

ORDINANCE NO. 2016 _____
OF THE TOWN OF ZIONSVILLE, INDIANA

**AN ORDINANCE ESTABLISHING THE COMPENSATION TO BE
PAID TO OFFICIALS AND EMPLOYEES OF THE TOWN OF
ZIONSVILLE, INDIANA FOR FISCAL YEAR 2015.**

WHEREAS, §I.C. 36-5-3-2(b) confers upon the Zionsville Town Council (“Town Council”), the power to provide reasonable compensation for Town of Zionsville (“Town”) employees.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Town Council of the Town of Zionsville, Indiana that the following is established as compensation to be paid to the respective officers and employees of the Town for 2017.

Section 1. Wages. Attached hereto as Exhibit A is the Town of Zionsville Wage Schedule and Salary Administration Guidelines - 2017 setting forth the various positions within each Department and the annual wages for work performed in the calendar year 2017. Full time employees who work only part of 2017 shall be paid a prorated portion of the annual wage based upon work performed. This 2017 Wage Schedule is hereby approved and adopted in its entirety.

Section 2. New Employees. All new full-time employees, except New Police Officer Employees as noted in Section 3 below, starting employment with the Town in 2017 shall be paid compensation at a rate to be determined by the Town Council. All employment with the Town is “at will” and subject to employment performance being satisfactory to the Mayor.

Section 3. New Police Officer Employees. The positions of Police Officer First Class and Police Officer Second Class for the Zionsville Police Department, as provided under Indiana law, shall be filled on a probationary basis for a one (1) year period at a salary fixed at 90% of the target salary for such position. Each of these new employees shall be subject to the review and recommendation of the Zionsville Police Chief and the Zionsville Board of Metropolitan Police Commissioners as to conduct and capacity during the probationary period.

Section 4. Part-Time Employees. The hourly wage rate for all part-time employees of the Town shall be set by the department superintendent up to the maximum hourly rate for such employees set forth in the 2017 Wage Schedule.

Section 5. Professional Services.

- a. All professional services for the Zionsville Advisory Plan Commission (“Plan Commission”), Zionsville Board of Zoning Appeals (“BZA”), Zionsville Parks and Recreation Board, Zionsville Redevelopment Commission, and other organizations under the statutory control of the Town Council shall be paid for his or her respective services as outlined and listed in each professional’s Contract for Services for the year 2017.
- b. All professional services shall be contracted for and obtained within the 2017 appropriation established by the Town Council.

Section 6. Work Hours and Attendance. For all full-time employees, General Hours, Overtime, Compensatory Time Off and Work Hours for Police and Fire shall be as outlined in the Zionsville Employee Policy Handbook, as adopted by the Town Council in September, 2002, as amended.

Section 7. Holidays. The schedule of holidays and dates celebrated by time off work for pay in 2017 is attached hereto as Exhibit B.

Section 8. Insurance Benefit. Section 8. Insurance Benefit. All full-time employees shall be eligible to receive group health, hospitalization and dental insurance, with the Town to pay the following based upon the insurance option chosen by the employee:

a. PPO Option

Town to pay 90% of the premium cost of such insurance for the employee, and 85% of the cost of the premium for insurance for spouses and dependents included on the Town's Plan; or,

b. High Deductible Health Plan (HDHP) Option

Town to pay 90% of the premium cost of such insurance for the employee, and 85% of the cost of the premium for insurance for the spouses and dependents included on the Town's Plan.

Under this option, the employee may also choose to open a Health Savings Account (HSA). Employees that choose to open and contribute to an HSA will receive a contribution from the Town into their HSA fund. The employee and Town contribution amounts are shown in Exhibit C.

Section 9. Secretary Appointments. The Clerk of the Town Court, Secretary of the Plan Commission and Secretary of the BZA are to be appointed by the body authorized by statute to make such appointments.

Section 10. Employee Policy Handbook. Reference is made to the Zionsville Employee Policy Handbook, which was adopted by the Town Council in September, 2002, as amended, for additional policies, conditions and procedures applicable to officials and employees of the Town.

Section 11. Construction of Clause Headings. The clause headings appearing herein have been provided for convenience and reference and do not purport and shall not be deemed to define, limit or extend the scope or intent of the clause to which they appertain.

Section 12. Repeal of Conflicting Ordinances. The provisions of all other Town ordinances in conflict with the provisions hereof, if any, are of no further force or effect and are hereby repealed.

Section 13. Severability. If any part of this Ordinance shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remainder of this Ordinance.

Section 14. Duration and Effective Date. The provisions of this Ordinance shall be in full force and effect from and after its passage and adoption upon its signature by the Town's executive in the manner prescribed by I.C. §36-5-2-10(a) and until its repeal by ordinance.

Introduced and filed on the 31st day of October, 2016. A motion to consider on First Reading was sustained by a vote of _____ in favor and _____ opposed, pursuant to Indiana Code §36-5-2-9.8.

DULY PASSED AND ADOPTED this 31st day of October 2016, by the Town Council of the Town of Zionsville, Boone County, Indiana, having been passed by a vote of _____ in favor and _____ opposed.

**TOWN COUNCIL OF THE TOWN OF
ZIONSVILLE, BOONE COUNTY,
INDIANA**

	YAY Signature	NAY Signature
Susana Suarez, President		
Elizabeth Hopper, Vice-President		
Kevin Spees, Member		
Bryan Traylor, Member		
Thomas Schuler, Member		
Jeff Papa, Member		
Josh Garrett, Member		

I hereby certify that the foregoing Ordinance was delivered to Town of Zionsville Mayor Timothy R. Haak on the _____ day of _____ 2016, at _____ m.

ATTEST: _____ Amelia Anne Lacy, Director
Department of Finance and Records

**MAYOR'S
APPROVAL**

Timothy R. Haak, Mayor _____
DATE

**MAYOR'S
VETO**

Timothy R. Haak, Mayor _____
DATE

EXHIBIT A
2017 SALARY ORDINANCE

Town of Zionsville

WAGE SCHEDULE
AND
SALARY ADMINISTRATION GUIDELINES

EXHIBIT A

**Town of Zionsville Wage Schedule - 2017
and Salary Guidelines - October 31, 2016**

DEPARTMENT/POSITION	Rating	pay from GEN'L FUND	pay from SEWER FUND	pay from MVH FUND	pay from PARK FUND	pay from FIRE FUND	BASE SALARY*	Maximum Performance Increase (to base salary)
Administration								
		100%					\$480.00	
		100%					\$240.00	
		100%					\$5,000.00	
		100%					\$10,000.00	
X	mayor	100%					\$120,000.00	
X	director of finance & Rec.	66.8	100%				\$77,461.00	3.15%
	dir. Of communications	56.9	29%	14.28%	14.28%	14.28%	\$64,400.00	3.00%
	chief deputy director	43.3	100%				\$53,723.00	3.00%
	sewer deputy director	31.9		100%			\$47,874.00	3.00%
	court deputy director	31.9	100%				\$47,874.00	3.00%
X	deputy mayor	86.5	100%				\$95,101.00	3.15%
X	Dir. Of Plan. & Ec. Dev.	69	100%				\$80,418.00	3.15%
	Planner I	41.7	100%				\$51,007.00	3.00%
	Planner II	51.7	100%				\$59,837.10	3.00%
X	IT director	61	100%				\$66,856.00	3.15%
	Building Tech. Coordinator	34.7	100%				\$48,015.00	3.00%
	sr. inspector/p.a.	51.9	100%				\$63,905.00	3.00%
	building inspector	50	100%				\$62,569.00	3.00%
	compliance inspector	40.8	100%				\$53,607.00	3.00%
	twm mgr admin assist	40.8	100%				\$55,039.00	3.00%
	plan admin assistant	31.9	100%				\$47,826.00	3.00%
	judge		100%				\$6,000.00	
	prosecutor		100%		per court session		\$220.00	
	maintenance - 30 hrs/wk		100%				na	
	Safety board member		100%				\$360.00	
	Safety board president		100%				\$540.00	
Police								
X	chief of police	77.7	100%				\$86,297.00	3.15%
X	captain - operations	60	100%				\$71,486.55	3.15%
X	captain - admin.	60	100%				\$71,486.55	3.15%
X	captain - investigations	60	100%				\$71,486.55	3.15%
	lieutenant	54.4	100%				\$65,871.00	3.00%
	sergeant	47.9	100%				\$60,569.72	3.00%
	corporals		100%				\$58,584.00	3.00%
	detective/specialist	46.2	100%				\$58,584.00	3.00%
	patrolman II	43.3	100%				\$56,858.17	3.00%
	patrolman I	38.8	100%				\$51,192.22	3.00%
	admin assistant	31.9	100%				\$48,216.00	3.00%
	patrolman pension base						\$0.00	
	part time - maintenance		100%			max per hour	\$11.00	
	part time - Admin. Ass't.		100%			max per hour	\$15.00	
	police commissioner		100%	(non T.C. member)		per meeting	\$25.00	

**Town of Zionsville Wage Schedule - 2017
and Salary Administration Guidelines - October 31, 2016**

DEPARTMENT/POSITION	Rating	pay from GEN'L FUND	pay from SEWER FUND	pay from MVH FUND	pay from PARK FUND	pay from FIRE FUND	BASE SALARY*	<u>Maximum</u> Performance Increase (to base salary)
Fire								
X	fire chief	79.6				100%	\$88,876.00	3.15%
X	deputy chief	69.8				100%	\$81,485.00	3.15%
X	division chief	63.1				100%	\$74,829.00	3.15%
	battalion chief	58.5				100%	\$71,463.00	3.00%
	captain	54				100%	\$71,463.00	3.00%
	lieutenant	51.5				100%	\$63,457.00	3.00%
	engineer	47.3				100%	\$59,541.00	3.00%
	firefighter III	44.8				100%	\$58,521.00	3.00%
	firefighter II	43.1				100%	\$58,521.00	3.00%
	firefighter I	39.4				100%	\$55,173.00	3.00%
	part time			max per hour		100%	\$22.00	
	executive admin. assist.	36.5				100%	\$49,361.00	3.00%
	admin assistant	31.9				100%	\$47,703.00	3.00%
	** paramedic					100%	\$4,000.00	
	Engineer-Lieutenant Ride-out Pay			per 12 hour shift		100%	\$15.00	
	FF-Lieutenant Ride-out Pay			per 12 hour shift		100%	\$22.00	
	FF-Engineer Ride-out Pay			per 12 hour shift		100%	\$6.00	
** Annual stipend is based upon semi-annual performance reviews completed by the Fire Chief or designee. Ammounts shall be compensated in arrears one half on July 1, 2017 and one half on December 15, 2017.								
Wastewater								
X	superintendent	77.7		100%			\$75,548.00	3.15%
	chief operator	52.7		100%			\$62,300.00	3.00%
	plant operator II	33.5		100%			\$50,058.00	3.00%
	plant operator I	27.3		100%			\$42,313.00	3.00%
	labor - part time			100%		max per hour	\$12.00	
Street & Stormwater								
X	superintendent	77.7		100%			\$84,531.00	3.15%
X	ass't. superin streets	55.6		100%			\$64,884.00	3.00%
X	ass't. superin. stormwater	52.9		100%			\$62,484.00	3.00%
	team leader	38.3	8%	92%			\$52,784.00	3.00%
	street technician II	31.3	8%	92%			\$47,074.00	3.00%
	street technician I	25.8	8%	92%			\$42,594.00	3.00%
	labor - part time			100%		max per hour	\$11.00	
	admin assistant	31.9		100%			\$47,046.00	3.00%
Parks & Recreation								
	park board member				100%		\$480.00	
X	superintendent	65.2			100%		\$76,109.00	3.15%
X	ass't. superintendent	45			100%		\$57,861.00	3.00%
	park technician II	27.1			100%		\$44,584.00	3.00%
	park technician I	21.7			100%		\$40,172.00	3.00%
X	naturalist	39			100%		\$51,102.00	3.00%
	labor - part time			max per hour	100%		\$12.00	

*Salary for time worked in calendar year 2017.

X = exempt status per FLSA

See "Zionsville Salary Administration" for guidelines to be used for administering salary increases for 2017 - attached.

Zionsville Salary Administration, 2017

Zionsville has adopted a 2.5% salary increase to total payroll for the calendar year 2017. This will be only the third year that both the salary position in the general market place as well as the individual employee performance on their job will be used to determine the increase for each town employee. The market place data is derived from the salary survey completed with neighboring communities as well as the IACT statewide survey, both completed in 2013 (both updated in 2015). The local survey compares a number of representative positions but not all positions. This survey is carried out every other year.

The comparison of the Zionsville salaries to our neighboring communities is made after each survey. The salary differential between that of a Zionsville employee and a similar employee in the market place becomes larger as the job becomes more highly rated. At the most basic job level there is very little or no difference in salaries. At the highest level job (deputy mayor/mayor), Zionsville's pay is about 18% lower than the total survey based on the 2013 survey. Job function at the highest level is also the most diverse and should not always be regarded as equal in scope and responsibility across all of the surveyed communities. On the other hand, job responsibility at the lower levels are generally very similar and the correlation much more precise.

The performance of each town employee is measured against both individual goals and other job factors by his or her supervisor. This process is in its third year and includes the participation of the employee and supervisor during the course of the year with a final evaluation being done at year-end. There are two levels of acceptable performance: "Meets Expectations" or "Exceeds Expectations". There are also two levels of unacceptable performance, both requiring improvement in order to remain an employee in good standing. Neither of the unacceptable performance levels are eligible for a salary increase.

The following is a recommended guideline to be used for administering salary increases for 2017:

Individuals in positions up to salary class 60 with a rating of:

"Meets Expectations" will receive a salary increase of 2.45% to their base salary.

"Exceeds Expectations" will receive a salary increase of 3.00% to their base salary.

Individuals in positions of salary class 60 and higher with a rating of:
“Meets Expectations” will receive a salary increase of 2.60% to their base salary.
“Exceeds Expectations” will receive a salary increase of 3.15% to their base salary.

The following conditions are also to be applied:

1. Total town payroll cannot exceed an increase of more than 2.5% due to salary increases to employees.
2. For employees below salary class 60, total payroll for each department cannot exceed an increase of more than 2.5% due to increases to employees. Departments, for this purpose, consist of: Police, Fire, Wastewater, Parks & Recreation, Streets & Storm water, Planning & Economic Development, Administration and the Finance and Records.
3. For employees at salary class 60 and above, the total increase to salary for this group cannot cause the total town payroll to exceed 2.5% and if needed, will be reduced by an across-the-board reduction in order to keep total payroll at the 2.5% level.

Examples of pay changes using these guidelines:

Average job rated <60: Meets Expectations: would receive \$1,198/year increase.
Exceeds Expectations: would receive \$1,467/year increase.

Average job rated 60+: Meets Expectations: would receive \$1,992/year increase.
Exceeds Expectations: would receive \$2,414/year increase.

The differential between “Meets Expectations” and “Exceeds Expectations” is a 21.2% to 22.5% difference in the merit increase received by the employee. While the initial differentiation in total salary is not significant, over time the employee that consistently is rated “Exceeds Expectations” will become substantial.

While the current pay position for Zionsville employees is sound, a more complete pay philosophy will need to be developed as the best performers may at some point, start to exceed the market norm. The salary survey will be repeated in 2017 and at that time salary bands (with minimums and maximums) will be established to assure that we do not exceed market place norms.

EXHIBIT B
2017 SALARY ORDINANCE

Town of Zionsville

SCHEDULE OF HOLIDAYS – 2017

New Year's Day	Monday	January 2, 2017*
Martin Luther King Jr. Day	Monday	January 16, 2017
Presidents' Day	Monday	February 20, 2017
Memorial Day	Monday	May 29, 2017
Independence Day	Tuesday	July 4, 2017
Labor Day	Monday	September 4, 2017
Veteran's Day	Friday	November 10, 2017*
Thanksgiving	Thursday	November 23 2017
Day after Thanksgiving	Friday	November 24, 2017
Christmas	Monday	December 25, 2017

*Observed

In addition to the schedule above, employees shall receive two "floating holidays" which may be taken by the employee at any time during the calendar year (subject to prior approval by their Department head).

EXHIBIT C
2017 SALARY ORDINANCE

Town of Zionsville

HSA CONTRIBUTION SCHEDULE

Town Contribution to HSA (refer to Section 8) is made as follows provided the employee also contributes to their HSA:

- | | |
|--------------------|----------|
| a. Employee only | \$79.68 |
| b. Employee/Spouse | \$170.86 |
| c. Employee/Child | \$143.24 |
| d. Employee/Family | \$235.07 |