

ORDINANCE NO. 2024-4

AN ORDINANCE FIXING THE 2025 SALARIES, COMPENSATION, BENEFIT PROGRAMS, AND CLOTHING ALLOWANCES OF THE APPOINTED OFFICERS AND EMPLOYEES OF THE TOWN OF GENEVA

BE IT ORDAINED by the Town Council of the Town of Geneva, Indiana that the following appointed officers, employees, and other persons employed by the Town of Geneva, Indiana (the "Town") shall receive the following salaries and benefits for the 2025 calendar year:

SECTION I - BASE SALARIES

From and after January 1, 2025, the maximum base salaries of the following appointed officers and employees of the Town shall be fixed as set forth below.

WORKFORCE MANAGER

<u>Workforce Manager:</u>	<u>Part Time</u>
Greater than seven (7) years experience	\$33,949.00
Greater than six (6) years experience	\$33,641.00
Greater than five (5) years experience	\$33,339.00
Greater than four (4) years experience	\$33,036.00
Greater than three (3) years experience	\$32,734.00
Greater than two (2) years experience	\$32,432.00
Greater than one (1) year experience	\$32,130.00
Entry level	\$31,827.00

The Workforce Manager is a part-time position for up to 1,500 hours worked during the calendar year. The Workforce Manager position does not include either insurance benefits or retirement benefits. The Workforce Manager position receives the clothing allowance as set forth in Section IV(E) for part-time employees, as well as holidays, vacations, personal time, and sick leave as set forth in Section VII for part-time employees.

The Workforce Manager will be provided a Town vehicle to take home within a five (5) mile radius of the town limits of the Town.

WORKFORCE SUPERVISOR

<u>Workforce Supervisor:</u>	\$7,649.00
------------------------------	------------

The Workforce Supervisor is a part-time position for up to 500 hours worked during the calendar year. The Workforce Supervisor shall provide various services to the street, water, and wastewater departments as well as grant writing. The Workforce Supervisor shall have the authority to work with the employees of the various departments and determine what departmental projects are to be undertaken as well as the order in which they are to be completed. The purpose of the Workforce Supervisor position is to provide efficient workflow by well-planned prioritization of work and successful supervising of the employees. The Workforce Supervisor position does not include either insurance benefits or retirement benefits. The Workforce Supervisor position receives the clothing allowance as set forth in Section IV(E) for part-time employees, and holidays, vacations, personal time, and sick leave as set forth in Section VII for part-time employees.

STREET DEPARTMENT

Street Department Personnel:

Greater than seven (7) years experience	\$25.13 to \$27.32 per hour
Greater than six (6) years experience	\$24.30 per hour
Greater than five (5) years experience	\$23.76 per hour
Greater than four (4) years experience	\$23.21 per hour
Greater than three (3) years experience	\$22.67 per hour
Greater than two (2) years experience	\$22.11 per hour
Greater than one (1) year experience	\$21.58 per hour
Entry level	\$20.75 per hour

The salaries of all Street Department Personnel shall be paid from the following funds:

Waterworks Plant Fund:	20%
Waterworks Office Fund:	0%
Wastewater Plant Fund:	20%
Wastewater Office Fund:	0%
MVH Fund:	60%

The Department Head of the Street Department will be provided a Town vehicle to take home within a five (5) mile radius of the town limits of the Town.

WATER WORKS DEPARTMENT

Water Works Department Personnel:

	Greater than seven (7) years experience	\$27.32 per hour
	Greater than six (6) years experience	\$26.48 per hour
DSS and WT3 Certs.	Greater than five (5) years experience	\$25.95 per hour
	Greater than four (4) years experience	\$24.30 per hour
DSS Certification	Greater than three (3) years experience	\$23.76 per hour
	Greater than two (2) years experience	\$22.11 per hour
	Greater than one (1) year experience	\$21.58 per hour
	Entry level	\$20.75 per hour

If an employee's certification is not completed prior to the three (3) or five (5) year certification dates set forth above, then the pay for said employee shall be calculated on the year of experience prior to the date of the required certification rather than the years of total experience.

Cody M. Conner, as Apprentice of Alliance of Indiana Rural Water Apprenticeship Program:

<u>Apprenticeship Period</u>	<u>Duration (Hours)</u>	<u>Wage</u>
End Wage (July 2026)	4,000 OJT + 288 RTI & Pass Exam	\$24.07 per hour
4th (January 2026)	3,000 OJT + 216 RTI	\$23.72 per hour
3rd (July 2025)	2,000 OJT + 144 RTI	\$22.81 per hour
2nd (January 2025)	1,000 OJT + 72 RTI	\$22.46 per hour
1st (July 2024)	Start	\$20.95 per hour

The salary of Cody M. Conner shall be paid from the following funds:

Waterworks Plant Fund:	50%
Waterworks Office Fund:	10%
Wastewater Plant Fund:	30%
Wastewater Office Fund:	0%
MVH Fund:	10%

In accordance with the terms of the apprenticeship program standards specified by the Alliance of Indiana Rural Water, the Town shall pay Cody M. Conner a progressively increasing schedule of wages as set forth above. The advancement requirements for each apprenticeship period include completion of 1,000 hours of on-the-job training, completion of the identified curriculum, and a satisfactory evaluation from the mentor and program sponsor.

Water Works Department Head / Workforce Manager (Salaried):

A Water Works Department Head who also serves as Workforce Manager (with job responsibilities as set forth by the Town) shall be paid a salary in the sum of \$71,610.75. The Department Head of the Water Works Department will be provided a Town vehicle to take home within a five (5) mile radius of the town limits of the Town.

The salary of the Water Works Department Head / Workforce Manager shall be paid from the following funds:

Waterworks Plant Fund:	50%
Waterworks Office Fund:	10%
Wastewater Plant Fund:	10%
Wastewater Office Fund:	10%
MVH Fund:	20%

Water Works Department Certifications:

- DSS Certification: greater than three (3) years experience
(to be certified within one (1) year after first attempt)
- WT3 Certification: greater than five (5) years experience
(to be certified within one (1) year after first attempt)

The Town will pay for an employee's first certification attempt. If an employee's certification is not completed after three (3) attempts, then the Town Council of the Town shall decide whether to retain or terminate the employee.

The Town will pay for the books, classes, and testing fee for the first attempt, as well as the wages and transportation expenses for each testing day.

The Operator who is listed on the IDEM permit will be responsible for the signing of all documents filed with the Department.

WASTE WATER (SEWAGE) DEPARTMENT

Waste Water Department Personnel:

	Greater than seven (7) years experience	\$27.32 per hour
	Greater than six (6) years experience	\$26.48 per hour
	Greater than five (5) years experience	\$25.95 per hour
	Greater than four (4) years experience	\$24.30 per hour
CL1 Certification	Greater than three (3) years experience	\$23.76 per hour
	Greater than two (2) years experience	\$22.11 per hour
	Greater than one (1) year experience	\$21.58 per hour
	Entry level	\$20.75 per hour

The salaries of all Waste Water Department Personnel shall be paid from the following funds:

Waterworks Plant Fund:	10%
Waterworks Office Fund:	0%
Wastewater Plant Fund:	70%
Wastewater Office Fund:	10%
MVH Fund:	10%

If an employee's certification is not completed prior to the three (3) year certification date set forth above, then the pay for said employee shall be calculated on the year of experience prior to the date of the required certification rather than the years of total experience.

The Department Head of the Waste Water (Sewage) Department will be provided a Town vehicle to take home within a five (5) mile radius of the town limits of the Town.

Waste Water Department Certification:

CL1 Certification: greater than three (3) years experience
(to be certified within one (1) year after first attempt)

The Town will pay for an employee's first certification attempt. If an employee's certification is not completed after three (3) attempts, then the Town Council of the Town shall decide whether to retain or terminate the employee.

The Town will pay for the books, classes, and testing fee for the first attempt, as well as the wages and transportation expenses for each testing day.

The Operator who is listed on the IDEM permit shall be responsible for the signing of all paperwork filed with the Department.

MARSHAL OFFICE (SALARIED)

<u>Town Marshal</u> (based on experience):	\$59,248.00 to \$63,229.00
<u>Chief Deputy Marshal</u> (based on experience):	\$54,921.00 to \$59,478.00

<u>Deputy Marshal:</u>	
Greater than seven (7) years experience	\$56,374.00
Greater than six (6) years experience	\$55,562.00
Greater than five (5) years experience	\$54,743.00
Greater than four (4) years experience	\$53,924.00
Greater than three (3) years experience	\$53,095.00
Greater than two (2) years experience	\$52,317.00
Greater than one (1) year experience	\$51,225.00
Entry level with ILEA	\$49,875.00
Entry level without ILEA	\$48,525.00
Part time with ILEA (no benefits)	\$30.90 per hour

Instructor: \$30.90 per hour with a maximum of 15 hours per year (no benefits)

All salaries of the Marshal Office shall be paid from the General Fund.

The Town Marshal, Chief Deputy Marshal, and each Deputy Marshal will be provided a police vehicle to take home within a five (5) mile radius of the town limits of the Town.

Upon being hired by the Town, a Town Marshal, Chief Deputy Marshal, or Deputy Marshal shall hold a probationary position for a period of one (1) year.

The Town Council of the Town may, in its sole discretion, with approval prior to such certification, approve a stipend in the sum of \$1,000.00 for additional law enforcement certifications.

Any active reserve officer who is subpoenaed to testify in court and must miss employment in order to do so shall be paid \$20.53 per hour for the time that said officer is fulfilling the subpoena.

DEPARTMENT OF LAW

<u>Town Attorney:</u>	\$14,853.00
-----------------------	-------------

In addition to the regular salary of the Town Attorney, it is hereby established that the town attorney shall be paid Two Hundred Fifty Dollars (\$250.00) per hour for representation of the Town, its agencies, boards, officers and employees in all matters of litigation and bond proceedings and before or involving State and Federal agencies. The budget for the Department of Law shall also include an expense account not to exceed Five Hundred Dollars (\$500.00) for reimbursement of recording costs, court costs and other miscellaneous expenses.

DEPARTMENT OF ADMINISTRATION

Deputy Clerk-Treasurer:

Up to 1,500 hours	Greater than seven (7) years experience	\$20.48 per hour
	Greater than six (6) years experience	\$20.21 per hour
	Greater than five (5) years experience	\$19.93 per hour
	Greater than four (4) years experience	\$19.66 per hour
	Greater than three (3) years experience	\$19.38 per hour
	Greater than two (2) years experience	\$19.12 per hour
	Greater than one (1) year experience	\$18.84 per hour
	Entry level	\$18.57 per hour

The salary of the Deputy Clerk-Treasurer shall be paid from the following funds:

General Fund:	25%
Waterworks Plant Fund:	0%
Waterworks Office Fund:	25%
Wastewater Plant Fund:	0%
Wastewater Office Fund:	40%
MVH Fund:	10%

FIRE DEPARTMENT

The Geneva Volunteer Fire Department shall receive compensation in the total sum of \$19,732.74 for firefighting, practices, and trainings. Said sum shall be apportioned as follows:

Fire Chief:	24%
Assistant Fire Chiefs (2):	6.5% each (13% total)
Divided Equally Between Other Active Firefighters:	63%

Compliance with Fair Labor Standards Act. In compliance with the Fair Labor Standards Act notwithstanding any other terms of compensation for firefighting, practices, and trainings, the compensation of those volunteer Firefighters who are full-time employees of the Town at the time of such performance of work shall be calculated and paid pursuant to 29 CFR §§ 778.415-778.421 and to the following provisions:

1. Where a full-time employee in a single workweek works at two or more different types of work for which different non-overtime rates of pay (of not less than the applicable minimum wage) have been established, the regular rate for that week shall be computed as the weighted average of such rates. The employee's total earnings (except statutory exclusions) shall be computed to include their compensation during the workweek from all such rates, which shall then be divided by the total number of hours worked at all jobs.

2. An hourly rate will be regarded as a bona fide rate for a particular kind of work it is equal to or greater than the applicable minimum rate therefore and if it is the rate actually paid for such work when performed during non-overtime hours.

Payment. By November 1 of each calendar year, the Geneva Volunteer Fire Department shall report to the Town the roster of Firefighters and how many months in the calendar year that each Firefighter has been active. The Clerk-Treasurer shall then pay the compensation of each Firefighter on or before November 30 of such calendar year. The Geneva Volunteer Fire Department shall be responsible for providing the Clerk-Treasurer with documentation as requested, verifying requests for payment, and certifying the Firefighters' successful completion of training events.

MISCELLANEOUS

Part Time Hourly (Seasonal):

Fourth year (or more)	\$18.57 per hour
Third year	\$17.48 per hour
Second year	\$16.39 per hour
First year	\$15.30 per hour

The salaries of all part time hourly (seasonal) employees shall be paid from the following funds:

Waterworks Plant Fund:	10%
Waterworks Office Fund:	0%
Wastewater Plant Fund:	10%
Wastewater Office Fund:	0%
MVH Fund:	80%

Town Hall Custodian:

Five (5) week month	\$180.25 per month
Four (4) week month	\$128.75 per month

Other Part Time Hourly (Not Seasonal):

Up to 1,500 Hours	Greater than seven (7) years experience	\$20.48 per hour
	Greater than six (6) years experience	\$20.21 per hour
	Greater than five (5) years experience	\$19.93 per hour
	Greater than four (4) years experience	\$19.66 per hour
	Greater than three (3) years experience	\$19.38 per hour
	Greater than two (2) years experience	\$19.12 per hour
	Greater than one (1) year experience	\$18.84 per hour
	Entry level	\$18.57 per hour

The salaries of all other part time hourly (not seasonal) employees shall be paid from the following funds:

Waterworks Plant Fund:	20%
Waterworks Office Fund:	0%
Wastewater Plant Fund:	10%
Wastewater Office Fund:	0%
MVH Fund:	70%

SECTION II - ADDITIONAL COMPENSATION FOR EMPLOYEE CERTIFICATION AND SPECIALIZED TRAINING

Employees who hold pesticide licensing as of January 1, 2025, shall receive additional compensation of \$0.45 per hour for said licensing. Employees who hold an optional water or wastewater certification or licensing as of January 1, 2025, may receive additional compensation of \$0.70 per hour for each of said certifications and/or licenses that were obtained with the prior approval of the Town Council of the Town. This Section II shall specifically exclude any certification or license that is already factored into a base salary or otherwise referenced in Section I (e.g., DSS, DSM, WT3, and CL1 certifications). No employee of the Town shall take any such optional certification or licensing without prior approval of the Town Council of the Town.

SECTION III - ADDITIONAL COMPENSATION FOR LONGEVITY

Employees averaging over 1,000 work hours per year shall receive an additional \$50.00 longevity compensation for each continuous year of service rendered to the Town, said longevity compensation commencing upon completion of the employee's seventh (7th) year of employment with the Town. Said longevity compensation shall be paid the third (3rd) week of December of each year.

SECTION IV - CLOTHING ALLOWANCES

A. Marshal Office Clothing Allowance:

Each full-time Town Marshal, Chief Deputy Marshal, or Deputy Marshal with or without Indiana Law Enforcement Academy training shall be granted a clothing allowance of \$98.34 per month up to a total of \$1,180.08 per calendar year.

B. Fire Department Clothing and Vehicle Allowances:

The Fire Department shall be granted a clothing/vehicle allowance of \$9,517.00 for the 2025 calendar year. Said sum shall be divided equally between all active members of the Fire Department.

C. Police Reserve Clothing Allowance:

Each police reserve shall be granted a clothing allowance of \$119.32 per month of active service up to a total of \$1,431.84 per calendar year.

D. Full-Time Utility and Workforce Manager Clothing Allowance:

Each full-time utility employee and full-time Workforce Manager shall be granted a clothing allowance of \$150.00 per quarter up to a total of \$600.00 per calendar year.

E. Part-Time Utility and Workforce Manager Clothing Allowance:

Each part-time utility employee and part-time Workforce Manager shall be granted a clothing allowance of \$150.00 per quarter up to a total of \$600.00 per calendar year.

F. Seasonal Clothing Allowance:

Seasonal employees shall receive three (3) shirts and a safety vest.

SECTION V - OVERTIME AND COMPENSATORY TIME PROVISIONS

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity for overtime work assignments. All overtime work must receive prior authorization and approval from the Workforce Manager or the Clerk-Treasurer. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the work. When overtime work is assigned by the Town on a Saturday, Sunday, or holiday, it generally will be assigned on a weekly rotation. Overtime for all nonexempt employees will be paid after the first forty (40) hours of work each week at the rate of time and a half. Paid time off (e.g., vacation benefits, sick leave benefits, holidays, personal days, etc.) will not be counted as hours worked toward the total of forty (40) hours in any one week for the calculation of overtime.

In lieu of paying overtime pay to eligible employees, the Town may recognize the use of "compensatory time" for nonexempt employees. Compensatory time will be paid at one and one-half hours worked over forty (40) hours in a standard workweek and non-exempt employees may accumulate up to forty (40) hours of compensatory time which will equal sixty (60) hours of work time. All compensatory time must be used during the calendar year in which it was earned and may not be carried over from year to year. Employees must request the use of compensatory time from the Workforce Manager (if applicable) or the Clerk-Treasurer. The Clerk-Treasurer will keep verifiable records of overtime worked which will include the date, hours worked, reason for the overtime and a record of compensatory time used. Compensatory time may be paid out at the end of the year, or upon request. An employee who terminates their employment with the Town will be paid for any accumulated compensatory time. Compensatory time cannot be used to extend the date of termination. The last day an employee is actively on the job working for the Town shall be considered the employee's last day of employment.

SECTION VI - CELL PHONE STIPEND

The Town shall pay each full-time employee a quarterly stipend of \$60.00. Said stipend shall be paid in March, June, September, and December.

**SECTION VII - HOLIDAY, VACATION, PERSONAL TIME OFF,
AND SICK LEAVE BENEFITS**

Holiday:

Employees shall receive twelve (12) paid holidays per year, said holidays being: New Year's Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Vacation:

Full-Time Employees:	Greater than fifteen (15) years of employment	20 days or 160 hours
	Greater than seven (7) years of employment	15 days or 120 hours
	Greater than two (2) years of employment	10 days or 80 hours
	Greater than one (1) year of employment	5 days or 40 hours
Part-Time Employees:	Greater than fifteen (15) years of employment	12 days or 96 hours
	Greater than seven (7) years of employment	9 days or 72 hours
	Greater than two (2) years of employment	6 days or 48 hours
	Greater than one (1) year of employment	3 days or 24 hours

* Unused vacation days will be lost upon the employee's anniversary date or shall be paid out at the time of termination of employment before such anniversary date.

Personal Time Off:

Full-Time Employees:	24 hours per year
Part-Time Employees:	12 hours per year

* Unused personal time off will be lost at the end of each year and shall not be paid out at the time of termination of employment.

Sick Leave:

Full-Time Employees: Four (4) hours per month, up to six (6) days per year. up to thirty (30) days (240 hours) of unused sick leave may be accumulated and carried over to succeeding years.

Part-Time Employees: Two (2) hours per month, up to twenty-four (24) hours per year. up to fifteen (15) days (120 hours) of unused sick leave may be accumulated and carried over to succeeding years.

* Unused sick leave days shall be lost and not be paid out at the time of termination of employment.

SECTION VIII - INSURANCE BENEFITS

Full-time employees of the Town shall contribute \$1.00 per year, and the Town shall pay for all additional premiums for the medical, dental, vision, short-term disability, life (\$25,000.00 coverage), accidental death and dismemberment (\$25,000.00 coverage), and employee assistance insurance premiums with the insurance carrier or carriers approved by the Town covering all full-time employees. Any additional family coverage shall be paid by the employee.

SECTION IX - INDIANA PUBLIC RETIREMENT BENEFITS

Eligible full-time employees who work in covered positions with the Town will be covered by the Indiana Public Retirement System (INPRS). The benefits, costs, and administration are determined by current INPRS directives.

SECTION X - EFFECTIVE DATE

Be it further ordained that this Ordinance shall be in full force and effect from and after its passage.

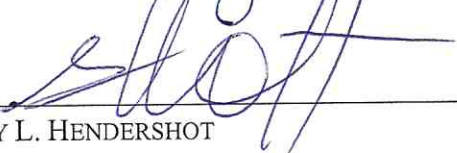
Duly passed, adopted, and ordained by the Town Council of the Town of Geneva, Indiana,
on December 10, 2024.

TOWN COUNCIL OF THE TOWN OF GENEVA

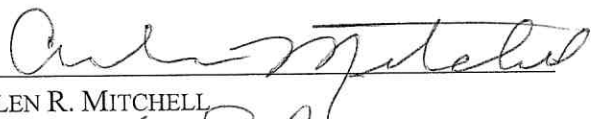
AGNES A. SCHOCH, President



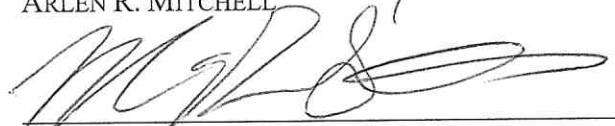
ANDREW J. BRIGGS



GARY L. HENDERSHOT

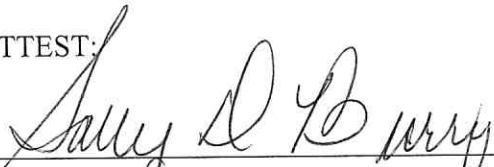


ARLEN R. MITCHELL



MARVIN R. SCHWARTZ

ATTEST:



SALLY D. BURRY, Deputy Clerk-Treasurer