Passed 9-0

ORDINANCE 12-18

AN ORDINANCE FIXING THE SALARIES OF APPOINTED OFFICERS, NON-UNION AND A.F.S.C.M.E. EMPLOYEES FOR ALL THE DEPARTMENTS OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, FOR THE YEAR 2013

BE IT HEREBY ORDAINED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION I. From and after the first day of January 2013, the salary and pay schedule for the following appointed officers and employees of the City of Bloomington, be fixed as follows:

SALARY SCHEDULE AS PRESENTED BY MAYOR MARK KRUZAN
TO THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON:

I, Mark Kruzan, Mayor of the City of Bloomington, Indiana, as required by Indiana Code § 36-4-7-3, hereby fix the salaries and pay schedule for the following appointed officers and employees of the City of Bloomington, Indiana, beginning January 1, 2013, and continuing thereafter until duly changed, and request that such salary rates be approved by the Common Council of said city.

In addition to the salaries of appointed officers and employees of the Civil City, this ordinance also contains the salaries of the appointed officers and employees of the City Utilities Department, which have been approved by the Utility Services Board pursuant to Indiana Code § 36-4-7-3.

For employees not covered by a collective bargaining agreement (non-union), the maximum rates listed below reflect the maximum annual salary for each job grade for a regular full-time employee. These ranges are based on full-time hours worked and will be prorated for part-time employees.

For Labor, Trades and Crafts employees, the maximum rates listed below reflect the maximum longevity-based hourly rate for each job grade in accordance with the Step Charts contained in the Work Agreement and Memorandum of Understanding between City of Bloomington and Local 2487 CBME, A.F.S.C.M.E.

Where more than one position share the same job title in the department indicated, the number of positions that share the job title is given in parentheses after the job title.

Department/Job Title	Grade
Board of Public Safety	
Board Members	
Clerk	
Deputy City Clerk	4
Hearing Officer	3
Common Council	
Council/Administrator Attorney	12
Deputy Administrator/Researcher	8
Community and Family Resources Department	
Director	12
Director - Safe & Civil City Program	7
CBVN Coordinator	7
Special Projects Coordinator	7
Health Projects Coordinator	7
Latino Outreach Coordinator	6
CBVN Assistant Coordinator	6
Special Projects Program Specialist	6

Office Manager/Program Assistant	5
(LPT) Latino Outreach Program Assistant	

Controller's Department

Controller	12
Deputy Controller	9
Grants Manager	9
Accounting & Procurement Manager	8
Payroll Systems Manager	6
Accounts Coordinator	4

Department of Economic and Sustainable Development

Director	12
Sustainability Coordinator	8
Assistant Director for Small Business Development	8
Assistant Director for the Arts	8

Fire Department

Fire Inspection Officer	7
Secretary	3

HAND Department

Director	12
Assistant Director	9
Program Manager (5)	6
Neighborhood Compliance Officer (6)	5
Program Assistant/Office Manager	5
Secretary (4)	2

Human Resources Department

Director	12
Assistant Director	9
Benefits Manager & Human Resources Generalist	8
Manager of Worker's Compensation & HR Administrative Functions	5
Administrative Assistant	3

Information and Technology Services Dept.

Director	12
Assistant Director	10
Systems and Applications Manager	10
GIS Manager	10
Technology Support Manager	10
Systems Analyst	8
Application Developer	8
Database Administrator & Web Appl. Developer	8
Systems and Network Administrator	8
Usability and User Interface Specialist	7
Technology Training Specialist	6
GIS Specialist (2)	5
Technology Support Specialist (4)	5
Office Coordinator and Inventory Specialist	2

Legal Department

Legal

Corporation Counsel	12
City Attorney	11
Assistant City Attorney (3)	10
Human Rights Director/Attorney	10
Legal Secretary/Paralegal	5
Secretary – Human Rights and Legal	4

Risk Management

Risk Manager/Assistant City Attorney	10
Assistant City Attorney	10
Director of Safety & Training	6
Secretary – Risk and Legal	3

Office of the Mayor

Deputy Mayor	12
Communications Director	9
Executive Assistant	5

Parks Department

Administrator	12
Operations & Development Director	10
Recreation Services Director	9
Sports Services Director	9
Operations Superintendent	8
General Manager, Twin Lakes Recreation Center	8
Recreation Programs Manager	7
Community Events Manager	7
Community Relations Manager	7
Golf Facilities Manager	7
Inclusive Recreation Coordinator	7
Natural Resources Manager	7
Sports Facility Manager	7
Aquatics/Sports Program Coordinator	6
Membership Coordinator	6
Program/Facility Coordinator (5)	6
Golf Programs Coordinator	6
Health/Wellness Coordinator	6
Natural Resources Coordinator	6
Special Services Coordinator	6
Sports Coordinator	6
Urban Forester	6
Youth Sports Coordinator/FSC Asst. Mgr.	6
City Landscaper/Sexton	5
Golf Course Superintendent	5
Program Specialist (3)	4
Bookkeeper	4
Community Relations Specialist	4
Office Manager	4
Operations Office Coordinator	4
Customer Service Rep. III	3
Customer Service Rep. II (2)	2
Crew Leader	110
Apprentice MEO / Master MEO (3)	104/108
Equipment Maintenance Mechanic	108
Equipment Maintenance Mechanic (Facilities)	108

Working Foreman (5)	108
Laborer (6)	104
Custodian	101

Planning Department

Director	12
Assistant Director	10
Transportation and Traffic Engineer	10
Development Review Manager	9
Long Range/Transportation Manager	9
Zoning & Enforcement Manager	9
Senior Environmental Planner	7
Senior Long Range Planner	7
Senior Transportation Planner	7
Senior Zoning Planner	7
Zoning and Long Range Planner	5
Bicycle and Pedestrian Coordinator	5
Zoning Compliance Planner	5
Zoning Planner	5
Office Manager	4
Planning Assistant	3

Police Department

Telecommunications Manager	9
Crime Scene Technician & Property Mgr (2)	8
Training Coordinator	8
Records Supervisor	7
Telecommunications Supervisor (3)	7
Telecommunicator (9)	6
CAD/RMS Data Coordinator	5
Executive Assistant	6
Front Desk Clerk II	5
Records Clerk (11)	5
Special Investigations Clerk	5
Front Desk Clerk I	4
Office Manager	4
Custodian	1

Public Works Department

Public Works Administration

Director	12
Assistant Director - Finance and Customer Relations	10
Special Projects Manager	6
Accounting Manager	5
Customer Service Representative (3)	3
Accounting Clerk	3
Board Members	

Animal Care and Control

Director	9
Outreach Coordinator	6
Shelter Manager	7
Volunteer Program Director	6
Secretary (4)	2
Animal Control Officer (3)	107
Kennel Worker (9)	103

Engineering

Senior Project Manager	8
Director	10
Assistant Engineering Services Manager	7
Project Manager	7
Engineering Field Specialist (2)	6
Engineering Technician - AutoCad	4
Engineering Technician - Traffic	4

Operations and Facilities

Director	8
Downtown Specialist	3
Maintenance/Custodian	107

Fleet

Fleet Maintenance Manager	8
Fleet Office Clerk/Customer Service Representative	3
Inventory Coordinator	3
Master Mechanic (4)	112
Apprentice Master Mechanic (3)	109

Parking Enforcement

Manager	8
Team Leader	4
Parking Enforcement Officer (11)	3

Sanitation

Director	9
Office Manager	3
Crew Leader (2)	110
Apprentice MEO / Master MEO (16)	104/108
Laborer (4)	104
LPT MEO	

Street Operations

Director	10
Deputy Director	8
Signal Project Specialist	7
Assistant Traffic Control Manager	5
Asset Clerk/Emergency Grants Coordinator	4
Asset Clerk	3
Crew Leader (5)	110
Apprentice MEO / Master MEO (16)	104/108
Laborer (12)	104

Utilities Department

Accounting & Finance

Utilities Assistant Director - Finance	11
Finance Manager	8
Accounting Manager	7
Accounts Receivable Manager	6
Associate Accountant	5
Web/Information Manager	5
Account Collections Specialist	5
Accounting Clerk	4
Accounts Payable Clerk	4
Payroll Administrator	4
Assistant Accounts Payable Clerk	2
Cashier (2)	2

Administration

Director	12
Deputy Director	11
Conservation and Energy Resource Manager	8
Public Affairs Specialist	7
Water Quality Coordinator	8
Pretreatment Program Inspector	8
Backflow Prevention Program Manager	6
Environmental Research Technician	6
Administrative Assistant	4
Office Manager	3
Board Member	

Blucher Poole

Plant Manager	8
Apprentice MEO / Master MEO	104/108
Wastewater Plant Operator (9)	106
Laborer	104

Customer Relations

Customer Relations Manager	6
Customer Relations Representative (4)	2

Dillman

Superintendent of Wastewater Treatment	9
Maintenance Coordinator	7
Solids Handling Supervisor	7
Secretary	2
Plant Maintenance Apprentice / Mechanic (4)	107/111
Apprentice MEO / Master MEO	104/108
Wastewater Plant Operator (9)	106 *

Engineering

Utilities Assistant Director - Engineering	11
Utilities Engineer (3)	10
Capital Projects Manager	9
GIS Coordinator	7
Senior Project Coordinator (2)	7
Assistant GIS Coordinator	6
Project Coordinator (2)	6

Utilities Inspector (3)	6
Utilities Technician (3)	5
Administrative & Project Coordinator	4
Laboratory	
Chemist	8
Lab Technician I (3)	109
Meter Services	
Assistant Superintendent	7
Meter Services Representative	2
Meter Technician II	107
Meter Serviceman (4)	105
Meter Reader (6)	103
Monroe Plant	
Superintendent	9
Plant Service Mechanic	5
Plant Maintenance Apprentice / Mechanic (2)	107/111
Water Plant Operator (10)	106
Purchasing	
Purchasing Manager	7
Inventory Coordinator	4
Purchasing Buyer	4
Working Foreman	108
Laborer (2)	104
Transmission & Distribution	
Utilities Assistant Director T&D	11
Assistant Superintendent (5)	7
Engineering Field Technician (4)	5
T&D/Meter Operations Coordinator	4
Secretary	3
Communications Operator (7)	1
Plant Maintenance Apprentice / Mechanic (4)	107/111
Lineman (8)	110
Apprentice MEO / Master MEO (10)	104/108
Laborer (16)	104

* Wage set for one position in accordance with Memorandum of Understanding in Regard to the Elimination of the Position of "Chief Operator."

SECTION II A. Non-Union Positions. The minimum and maximum rates listed below reflect the salary ranges for each job grade for a regular full-time employee. These ranges are based on full time hours worked and will be prorated for part-time employees. Employees whose 2013 salary is higher than the maximum of the salary range due to past merit/market increases shall nonetheless receive their total salary, provided their job resides in Grade 1 through 7.

NON-UNION

Grade	Minimum	Maximum
1	21,237	32,130
2	23,153	34,731
3	25,239	37,854
4	26,575	41,566
5	30,192	47,224
6	33,201	54,172
7	34,525	58,787
8	35,351	61,504

9	37,790	70,182
10	39,639	76,947
11	47,135	91,497
12	50,376	102,282
LPT	11.85	18.38
Pension Secretaries		3,400
PW Board Members		2,100
PS Board Members		635
USB Board Members		4,279

SECTION II B. Additional compensation for Non-Union Employees. Effective January 1, 2013, a one-time supplemental amount of $1,000 may be provided to non-union employees in positions below grade 12.

SECTION II C. Police Shift Differential. Employees working in the Police Department as dispatchers and clerks shall receive a twenty-six cent ($.26) per hour premium shift differential for working the evening shift.

SECTION II D. Labor, Trades and Crafts Positions. Any employee who transfers laterally or is promoted to another position in the Pay Plan shall be paid at the wage for the new position in accordance with the relevant longevity step as determined by the Step Charts contained in the Work Agreement and Memorandum of Understanding between City of Bloomington and Local 2487 CBME, A.F.S.C.M.E. Provided, however, no current employee shall receive a pay reduction upon lateral transfer or promotion, but will not receive an additional increase due to promotion or longevity until so merited within the step pay system for the job classification. An employee who is demoted for disciplinary reasons or in lieu of layoff shall receive the wage for the relevant step within the job classification to which the employee is demoted. Also, the employee's longevity of service is "carried" to the new position. Internal promotions shall be paid at ninety-five percent (95%) of the salary of the relevant grade and step for the first thirty (30) days after promotion. If the ninety-five percent (95%) payment would result in a loss of pay from the previous position, the employee will receive the pay of the previous position for the initial thirty (30) days after promotion. Employees who transfer to a pay grade below their current pay grade shall be paid at the relevant grade and step for the new position.

Employees whose present rate of pay is higher than indicated by the Step Charts, based on the employee's pay grade and longevity, will not receive a pay cut, but will not receive any increase due to longevity until the step chart for the year in question shows an amount greater than the employee's current wage rate plus any across-the-board increase for the year in question.

The rates shown below for the pay grades and job classifications for Labor, Trades and Crafts positions are the minimum and maximum rates:

LABOR, TRADES AND CRAFTS (LTC)

GRADE	Minimum	Maximum
101	16.07	19.58
102	16.19	19.70
103	16.31	19.82
104	16.42	19.94
105	16.55	20.04
106	16.66	20.16
106*	16.66	27.07
107	16.77	20.29
108	16.90	20.39
109	17.01	20.53
110	17.13	20.63
111	17.24	20.74
112	18.47	21.96
113	19.29	22.80

* Wage set for one position in accordance with Memorandum of Understanding in Regard to the Elimination of the Position of "Chief Operator."

Section II E. Gainsharing. This section applies to Labor, Trades and Crafts (LTC) positions. Effective January 2013, management and employees of the City of Bloomington may design and implement a gainsharing program whereby the City can provide, and the employees can be rewarded for, the highest quality and most cost-effective public service possible for the citizens of Bloomington. In the event that a gainsharing program is implemented, the terms and application of such program shall be approved by Ordinance of the Bloomington Common Council.

Section II F. Emergency Call Out. This section applies to Labor, Trades and Crafts (LTC) positions. Whenever it becomes necessary for a Department to call out an employee for emergency work at times other than such employee's regular shift period, such employee shall receive not less than three (3) hours. This provision shall prevail for each time an employee is called out by a Department at periods other than his/her regular shift. The rate of pay for emergency call out shall be one and one-half (1-1/2) times the regular hourly rate except on Sundays and holidays, when the rate of pay for emergency call out shall be two (2) times the regular hourly rate. Any such payment for emergency call out shall be in addition to the employee's daily wages, if any, and in addition to any on call pay to which the employee is entitled.

Section II G. On Call Status. This section applies to Labor, Trades and Crafts (LTC) positions. Any employee who is required to be on call shall be paid thirty-five dollars ($35.00) per 24- hour period.

Section II H. Temporary Reassignment. This section applies to Labor, Trades and Crafts (LTC) positions. An employee who is temporarily assigned to perform the duties of a job classification in a pay grade above the employee's normal pay grade shall be compensated at the rate in effect for the higher pay grade as follows:

A) If the assignment exceeds two (2) consecutively scheduled work days, the employee shall be paid the higher rate for all consecutive days worked in the higher classification, including the first two (2) consecutive days; or

B) If the assignment exceeds thirty-two (32) hours in a payroll period, the employee shall be paid the higher rate for all hours worked in the higher classification during the payroll period.

Section II I. Tool Allowance. This section applies to Labor, Trades and Crafts (LTC) positions. Employees classified as mechanics in Fleet Maintenance shall be reimbursed up to one thousand dollars ($1,000.00) in any calendar year for the purchase of tools.

Section II J. Licenses and Certifications. This section applies to Labor, Trades and Crafts (LTC) positions. Wastewater Plant Operators who obtain (Class 1) certifications and T&D Linemen who obtain (DS-L) certifications, issued by the State of Indiana, Department of Environmental Management, shall receive an additional forty-five cents ($.45) per hour. T&D Plant Maintenance Apprentices and Mechanics who obtain Collection System Class II Certifications, issued by the Indiana Water Pollution Control Association, shall receive an additional thirty cents ($.30) per hour. Wastewater Plant Operators who obtain Class II, Class III, or Class IV license(s) shall receive an additional thirty cents ($.30) per hour per classification obtained.

Water Plant Operators who qualify as a grade operator in training (O.I.T.) as defined by 327 IAC 8-12-3.2 will receive an additional forty-five cents ($.45) per hour after one year of service and an additional thirty cents ($.30) per hour after two years of service. Water Plant Operators who obtain a grade WT 5 certification will receive additional pay in the amount of one dollar and five cents ($1.05) per hour.

Incentive pay premiums may be awarded for one certification for all union-eligible Utilities Department employees in addition to those licenses recognized above, with the limitations that follow. Wastewater Plant Operators can be recognized financially for a maximum of four certifications total, no more than one of which may be outside of the specific plant operator certifications listed above. Water plant operators can be recognized financially for a maximum of two (2) certifications total; no more than one may be outside the specific plant operator certifications listed above. Any incentive pay premiums other than the amounts listed above shall be thirty cents ($.30) an hour.

Where an employee is required by Employer to obtain a CDL, he/she will receive twenty cents ($.20) per hour additional compensation.

Employees classified as mechanic in Fleet Maintenance that obtain the certification of (ASE) Automotive Service Excellence will receive an additional five cents ($.05) per hour for each test passed. A maximum of eight (8) certificates or forty cents ($.40) shall apply.

Section II K. Night and Swing Shifts. This section applies to Labor, Trades and Crafts (LTC) positions. In accordance with Article 4 of the Work Agreement and Memorandum of Understanding between City of Bloomington and Local 2487 CBME, A.F.S.C.M.E., employees working on the evening or night shift shall receive fifty-two cent ($.52) per hour premium. Employees working on a swing shift shall receive a fifty-seven cent ($.57) per hour premium.

Section II L. Holiday Pay. This section applies to Labor, Trades and Crafts (LTC) positions. For all paid legal holidays worked, the employee will receive a holiday allowance of two times regular pay plus regular pay over a 24-hour period, and employees not working will receive regular pay.

SECTION II M. Common Law Positions. All positions which are filled on an ad hoc basis and are of a temporary or seasonal nature. The rates shown below are the maximum rates for employees within the job classifications.

COMMON LAW POSITIONS

Job Title	Minimum	Maximum
Administrative Assistant	7.25	12.50
Youth Counselor in Training	5.85	7.25
Attendant	7.25	8.00
Cashier	7.25	7.75
Clerical Assistant	7.25	10.00
Crossing Guard	20.00/day	25.00/day
Instructor	7.25	25.00
Intern	7.25	13.00
Laborer	7.25	15.09
Law Clerk	7.25	14.00
Leader	7.25	12.50
Lifeguard	7.25	9.75
Manager	9.61	12.00
Motor Equipment Operator	7.75	15.83
Specialist	7.25	25.00
Sports Official	10.00	25.00
Staff Assistant	10.00	11.50
Supervisor	7.25	12.50

SECTION III. The rates shown as wages and salaries for the positions listed above are maximum rates.

SECTION IV. This ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this 19th day of SEPTEMBER, 2012.

TIMOTHY MAYER, President
Bloomington Common Council

ATTEST:

REGINA MOORE, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this 20th day of SEPTEMBER, 2012.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this 20th day of SEPTEMBER, 2012.

MARK KRUZAN, Mayor
City of Bloomington

SYNOPSIS

This ordinance sets the maximum 2013 salary for all appointed officers, non-union and A.F.S.C.M.E. employees for all the departments of the City of Bloomington.

Copies:
Controller
HR.
Legal
Dept heads
CS/CA
Clerk (2)