

**WHITELAND TOWN COUNCIL
ORDINANCE 2024-15**

WHEREAS the Whiteland Town Council desires to establish the schedule of maximum salaries and wages for Elected Officials, Appointed Employees, and all other Employees of the Town for the year 2025; and

WHEREAS the WHITELAND Town Council has reviewed the financial condition of the Town for purposes of arriving at proposed salaries and wages that are fiscally responsible, and which are fair, just, and equitable to its employees;

NOW THEREFORE BE IT ORDAINED by the WHITELAND Town Council that the salaries and wages for Elected Officials, Appointed Officials and Employees, and all other Employees beginning with the first pay period of 2025, which commences on December 23, 2024 through the last pay period of 2025, which ends on December 21, 2025, shall be as set forth in this Ordinance.

SECTION 1. The Town fund(s) from which compensation is to be paid is indicated within the row for each salary or wage rate. The funds are abbreviated as follows: General Fund ("GEN"), Motor Vehicle Highway ("MVH"), Water Utility Operating ("WUO"), Sewer Utility Operating ("SUO"), Storm Water Utility ("SWUO"), Fire General Fund ("FG"), and County Economic Development Fund ("ED"). Bi-weekly salaries are listed for full-time employees. Hourly wage rates are listed for part-time, seasonal and/or stipend employees. In accordance with the federal Fair Labor Standards Act ("FLSA") each position is classified as exempt ("E") or non-exempt ("NE"). Non-exempt employees shall be entitled to receive overtime compensation in accordance with the FLSA and the Town of Whiteland Employee Handbook. Exempt employees shall be entitled to receive compensatory time in accordance with the Town of Whiteland Employee Handbook. All full-time employees shall be eligible to receive benefits in accordance with the Employee Handbook, adopted by the Town Council on December 8, 2020. The Clerk-Treasurer shall process all payroll bi-weekly without prior Town Council approval. All appointed full-time employees and all other full-time employees shall be required to work 40 hours per week.

SECTION 2. The following amounts representing the maximum salary to be paid as compensation for full time unelected employees of the Town of Whiteland, Indiana, and its utilities, are hereby established as set forth below. The actual pay for each position is to be determined by the administration in collaboration with each department head. The following salaries shall be paid on a bi-weekly basis.

TOWN ADMINISTRATION/COMMUNITY DEVELOPMENT

Title	Class	# of positions	GEN	WUO	SUO	SWUO	Biweekly Salary	Total Budgeted
Director of Administration	E	1	25%	25%	25%	25%	\$3,423.08	\$89,000
Director of Operations	E	1	25%	25%	25%	25%	\$3,423.08	\$89,000
Executive Administrative Assistant	E	1	25%	25%	25%	25%	\$2,436.54	\$63,350
Building Commissioner	E	1	100%				\$2,696.54	\$70,110
Building Inspector	NE	1	100%				\$2,346.15	\$61,000
MS4/Code Enforcement	NE	1				100%	\$2,346.15	\$61,000

CLERK TREASURER/UTILITY OFFICE

<u>Title</u>	<u>Class</u>	<u># of positions</u>	<u>GEN</u>	<u>WUO</u>	<u>SUO</u>	<u>SWUO</u>	<u>Biweekly Salary</u>	<u>Total Budgeted</u>
Deputy Clerk	NE	1	25%	25%	25%	25%	\$2,223.46	\$57,810
Utility Clerk*	NE	1	25%	25%	25%	25%	\$2,223.46	\$57,810

PUBLIC WORKS

<u>Title</u>	<u>Class</u>	<u># of positions</u>	<u>MVH</u>	<u>WUO</u>	<u>SUO</u>	<u>Biweekly Salary</u>	<u>Total Budgeted</u>
Public Works Coordinator	NE	1	85%	7.5%	7.5%	\$2,384.62	\$72,000
Street/Mechanic	NE	1	100%			\$2,346.15	\$61,000
Sewer / Street / Water Laborer	NE	1	25%	37.50%	37.50%	\$2,346.15	\$61,000
Water Supervisor	E	1		100%		\$2,659.62	\$69,150
Water Laborer	NE	1		100%		\$2,346.15	\$61,000
Water / Sewer Laborer	NE	2		50%	50%	\$2,346.15	\$122,000
Sewer Superintendent	E	1			100%	\$2,659.62	\$69,150
Sewer Laborer	NE	1			100%	\$2,346.15	\$61,000
Sewer Lab Tech	NE	1			100%	\$2,346.15	\$61,000

PUBLIC SAFETY – POLICE

<u>Title</u>	<u>Class</u>	<u># of positions</u>	<u>GEN</u>	<u>Biweekly Salary</u>	<u>Total Budgeted</u>
Town Marshal	E	1	100%	\$3,323.85	\$86,420
Deputy Marshal Lieutenant	NE	2	100%	\$2,861.54	\$148,000
Deputy Marshal Sergeants	NE	2	100%	\$2,765.38	\$143,800
Deputy Marshal Corporals	NE	0	100%		Not funded
Deputy Marshals	NE	8	100%	\$2,669.23	\$555,200
Operations Administrative Specialist	NE	1	100%	\$2,423.69	\$63,016

[Remainder of page intentionally left blank.]

SECTION 3. The following maximum amounts to be paid as compensation for part-time/seasonal/stipend employees for the Town of Whiteland, Indiana and its utilities are hereby established as set forth below. Said compensation shall be paid on a bi-weekly basis at an hourly rate with the exception of the stipend positions. All part-time/seasonal positions shall be non-exempt ("NE") and shall be entitled to receive overtime compensation in accordance with FLSA. Part-time/seasonal employees shall be entitled to only receive those benefits specifically provided to part-time employees and those required by state and/or federal law.

PUBLIC SAFETY – FIRE PART TIME

Title	Class	# of positions	FG	ED	Maximum Hourly Rate	Biweekly Salary	Total Budgeted
Volunteer Operations Chief	PT/Stipend	1		100%		\$1,000.00	\$26,000
Fire Marshal	PT/Stipend	1		100%		\$576.92	\$15,000
Volunteer Fire Deputy	PT/Stipend	1	100%			\$923.08	\$24,000
Volunteer Firefighters	PT	(3) FF per 24 hr shift	100%		\$17.00		\$446,760

PART-TIME

Title	Class	# of positions	WUO	SUO	SWUO	Maximum Hourly Rate	Total Budgeted
Finance Office HR	PT	1	33.33%	33.33%	33.33%	\$25.00	\$24,000
Admin/Finance Office	PT	0					
Water Laborer	PT	2	100%			\$18.00	\$31,000
Sewer Laborer	PT	1		100%		\$18.00	\$15,500

SECTION 4. The following maximum amounts to be paid as compensation for appointed board and commission members for the Town of Whiteland, Indiana and its utilities are hereby established as set forth below.

APPOINTED BOARD & COMMISSION MEMBERS

Title	# of positions	GEN	WUO	SUO	SWUO	Compensation - per meeting attended	Total Budgeted
Plan Commission	7	100%				\$ 75.00	\$6,300
Board of Zoning Appeals (BZA)	5	100%				\$ 75.00	\$3,600
Redevelopment Commission (RDC)*	5	100%				\$ 75.00	\$4,500
Economic Development	3		50%	50%		\$ 75.00	\$900
Storm Water Management	3				100%	\$ 75.00	\$2,700
Park Board	4	100%				\$ 75.00	\$3,600

*A Redevelopment Commission Member who holds a lucrative office for the purpose of Article 2, Section 9 of the Indiana Constitution is not entitled to, and shall not receive, compensation or per diem for serving on the Redevelopment Commission.

SECTION 5. From and after the first day of January 2025, the salary and pay schedule for the members of the elected officials of the Town of Whiteland, Indiana, shall be fixed as follows:

ELECTED OFFICIALS

<u>Title</u>	<u># of positions</u>	<u>GEN</u>	<u>WUO</u>	<u>SUO</u>	<u>SWUO</u>	<u>Compensation</u>	<u>Biweekly Salary</u>	<u>Total Budgeted</u>
Town Council*	5	33.33%	33.33%	33.33%		\$500/month		\$30,000
Clerk-Treasurer*	1	25%	25%	25%	25%		\$2,640.38	\$68,650

**A Whiteland Town Council member who serves on a Town board or commission as allowed by law shall receive, in addition to the above salary, the compensation established in the Annual Salary Ordinance.*

***The Town of Whiteland Clerk-Treasurer is a full-time elected official eligible to receive benefits in addition to the annual salary. These benefits are the following: Health, Life, Dental & Vision - \$6,767.64 Health Reimbursement Arrangement (HRA) - \$1,250, and Longevity - \$458.33. The total benefits received equals - \$8,475.97 (IC-36-5-3-6)*

SECTION 6. All full-time exempt and non-exempt employees and full-time elected officials will be eligible to receive longevity pay. Longevity pay will be equal to \$100 per year for each full year of employment and will be paid between November 1 and December 1 of each calendar year. For employees that start after January of the current year, longevity pay will be prorated from the month of the employee's start date to the end of the current year. That employee will then receive the prorated amount, plus the additional \$100 for each year of employment from thereafter. Employees must be a current full-time employee at the time of longevity pay being paid out to receive longevity pay for the current year. For a full-time elected official to qualify for longevity pay, they must be classified in the Town's Salary Ordinance as a full-time elected official and actually work a minimum average of 30 hours per week during the year.

SECTION 7. The Whiteland Fire Department has adopted a 28-day work period. Salaries and wages are based on a 28-day work period consisting of 212 hours. Hours worked in excess of 212 per 28-day work period shall be compensated at one and one-half times the regular hourly rate, as defined under the FLSA, in accordance with §207(k) of the FLSA.

SECTION 8. The Whiteland Police Department has adopted a 28-day work period of 171 hours. Hours worked in excess of 171 hours per 28-day work period shall be compensated at one and one-half times the regular hourly rate, as defined under the FLSA.

SECTION 9. The annual and bi-weekly salaries for all other non-exempt positions listed herein are for up to a 40 hour work week. Hours worked in excess of 40 hours worked per week shall be compensated at one and one-half times the employee's regular hourly rate in accordance with the FLSA.

SECTION 10. The Town of Whiteland reserves the right to adjust employee salaries and wages mid-year in cases of promotions, reclassifications, or other significant changes in job responsibilities. Any mid-year adjustments must be reviewed and approved by the Town Council in coordination with the Town Administration to ensure fiscal responsibility and alignment with the annual budget. Adjustments shall be documented with a formal amendment to the salary ordinance, detailing the effective date and rationale for the change.

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INTRODUCED to the Town Council on the 12th day of November, 2024.

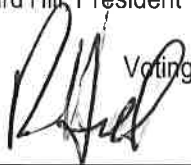
PASSED through first reading by the Town Council on the _____ day of _____, 2024, by a vote of _____ in favor and _____ against.

DULY PASSED AND ADOPTED by the Town Council of the Town of Whiteland, Indiana on second and final reading this _____ day of _____, 2024, by a vote of _____ in favor and _____ against.

TOWN OF WHITELAND, INDIANA, TOWN COUNCIL



Richard Hill, President

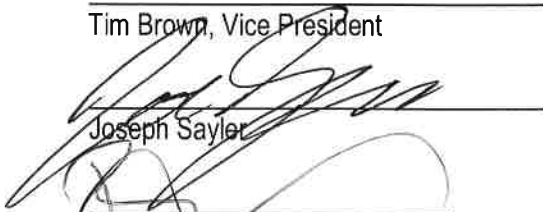


Voting In Favor

Richard Hill, President



Tim Brown, Vice President



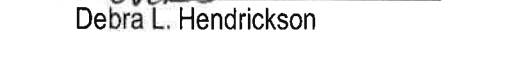
Joseph Sayler



Brad Goedeker



Debra L. Hendrickson



Voting Opposed

Richard Hill President

Tim Brown, Vice President

Joseph Sayler

Brad Goedeker

Debra L. Hendrickson

Attest:



Melissa A. Fraser, Clerk-Treasurer