marshall	\$27.00



Water Superintendent	\$27.00
Sewer Superintendent	\$27.00
Street Superintendent	\$27.00
Street Group Leader	\$20.00
Clerk Treasurer	\$27.00
Custodian	\$10.00

The stipend will be paid monthly and no payroll taxes will be taken out on the stipend.

Section 28: All employees of the Town of Fort Branch are subject to the Town of Fort Branch Personnel Handbook and all revisions and amendments thereafter.

Section 29: All ordinances in conflict herewith are hereby repealed.

Section 30: This ordinance shall be in force and effect beginning January 1, 2017.

PASSED AND ADOPTED by the Council of the Town of Fort Branch, Indiana, this 28th day of December, 2016.

COUNCIL OF THE TOWN OF FORT BRANCH, INDIANA



 ADAM BLEDSOE, PRESIDENT



 SCOTT MICHAEL, COUNCILMAN



 TOM HAUSCHILD, COUNCILMAN

ATTEST: (SEAL)



 STACY ELPERS, CLERK TREASURER

