

ORDINANCE NO. 2023-6

**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, 2024**

**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 \$8,343.00 per year, and the **Council Members** salary is fixed at \$7,725.00 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 \$695.25 per month minus deductions. Each Council member shall receive \$643.75 per month minus deductions.

Section 2: The compensation of the **Clerk-Treasurer** is fixed at \$1,980.77 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 \$12.00 per hour and not more than \$18.54 per hour, said compensation to be paid biweekly. The compensation is to be paid by the following departments: 25% to be paid by the General Fund, 37.5% to be paid by the water department, and 37.5% to be paid by the sewer department. This position is an hourly paid position and reports to the Clerk Treasurer. For 2024, this employee opts out of the employer sponsored group health coverage and will receive the cash in lieu of health insurance benefit. The annual amount of the cash in lieu of health insurance benefit is \$8,000. This amount is taxable and will be distributed with payroll every 2 weeks in the amount of \$307.70 before taxes.

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 \$1,538.47 biweekly and not more than \$1,942.15 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 \$1,346.16 biweekly and not more than \$1,743.08 biweekly payable by the General Fund. No additional compensation is to be paid to the Town Marshal or additional Deputies under Section 27 herein. Each Marshal shall work a designated shift and shall be called to duty in case of an emergency. There shall be no more than seven Reserve Police Officers, who are volunteers and shall work as determined by the officer in charge. The reserve officers shall receive 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 or full-time officers is the property of the Town of Fort Branch and shall be turned in to Town Marshall in the event a reserve or full-time 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: The compensation for the **Full Time General Laborer of MVH/Park/Water/Sewer** is fixed at a rate of no less than \$15.00 per hour and no more than \$18.54 per hour payable 30% MVH, 10% Park, 30% Water, and 30% Sewer. The General Laborer's hours shall be set at forty (40) hours per week. The said compensation is to be paid bi-weekly. This position is paid hourly and reports to the Town Manager/Street Supervisor.

The compensation for the **Part Time General Laborer of MVH/Park/Water/Sewer** is fixed at a rate of no less than \$12.00 per hour and no more than \$15.45 per hour payable 25% MVH, 25% Park, 25% Water, and 25% Sewer. The General Laborer's hours shall not exceed 29 hours per week. The said compensation is to be paid bi-weekly. This position is paid hourly and reports to the Town Manager/Street Supervisor.

Section 8: The compensation for the **Full Time Certified Water Operator** is fixed at a rate of no less than \$1,440 biweekly and no more than \$1,960.97 biweekly payable out of the Town of Fort Branch Water Operating Fund. The Certified Water Operator hours shall be set at forty (40) hours per week. This is a salaried position and reports to the Town Manager.

Section 9: The compensation for the **Full Time Certified Sewage Treatment Plant Operator** is fixed at a rate of no less than \$1,440 biweekly and no more than \$1,730.40 biweekly payable out of the Town of Fort Branch Sewer Operating Fund. The Certified Sewage Treatment Plant Operator hours shall be set at forty (40) hours per week. This is a salaried position and reports to the Town Manager. The compensation for the **Full Time NON-Certified Sewage Treatment Plant Operator** is fixed at a rate of no less than \$15.00 per hour and no more than \$20.62 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 an hourly paid position and reports to the Town Manager.

Section 10: The compensation for the **Full Time General Laborer of water and sewer** is fixed at a rate of no less than \$15.00 per hour and no more than \$18.54 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 and reports to the Town Manager.

Section 11: **The Town Manager/Street Supervisor** of the Town of Fort Branch compensation is fixed at a rate of no less than \$1,461.54 biweekly and no

more than \$1,743.08 biweekly from 25% park, 25% motor vehicle highway, 25% water operating fund, and 25% sewer operating fund. The town manager's hours shall be set at 40 hours per week. This is a salaried position and reports to the Town Council.

Section 12: The **Department Clerk** of the Town of Fort Branch compensation is fixed at a rate of no less than \$12.00 per hour and no more than \$16.04 per hour, payable bi-weekly from 33.3% General, 33.3% Water, and 33.4% Sewer funds. This is an hourly paid position and reports to the Town Marshal. For 2024, this employee opts out of the employer sponsored group health coverage and will receive the cash in lieu of health insurance benefit. The annual amount of the cash in lieu of health insurance benefit is \$8,000. This amount is taxable and will be distributed with payroll every two (2) weeks in the amount of \$307.70 before taxes.

Section 13: The compensation of the **Full time/Part time Utility Clerk** is fixed at a rate of no less than \$12.36 (PT) per hour and no more than \$14.42 (FT) per hour, payable bi-weekly in equal amounts by the Water and Sewer Operating Funds. This position is an hourly paid position and reports to the Clerk Treasurer.

Part time **Office Help** compensation is fixed at a rate of no less than \$10.00 per hour and no more than \$12.36 per hour, payable bi-weekly in equal amounts by the Water and Sewer Operating Funds. This position is an hourly paid position and reports to the Clerk Treasurer.

Section 14: The compensation for the **Seasonal Part Time Park Labor** is fixed at a rate of no less than \$10.00 per hour and no more than \$12.10 per hour, said compensation to be paid bi-weekly out of the Park Fund. This position is an hourly paid position and reports to the Town Manager.

Section 15: The **Custodians** compensation is fixed at a rate of no less than \$10.00 per hour and no more than \$12.10 per hour payable bi-weekly out of the park fund and reports to the Clerk Treasurer or Town Manager. The cleaning of the rentals will be paid at a maximum of 2.5 hours per shelter house. If longer time is required, prior approval from the Clerk Treasurer or Town Manager 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 2.5 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/town manager and reported to the payroll officer (Clerk Treasurer).

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

Section 17: The Town will follow the state holiday schedule for 2024. NEW YEARS DAY 01/01/24, MARTIN LUTHER KING JR DAY 01/15/24, GOOD FRIDAY 03/29/24, PRIMARY MAY ELECTION DAY 05/07/24, MEMORIAL DAY 05/27/24, INDEPENDENCE DAY 07/04/24, LABOR DAY 09/02/24, COLUMBUS DAY 10/14/24, GENERAL ELECTION DAY 11/5/24, VETERAN'S DAY 11/11/24, THANKSGIVING DAY 11/28/24, LINCOLN'S BIRTHDAY 11/29/24 WASHINGTON'S BIRTHDAY 12/24/24, CHRISTMAS DAY 12/25/24.

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 employee's 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. Sick days are accrued at 1 day per quarter given the first month of each quarter. 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 oneself 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 hires begin accruing on first day of employment at a prorated rate.

Section 19: All regular full-time employees shall receive six (6) personal days per year with pay. Personal days are accrued at ½ day per month given the first pay of each month. 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 begin accruing on first day of employment at a prorated rate.

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 to be taken in a year without personal leave of absence being requested. These days must be authorized by the Town Council/Town Manager 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: Overtime will be compensated with comp time. Once 40 hours of physical work is completed, the employee will earn comp time at time and a half but **MUST** be approved by Town Manager, Clerk Treasurer or Town Council. Not taking a lunch does earn the employee comp time. Comp time can only be carried over and must be taken by January 31st (the month following the year-end). See the employee handbook when holidays are involved.

Section 24: 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. If the employee waives coverage due to having health insurance from another source (ie spouse insurance plan), the employee may opt out of the employer sponsored group health coverage and receive a cash in lieu of health insurance benefit. This benefit is in the amount of \$8,000 annually and is taxable income. ($\$8,000 / 26 \text{ pay periods} = \$307.70.$) Payments will be broken down and given on payroll checks biweekly as long as the employee is employed by the Town of Fort Branch. In the event of termination of employment by either the employee or employer the remaining benefit will not be paid out.

Section 25: AFLAC, Globe Life, Paramount Dental Plan and Western Southern Insurance will be made available at the employees cost and deducted from their paychecks. The town will pay no premium.

Section 26: Indiana Public Retirement System will be made available to Clerk Treasurer, Deputy Clerk Treasurer, Full time office clerks, Police, Water, and 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 2024 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 27: Mileage shall be reimbursed to employees and elected officials when their own personal vehicles are used for town business at the federal mileage rate. Compensation will be made from the applicable fund. (See travel ordinance)

Section 28: 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
Deputy Marshall	\$27.00
Wtr/Swr Gen Laborer	\$27.00
Water Operator	\$27.00
Sewer Operator	\$27.00
Street Supervisor/Twn Mgr	\$27.00
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 29: 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 30: All ordinances in conflict herewith are hereby repealed.

Section 31: This ordinance shall be in force and effect beginning January 1, 2024.

PASSED AND ADOPTED by the Council of the Town of Fort Branch, Indiana, this 20th day of December 2023.

COUNCIL OF THE TOWN OF FORT BRANCH, INDIANA

Sandy Birch

SANDY BIRCH, COUNCIL PRESIDENT

Scotty DeLong

SCOTTY DELONG, COUNCIL MEMBER

Bob Reinhart

BOB REINHART, COUNCIL MEMBER

(seal)

ATTEST:

Stacy Elpers

STACY ELPERS, CLERK TREASURER

