

ORDINANCE NO.2024-27
OF THE TOWN COUNCIL 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 CALENDAR YEAR 2025

WHEREAS, Resolution 2014-11, Reorganization 2.0 (“Reorganization”) and specifically provision ZR2A21 states that subject to the approval of the Town Council of the Town of Zionsville (“Town Council”), the Mayor shall fix the compensation of each appointive officer, deputy and other employee of the Town of Zionsville (“Town”); and

WHEREAS, pursuant to Reorganization, the Town Council may reduce, but not increase, any compensation fixed by the Mayor; and

WHEREAS, compensation must be fixed not later than November 1 each year for the ensuing budget year; and

WHEREAS, compensation so fixed may be increased or decreased by the mayor for the year in which it is fixed; and

WHEREAS, the Town Council shall fix the compensation paid to each elected Town Officer; and

WHEREAS, the compensation of an elected town officer may not be changed in the year for which it is fixed, and may not be reduced to an amount below the amount fixed for the previous year; and

WHEREAS, the Town is committed to providing a competitive compensation program based on the experience, education, competencies, and contributions of each employee; and

WHEREAS, the Town has a need to add a new position titled Deputy Director of Department of Public Works; and

WHEREAS, the Town intends to create a new position of Deputy Director of

Department of Public Works in order to provide additional support to Department of Public Works programs; and

WHEREAS, the Town has a need to add a new position titled Parks Maintenance Skills Technician; and

WHEREAS, the Town intends to create a new position of Parks Maintenance Skills Technician in the Parks and Recreation Department in order to meet the need for skilled maintenance work in the department; and

WHEREAS, the Town has a need to add a new position title of Benefits and Payroll Manager in the Human Resources Department; and

WHEREAS, the Town will update the Benefits and Payroll Administrator position title to Benefits and Payroll Manager to more accurately represent the level of work performed.

WHEREAS, the Town has a need to add a new position title of Communications Manager in the Communications Department; and

WHEREAS, the Town will update the Public Information Officer position title to Communications Manager to more accurately represent the work performed.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Town Council of the Town of Zionsville, Indiana as follows:

Section 1. Salary and Wages. The 2025 positions and the salary and/or wages for the employees and elected officials of the Town of Zionsville are hereby set as detailed in attached Exhibit A and Exhibit B which are incorporated herein by reference. Full-time employees who work only part of 2025 shall be paid a prorated portion of the annual wage based upon work performed. The salary and/or wages in Exhibit A and Exhibit B do not include all forms of compensation and is therefore in addition to other forms of compensation and benefits as set forth in this Ordinance, other ordinances, or policies. The attached and incorporated 2025 Town of Zionsville Salary Administration Guidelines are hereby approved and adopted in its entirety.

Section 2. Employment. All employees shall be paid compensation set by the Mayor and according to this Ordinance and the attached 2025 Town of Zionsville Salary Administration Guidelines, Exhibit A. Unless otherwise mandated by statute, all

employment with the Town is “at will” and subject to employment performance being satisfactory to the Mayor.

Section 3. Overtime. With the exception of firefighters and police officers, non-exempt employees working more than forty (40) hours during said workweek shall be compensated at the rate of one and one half (1 ½) times the normal hourly rate for hours worked in excess of forty (40) hours.

Section 4. Compensatory Time Off in Lieu of Overtime Pay. Employees may request compensatory time off in lieu of overtime which will be at the discretion of the department head. Compensatory time off, if granted, shall accrue at the rate of one and one-half (1 1/2) hours for each hour of overtime worked. Any overtime shall be in addition to the base salary and wage amounts referred in Exhibit A. Employees for the Town of Zionsville who are exempt under the Fair Labor Standards Act (FLSA) shall not receive overtime pay except where specified in this ordinance.

Section 5. Non-Exempt Firefighters. Non-Exempt firefighters work a twenty-one (21)-day, 144- hour pay period. Non-exempt firefighters will be paid overtime pay at the rate of one and one-half (1 ½) times their regular rate of pay for all hours worked in excess of 159 hours in a twenty-one -day period. Non-exempt police officers work a fourteen (14)-day pay period with varied shifts. Non-exempt police officers will be paid overtime pay at the rate of one and one-half (1 ½) times their regular rate of pay for all hours worked in excess of 86 hours in a fourteen (14)-day pay period. Non-FLSA overtime, also known as “gap time overtime”, will be paid at the normal hourly rate.

Section 6. Differential Pay for Exempt Employees Assigned to Special Training or Projects. Exempt-Salaried employees will receive differential pay while attending FBI Academy or while working special state or federal projects (e.g. Indiana Criminal Justice Institute (ICJI)) for each hour worked greater than forty (40) hours in the applicable payroll period, provided that the employee was required to work the additional hours during and as the result of an event. Differential pay will be calculated as the employee’s hourly rate (total yearly salary divided by two thousand and eighty (2080)) multiplied by one and one half (1 ½) for each hour worked during the declared emergency in excess of forty (40) hours per week.

Section 7. Emergency Differential Pay for Exempt Employees. Exempt-Salaried employees will receive emergency differential pay during a declared emergency for each hour worked greater than forty (40) hours in the applicable payroll period, provided that the employee was required to work the additional hours during and as the result of a declared emergency. For purposes of this section, a declared emergency includes dates (i) during which the Mayor has declared in writing a local disaster emergency for the Town of Zionsville (whether for some or all employees), (ii) during which the employee is activated as a member of the National Urban Search and Rescue Response System (e.g. Indiana Task Force 1) or similar federal or state emergency response unit. Emergency differential pay will be calculated as the employee's hourly rate (total yearly salary divided by two thousand and eighty (2080)) multiplied by one and one half (1 ½) for each hour worked during the declared emergency in excess of forty (40) hours per week.

Section 8. Mileage. Any employee using their personal vehicle while on official Town of Zionsville business is eligible to be reimbursed for mileage at the current IRS rate. No mileage reimbursement is allowed for attendance at meetings of local boards, councils, or commissions for meetings held within the Town of Zionsville.

Section 9. Longevity Pay. The Town of Zionsville Longevity Pay Guidelines – 2025 setting forth a benefit rewarding full-time employees based on years of service is attached hereto as Exhibit C and incorporated herein.

Section 10. Holidays. The schedule of holidays and dates celebrated by time off work for pay in 2025 is attached hereto as Exhibit D and incorporated herein.

Section 11. Benefits. All full-time employees shall be eligible to receive group health, dental and vision insurance, with the Town to pay a portion based upon the insurance option chosen by the employee.

Section 12. Boards and Commissions. Boards and Commissions shall be paid compensation set by the Mayor and according to this Ordinance and the attached 2025 Town of Zionsville Administration Guidelines, Exhibit A.

Section 13. Elected Officials. Elected Officials shall be paid compensation set by the Town Council and according to this Ordinance and the attached 2025 Town of Zionsville Salary Administration Guidelines, Exhibit B.

Section 14. Payments. Employees of the Town of Zionsville will be paid on a biweekly pay schedule. The Mayor of the Town of Zionsville will be paid on a biweekly pay schedule. Town Councilors, Plan Commission Members, Board of Zoning Appeals Members, Parks Board Members, Prosecutor and Judge shall be paid their salary in twelve (12) equal installments on the last payday of the month. Police Commissioners and Safety Board Members, who are not also a member of the Town Council, shall be paid their per meeting rate for all meetings attended on the last payroll of the year.

Section 15. 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 16. 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.

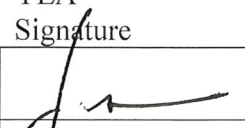
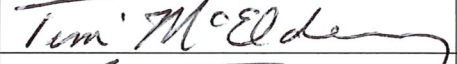
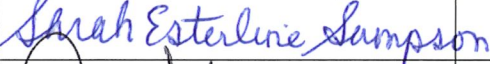
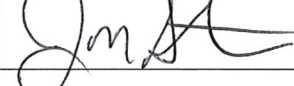
Section 17. Severability. If any part of this Ordinance shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remainder of the Ordinance.

Section 18. Duration and Effective Date. The provisions of this Ordinance shall take effect January 1, 2025, following the date of its passage by the Town Council and signature by the Mayor in the manner prescribed by Ind. Code. § 36-5-2-10(a) and shall remain in full force and effect until December 31, 2025, unless subsequently amended by ordinance.

Introduced and filed on the 4th day of November, 2024. A motion to consider on First Reading was sustained by a vote of 7 in favor and 0 opposed, pursuant to Indiana Code § 36-5-2-9.8.

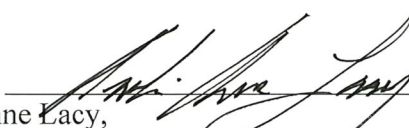
DULY PASSED AND ADOPTED this 18th day of Nov., 2024, by the Town Council of the Town of Zionsville, Boone County, Indiana, having been passed by a vote of 7 in favor and 0 opposed.

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

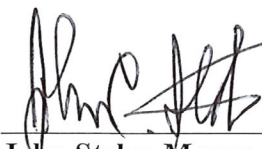
	YEA Signature	NAY Signature
Jason Plunkett, President		
Brad Burk, Vice-President		
Tim McElderry, Member		
Craig Melton, Member		
Evan Norris, Member		
Sarah Esterline Sampson, Member		
Joseph Stein, Member		

I hereby certify that the foregoing Ordinance was delivered to Town of Zionsville Mayor John Stehr on the 18th day of November 2024, at 1100 AM.

ATTEST:


Amelia Anne Lacy,
Municipal Relations Coordinator

MAYOR'S APPROVAL


John Stehr, Mayor

11-18-2024
DATE

MAYOR'S VETO

John Stehr, Mayor

DATE

This ordinance was prepared by Jo Kiel, Director of Human Resources.

2025 Exhibit A
~~2024~~ Salary Ordinance
Town of Zionsville
Salary Administration Guidelines

Department	Title	Stipend	2025 Maximum Base Salary for Position	FLSA Status Exempt or Non- Exempt
Administration	Chief Legal Counsel		\$191,210	Exempt
	Deputy Mayor		\$145,000	Exempt
	Executive Administrative Assistant to Mayor		\$75,000	Non-exempt
Finance and Records	Director of Finance and Records		\$140,344	Exempt
	Deputy Director of Finance and Records		\$87,357	Non-exempt
	Municipal Relations Coordinator		\$86,528	Exempt
	Account and Asset Control Specialist		\$72,467	Non-exempt
	Account Specialist		\$66,460	Non-exempt
	Court and Social Services Administrator		\$59,280	Non-exempt
IT	IT Manager		\$121,514	Exempt
	IT Support Manager		\$79,607	Exempt
	Audio Visual Support Tech		\$60,629	Non-exempt
Human Resources	Director of Human Resources		\$140,344	Exempt
	Benefits and Payroll Manager		\$87,357	Non-exempt
	Human Resource Coordinator		\$67,323	Non-exempt
Communications	Communication Manager		\$87,357	Exempt
Planning and Building	Director of Planning and Building		\$140,344	Exempt
	Manager - Permitting and Inspections		\$90,802	Exempt
	Senior Inspector		\$89,759	Non-exempt
	Building Inspector		\$89,759	Non-exempt
	Senior Planner		\$89,759	Non-exempt
	Associate Planner		\$73,625	Non-exempt
	Assistant Planner		\$68,210	Non-exempt
	Permit Technician		\$71,543	Non-exempt
	Zoning Technician		\$68,210	Non-exempt
Police	Chief of Police		\$140,344	Exempt
	Captain		\$128,215	Exempt
	Administrative Manager		\$83,200	Non-exempt
	Admin. Asst.		\$57,368	Non-exempt
	Lieutenant		\$103,212	Non-exempt
	Sergeant		\$98,599	Non-exempt
	Corporal		\$89,759	Non-exempt
	Patrol Officer 1		\$83,153	Non-exempt
	Patrol Officer 2		\$76,188	Non-exempt
	Master Designation	\$6,500.00		
	Canine Officer Stipend	\$3,650.00		
	Investigator	\$2,500.00		
	Tier 1 - Highly Specialized Teams			
	Special Response Team, Crisis			
	Negotiations, Crime Scene, Task Force	\$1,000.00		
	Tier 2 - Specialized Skills	\$750.00		
	Psychomotor Skills Instructor, School			
	Resource Officer, Field Training Officer,			
	Reconstructionist			
	Tier 3 - General	\$500.00		

Physical Fitness, Honor Guard, Non- psychomotor Skills Instructor, Car Seat Technician, Bike Patrol, LETB Generalist Instructor, Mobile Field Force, Bilingual	\$500.00
Special Event Pay (Per 1 hour)	\$60.00

Per Hour Shift Differential - weekend, evening	\$1.00
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Professional Education	
30 credit hours	\$500.00
Associates Degree	\$1,000.00
Bachelor's Degree	\$2,000.00
Master's Degree	\$2,500.00
Doctorate	\$3,000.00

*Professional Education Maximum - Only
one Professional Education Stipend may
be awarded per employee*

*Maximum \$2,500 per employee, excluding
Master Designation, Canine, Physical Fitness,
SRO, Investigation, Prof Educ.*

Fire

Chief of Fire	\$140,344	Exempt
Deputy Chief	\$128,215	Exempt
Administrative Manager	\$83,200	Non-exempt
Executive Admin Asst	\$67,600	Non-exempt
Fire Marshal	\$113,578	Non-exempt
Division Chief	\$113,578	Exempt
EMS Manager	\$113,578	Exempt
Battalion Chief	\$103,212	Non-exempt
Community Risk Reduction Manager	\$103,212	Non-exempt
Captain	\$98,599	Non-exempt
Lieutenant	\$89,759	Non-exempt
Engineer	\$86,843	Non-exempt
Firefighter III	\$83,153	Non-exempt
Fire Inspector	\$83,153	Non-exempt
Firefighter II	\$76,188	Non-exempt
Firefighter I	\$67,856	Non-exempt
Probationary FF	\$63,490	Non-exempt
Fleet Mechanic	\$61,048	Non-exempt

Paramedic Annual Stipend	\$5,400.00
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Engineer/Lieutenant Rideout Pay (per 12 hour shift)	\$22.00
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FF/Lieutenant Rideout Pay (per 12 hour shift)	\$27.00
FF/Engineer Rideout Pay (per 12 hour shift)	\$14.00
Ambulance Rideout Pay (per 12 hour shift)	\$16.50
B/C Rideout Pay (per 12 hour shift)	\$26.00
CPR Instructor Pay (Per 1 hour)	\$50.00
Special Event Pay (Per 1 hour)	\$60.00
Holiday Pay (per 24 hour shift)	\$300.00
CDL Stipends (Fleet Services Only)	\$1,750.00

Tier 1 - Specialty Position Leadership Status	\$1,500.00
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Honor Guard, Shift Training, Recruitment,
Peer Support, Technology Support, CPR
Coordinator, Peer Fitness

Tier 2 - Special Position Member	\$500.00
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Recruitment, Committees (Awards,

Professional Education	
30 credit hours	\$500.00
Associates Degree	\$1,000.00
Bachelor's Degree	\$2,000.00
Master's Degree	\$2,500.00
Doctorate	\$3,000.00

*Professional Education Maximum - Only
one Professional Education Stipend may
be awarded per employee
Maximum \$2,500 per employee, excluding Paramedic and Prof Educ.*

Department of Public Works	Director of Department of Public Works	\$140,344	Exempt
	Deputy Director of DPW	\$121,514	Exempt
	Right-of-Way Manager	\$71,943	Non-exempt
	Executive Admin Asst	\$67,600	Non-exempt
	Safety Committee Stipend	\$1,500	
	CDL Stipend (All DPW)	\$1,750	
Engineering	Engineering Supervisor	\$121,514	Exempt
	Engineer	\$94,141	Exempt
	Construction Inspector	\$86,000	Non-exempt
Wastewater	Supervisor of Wastewater	\$101,167	Exempt
	Chief Operator	\$81,830	Non-exempt
	Wastewater Administrative Mgr.	\$83,200	Non-exempt
	Lab Manager	\$72,758	Non-exempt
	Plant and Lift Station Manager	\$67,856	Non-exempt
	Collection Operator	\$59,047	Non-exempt
	Plant Operator	\$59,047	Non-exempt
	Lab Technician	\$59,047	Non-exempt
	Billing Administrator	\$59,047	Non-exempt
	IDEM Wastewater License Class I	\$1,000	
	IDEM Wastewater License Class II	\$1,000	
	IDEM Wastewater License Class III	\$1,500	
	IDEM Wastewater License Class IV	\$2,500	
	IWEA Collection System Operator Class I	\$750	
	IWEA Collection System Operator Class II	\$750	
	IWEA Collection System Operator Class III	\$750	
	IWEA Collection System Operator Class IV	\$750	
Streets	Supervisor of Streets	\$92,196	Exempt
	Senior Team Lead	\$81,321	Non-exempt
	Team Lead	\$76,233	Non-exempt
	Technician	\$64,477	Non-exempt
Stormwater	Supervisor of Stormwater	\$101,167	Exempt
	Sr Stormwater Tech	\$75,150	Non-exempt
	Stormwater Tech	\$66,669	Non-exempt
Facilities	Facilities Manager	\$93,153	Exempt
	Facilities Tech	\$59,488	Non-exempt
Parks and Recreation	Superintendent	\$140,344	Exempt
	Director of Maintenance Services	\$90,802	Exempt
	Director of Recreational Services	\$90,802	Exempt
	Senior Team Lead	\$76,521	Non-exempt
	Park Maintenance Tech Team Lead	\$66,100	Non-exempt
	Park Maintenance Skill Tech	\$62,000	Non-exempt
	Naturalist	\$62,000	Non-exempt
	Natural Resource Tech	\$62,000	Non-exempt
	Recreational Coordinator	\$62,000	Non-exempt
	Welcome Center Coordinator	\$61,154	Non-exempt
	Park Maintenance Tech	\$59,047	Non-exempt
	Seasonal Parks Maintenance Tech	\$39,104	Non-exempt
	Seasonal Recreational Services Asst.	\$34,714	Non-exempt
	Safety Committee Stipend	\$1,500	
	CDL Stipend	\$1,750	
Part-time Rate	All Departments (maximum rate)	\$50	

	<i>Includes professional, project-based, internships, permanent and intermittent</i>	
Bonus	All Departments	
	<i>Project bonus for exemplary leadership of project or spot bonus for a specific behavior, action, or result.</i>	Up to 5% of salary, Maximum \$3,000
Commissions/Boards	Plan Commission Member	\$480
	BZA Member	\$480
	Parks Board Member	\$480
	Police Commission Member	\$25 per meeting
	Safety Board Member	\$25 per meeting

Exhibit B
2024 Salary Ordinance
Town of Zionsville
Salary Administration Guidelines

Department	Title	2025 Rate for Position
Mayor	Mayor	\$150,000
Court	Judge	\$6,000
	Prosecutor	\$220 per session
Town Council	Town Council President	\$15,600
	Town Council Vice-President	\$14,040
	Town Council Member	\$12,480

Attachment C
2025 Salary Ordinance
Town of Zionsville
Longevity Pay

Longevity Pay Schedule				
Start date	# of years	Payment amount	Earn For The year	Amount per pay
	1	\$0.00	\$200.00	0
	2	\$0.00	\$200.00	0
	3	\$0.00	\$200.00	0
January 1	4	\$800.00	\$200.00	\$32.00
	5	\$1,000.00	\$200.00	\$40.00
	6	\$1,200.00	\$200.00	\$48.00
	7	\$1,400.00	\$200.00	\$56.00
	8	\$1,600.00	\$200.00	\$64.00
	9	\$1,800.00	\$200.00	\$72.00
January 1	10	\$2,025.00	\$225.00	\$81.00
	11	\$2,250.00	\$225.00	\$90.00
	12	\$2,475.00	\$225.00	\$99.00
	13	\$2,700.00	\$225.00	\$108.00
	14	\$2,925.00	\$225.00	\$117.00
	15	\$3,150.00	\$225.00	\$126.00
	16	\$3,375.00	\$225.00	\$135.00
	17	\$3,600.00	\$225.00	\$144.00
	18	\$3,825.00	\$225.00	\$153.00
	19	\$4,050.00	\$225.00	\$162.00
January 1	20	\$5,300.00	\$1,250.00	\$212.00
	21	\$5,550.00	\$250.00	\$222.00
	22	\$5,800.00	\$250.00	\$232.00
	23	\$6,050.00	\$250.00	\$242.00
	24	\$6,300.00	\$250.00	\$252.00
	25	\$6,550.00	\$250.00	\$262.00

1. Maximum annual payout per individual is \$6,550.
2. Employee must complete 3 years before payout begins. Pay will begin January 1st of anniversary full-time start date.
3. All years worked will count towards longevity pay, when eligible.
4. Longevity pay is added to annual salary to determine hourly rate.

Exhibit D
2025 Salary Ordinance
Town of Zionsville
Schedule of Holidays 2025

New Year's Day	Wednesday, January 1, 2025
Martin Luther King Jr. Day	Monday, January 20, 2025
Presidents' Day	Monday, February 17, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth Independence Day	Thursday, June 19, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Veteran's Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025
Day after Thanksgiving Day	Friday, November 28, 2025
Christmas Eve	Wednesday, December 24, 2025
Christmas Day	Thursday, December 25, 2025

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

A floating holiday is defined as an eight (8) or twelve (12) hour block of time, depending on the employee's schedule, except for Firefighters. A floating holiday for Firefighters working 24-hour shifts is defined as one (1) twelve (12) hour paid time off period. Use of these holidays is at the discretion of the supervisor and may be used in .25-hour increments.