



ORDINANCE 2016-46

AN ORDINANCE OF THE TOWN COUNCIL OF THE  
TOWN OF WHITESTOWN, INDIANA, ESTABLISHING  
WAGES AND SALARIES FOR 2017

BE IT ORDAINED by the Town Council of the Town of Whitestown, County of Boone, State of Indiana that the following shall be the salaries or wages of the respective officers and employees of the Town of Whitestown, Indiana for the Calendar year 2016, and/or until otherwise adopted or modified by ordinance:

1. **Salary and Wages.** The positions and the salary and/or wages for the employees and officers of the Town of Whitestown are hereby set as detailed in the attached **Exhibit A** salary matrix which is incorporated herein by reference. The salary and/or wages in **Exhibit A** does 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, or applicable employment agreements. Additional information is also included in the Whitestown Employee Handbook.
2. **Council, Judge, and Safety Board Pay Schedule.** Town Council members of the Town of Whitestown, the Town Judge for the Town of Whitestown, and the Safety Board members of the Town of Whitestown shall be paid their salary in twelve (12) equal installments on the last payday of each month.
3. **Plan Commission Pay Schedule.** Members of the Whitestown Plan Commission shall receive their salary quarterly in four (4) equal installments on the last payday of each quarter. Notwithstanding anything to the contrary, only members of the Whitestown Plan Commission that do not otherwise hold a lucrative office for purposes of Article 2, Section 9 of the Indiana Constitution may receive a salary under this Ordinance.
4. **Biweekly Payments.** With the exception of Town Council Members, the Town Judge, Town Safety Board Members, and members of the Whitestown Plan Commission, all other officers and employees of the Town of Whitestown shall be paid on a biweekly pay schedule.
5. **Overtime.** Non-Exempt employees may be required to work overtime (OT) hours. With the exception of Firefighters, non-exempt employees will be paid overtime pay at the rate of one and one half (1.5) times their regular rate of pay for all hours worked in excess of forty (40) in a work week. Non-exempt firefighters work a 21-day, 159 hour pay period. Non-exempt firefighters will be paid overtime pay at the rate of one and one-half (1.5) times their regular rate of pay for all hours worked in excess of 159 in a 21-day pay period. Employees may request compensatory time off in lieu of OT which shall be at the discretion of the department head. Compensatory time off, if granted, shall accrue at the rate of one and one-half (1.5) hours for each hour of overtime work. All OT must be approved by the department head or Town Manager prior



to OT hours being worked. Any OT shall be in addition to the base salary and wage amounts referenced in Exhibit A.

- 6. **Exempt Employees**. Exempt-Salaried employees, such as Department Heads, Managers, Supervisors or other Professional Personnel are required to work whatever additional time may be necessary to meet the responsibilities of their job descriptions and are not eligible for OT pay.
- 7. **Additional Certification or Licenses**. If an employee receives or earns a certification or license from education that benefits the Town in the employee's area of employment, the Department Head or Town Manager may request an increase in the salary or wages, as applicable, for the employee of up to three percent (3%). The Town Council may approve or deny all such requests.
- 8. **Mileage**. Any employee using their personal vehicle in service for the Town while on official Town of Whitestown business is eligible to be paid mileage at a rate approved by the State of Indiana upon submission of said claim on a State Board of Accounts approved mileage claim form and the approval of the Town Council at the next regularly scheduled Council Meeting.
- 9. **Benefits**. All full time employees and elected officials are eligible to participate in the Town's Health Care Benefit Plan and Retirement Plans.
- 10. **Added Duty Bonuses**. Except as otherwise provided by Contract, the Town Council may award and pay employees bonuses up to a maximum of 10% of the employee's current salary or annual wages for taking on additional duties when another position is vacated.
- 11. **Discretionary Merit Payments**. Except as otherwise provided by Contract, the Town Council may award and pay a merit payment to any employee in recognition of special circumstances or meritorious services as determined by the Town Council, up to a maximum of 5% of the employee's current salary or annual wages.
- 12. **Superseding Clause**. All other ordinances or parts thereof in conflict with this Ordinance are hereby repealed and abolished.
- 13. **Effective Date**. This Ordinance shall take effect on January 1, 2017, and shall remain in effect until otherwise adopted or modified by ordinance.

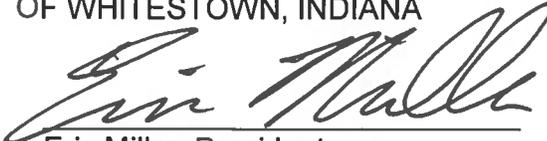
21 Adopted by the Town Council of the Town of Whitestown, Indiana, on December 21, 2016.

***[Signature Page Follows]***

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THE TOWN COUNCIL OF THE TOWN  
OF WHITESTOWN, INDIANA

YAY/NAY

  
Eric Miller, President

Yes

  
Susan Austin, Vice President

Yes

  
Kevin Russell

YAY

  
Clinton Bohm

YAY

  
Jeffrey Wishek

YAY

ATTEST:

  
Matt Sumner, Clerk-Treasurer  
Town of Whitestown, Indiana

3111807



**Exhibit A - 12-21-2016  
Town of Whitestown - 2017 Salary Matrix Proposed**

*All 2016 Salaries  
and Wages Matrix  
as of 12/21/16  
Readopted*

*EM SA  
CAB  
JM*

Town Council Member	
Position	Wages/Salary
Town Council Member	\$4,800

Town Administration	
Position	Wages/Salary
Town Manager	NTE \$98,000
Town Administration Executive Assistant/Court Clerk	NTE \$45,000
Assistant Town Manager - Operations	NTE \$60,000
Facility Maintenance Manager	NTE \$50,000
Constituent Services Specialist	NTE \$13.00/hr
Intern	NTE \$10/hr

Clerk Treasurer	
Position	Wages/Salary
Clerk Treasurer	NTE \$47,500
Deputy Clerk Treasurer	NTE \$45,000

Planning and Building	
Position	Wages/Salary
Director of Planning	NTE \$75,000
Assistant Director of Planning/Executive Assistant	NTE \$45,000
Building Department Director	NTE \$65,000
Commercial Building Inspector	NTE \$55,000
Residential Building Inspector	NTE \$55,000
Code Enforcement Officer	NTE \$55,000

Public Relations	
Position	Wages/Salary
Director of Public Relations	NTE \$72,000
Assistant Director of Public Relations	NTE \$55,000

Parks Department	
Position	Wages/Salary
Exempt	
Parks Director	NTE \$75,000
Assistant Parks Director	NTE \$55,000

Town Court	
Position	Wages/Salary
Town Judge	\$4,800
Deputy Clerk of Town Court	NTE \$20.00/hr

Public Works/MVH		
Position	Wage/Salary Range	
	Minimum	Maximum
Public Works Director		NTE \$80,000
Executive Assistant		NTE \$50,000
Street Department Superintendent		NTE \$60,000
Street Department Laborer (4)	\$15/hr	\$20/hr
Street Department Administrative Assistant		
Fleet Department Superintendent		NTE \$55,000
Fleet Department Technician	\$15/hr	\$25/hr
Utility Field Supervisor		NTE \$60,000
Waste Water Superintendent		NTE \$60,000
Waste Water Operator	\$15/hr	\$25/hr
Collection System Laborer	\$15/hr	\$25/hr
Inspector	\$15/hr	\$20/hr
Locator	\$15/hr	\$20/hr
Utility Laborer (8)	\$15/hr	\$20/hr
Billing Office Finance Manager	\$15/hr	\$25/hr

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Customer Service Specialist (3)	\$13/hr	\$20/hr
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**Whitestown Fire Department**

Position	Annual Wage/Salary Range	
	Minimum	Maximum
Fire Chief	\$72,000	\$95,000
Deputy Chief	\$25,000	\$28,000
Division Chief	\$22,500	\$25,000
Fire Marshal	\$50,000	\$55,000
Lieutenant - Stipend	\$3,500	\$3,500
Captain - Stipend	\$4,500	\$4,500
Paramedic - Stipend	\$1,000	\$1,300
3 Year Firefighter (Base)	\$48,000	\$48,000
2nd Year Firefighter	\$45,000	\$45,000
Probationary Firefighter	\$41,000	\$41,000
Longevity (Service) Pay (Years 6-20)	\$1,800	\$7,200
Reserve Firefighter/Paramedic	\$13.00/hr	\$15.00/hr
Reserve Firefighter/EMT	\$12.00/hr	\$14.00/hr
Probationary Civilian Medic	\$42,000	\$42,000
<b>Position Pays:</b>		
Station/Apparatus Maintenance	\$1,000	\$1,300
Building and Grounds	\$1,000	\$1,300
Quartermaster	\$1,000	\$1,300
Public Education / PR	\$1,000	\$1,300
Communications	\$1,000	\$1,300
Peer Fitness	\$1,000	\$1,300
EMS Supply	\$1,000	\$1,300
SCBA	\$1,000	\$1,300

**Whitestown Police Department**

Position	Wage/Salary Range	
	Minimum	Maximum
Chief (1)		\$109,000
Captain (1)		\$68,500
Lieutenant (1)		\$60,500
Sergant (5)		\$57,500
Corporal		\$56,000
1st Class Patrolman/PSO (5)		\$55,000
2nd Class Patrolman/PSO (5)		\$48,500
Probationary Patrolman/PSO (3)		\$45,500
SSD/Civilian Staff Personnel (2)	\$10/hr	\$20/hr
Police Board Member (4)	\$1,200	\$1,200

**Whitestown Police Department Other Pays Not Included in the Above Wages/Salary**

Longevity	\$100 per year of Service
Shift Differential - Late Shift	\$1.00 per hour worked
K-9 Pay (Care and Maintenance)	\$2,400 annually
Evidence Tech Pay	\$1,200 annually
Field Training Officer	\$1,200 annually
Detective Pay	\$1,200 annually
Motorcycle Officer	\$1,200 annually
Bicycle Officer	\$600 annually
Instructor Pay	\$600 annually (3 certifications maximum)
DRE Specialist	\$1,200 annually
Voice Stress Analysis	\$1,200 annually
Computer Forensics	\$1,200 annually
LE Physical Fit & Nut Instr Cert	\$1,200 annually
Collage Pay (Associates Degree)	\$600 annually
Collage Pay (Bachelor's Degree)	\$1,200 annually
Collage Pay (Master's Degree)	\$1,200 annually
PSO/FF Rating #1 (Basic) (12)	\$600 annually
PSO/FF Rating #2 (FF 1 & 2)	\$600 annually
PSO/FF Rating #3 (Safety)	\$600 annually
PSO/EMS Rating #1 (Basic)	\$600 annually
PSO/EMS Rating #2 (EMT)	\$600 annually

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~~PSO/EMS Rating #3 (EMT2/P-Medic)~~ \$600 annually

~~The Chief of Police is exempt from all other pays listed in the above matrix~~

**Exhibit A - 12-30-2015  
Town of Whitestown - 2016 Salary Matrix Proposed**

**Town Council Member**

Position	Salary
Town Council Member	\$4,800

**Town Administration**

Position	Wages/Salary
Town Manager	NTE \$98,000
Assistant Town Manager - Public Relations	NTE \$65,000
Facility Maintenance Technician/Manager	NTE \$45,000
Receptionist	NTE \$12.00/hr
Intern	NTE \$12/hr
Fleet Maintenance Technician	Minimum \$15/hr Maximum \$25/hr
Executive Assistant/Clerk of Town Court	NTE \$45,000

**Planning and Community Development**

Director of Planning	NTE \$75,000
Building Department Manager	NTE \$65,000
Commercial Building Inspector	NTE \$55,000
Residential Building Inspector	NTE \$55,000
Executive Assistant/Town Receptionist/CRS	NTE \$36,000
Code Enforcement Officer	NTE \$55,000
Plan Commission Members	NTE \$1,200

**Parks Department**

**Exempt**

Parks Director	NTE \$60,000
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**Clerk-Treasurer**

Position	Wages/Salary
Clerk-Treasurer	\$47,500
Deputy Clerk-Treasurer	NTE \$25.00/hr

**Town Court**

Position	Wages/Salary
Town Judge	NTE \$15,000
Deputy Clerk of Town Court	NTE \$20.00/hr

**Public Works**

Position	Wage/Salary Range	
	Minimum	Maximum
Public Works Director		NTE \$80,000
Executive Assistant		NTE \$50,000
Street Department Superintendent		NTE \$55,000
Utility Field Supervisor		NTE \$60,000
Fleet Department Supervisor		NTE \$55,000
Waste Water Superintendent		NTE \$60,000
Waste Water Operator	\$17/hr	\$25/hr
Collection System Laborer	\$18/hr	\$25/hr
Inspector	\$15/hr	\$20/hr
Locator	\$15/hr	\$20/hr
Utility Laborer (8)	\$15/hr	\$20/hr
Street Department Laborer	\$15/hr	\$20/hr
Billing Office Finance Manager	\$15/hr	\$25/hr
Customer Service Specialist (3)	\$13/hr	\$20/hr

**Whitestown Fire Department**

Position	Annual Wage/Salary Range	
	Minimum	Maximum
Fire Chief	\$72,000	\$95,000
Deputy Chief	\$25,000	\$28,000
Division Chief	\$22,500	\$25,000
Fire Marshal	\$50,000	\$55,000
Lieutenant - Stipend	\$3,500	\$3,500
Captain - Stipend	\$4,500	\$4,500
Paramedic - Stipend	\$1,000	\$1,300

3 Year Firefighter (Base)	\$48,000	\$48,000
2nd Year Firefighter	\$45,000	\$45,000
Probationary Firefighter	\$41,000	\$41,000
Longevity (Service) Pay (Years 6-20)	\$1,800	\$7,200
Reserve Firefighter/Paramedic	\$13.00/hr	\$15.00/hr
Reserve Firefighter/EMT	\$12.00/hr	\$14.00/hr
<b>Position Pays:</b>		
Station/Apparatus Maintenance	\$1,000	\$1,300
Building and Grounds	\$1,000	\$1,300
Quartermaster	\$1,000	\$1,300
Public Education / PR	\$1,000	\$1,300
Communications	\$1,000	\$1,300
Peer Fitness	\$1,000	\$1,300
EMS Supply	\$1,000	\$1,300
SCBA	\$1,000	\$1,300

**Whitestown Police Department**

Position	Wage/Salary Range	
	Minimum	Maximum
Chief	\$75,000	\$109,000
Captain	\$58,500	\$66,500
Lieutenant	\$55,500	\$58,500
Sergant	\$53,500	\$55,500
Corporal	\$52,000	\$53,500
1st Class Patrolman/PSO	\$44,500	\$52,000
2nd Class Patrolman/PSO	\$41,500	\$44,500
Probationary Patrolman/PSO	\$39,125	\$41,500
SSD/Civilian Staff Personnel	\$10/hr	\$20/hr
Police Board Member	\$1,200	\$1,200

**Whitestown Police Department Other Pays Not Included in the Above Wages/Salary**

Longevity	\$100 per year of Service
Shift Differential - Late Shift	\$1.00 per hour worked
K-9 Pay (Care and Maintenance)	\$2,400 annually
Evidence Tech Pay	\$1,200 annually
Field Training Officer	\$1,200 annually
Detective Pay	\$1,200 annually
Motorcycle Officer	\$1,200 annually
Bicycle Officer	\$600 annually
Instructor Pay	\$600 annually (3 certifications maximum)
DRE Specialist	\$1200 annually
Voice Stress Analysis	\$1200 annually
Computer Forensics	\$1200 annually
PSO/FF Rating #1 (Basic)	\$600 annually
PSO/FF Rating #2 (FF 1 & 2)	\$600 annually
PSO/FF Rating #3 (Safety)	\$600 annually
PSO/EMS Rating #1 (Basic)	\$600 annually
PSO/EMS Rating #2 (EMT)	\$600 annually
PSO/EMS Rating #3 (EMT2/P-Medic)	\$600 annually

The Chief of Police is exempt from all other pays listed in the above matrix