

ORDINANCE 07-18

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 2008

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 2008, 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, 2008, 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.

<u>Department/Job Title</u>	<u>Grade</u>
<u>Board of Public Safety</u>	
Board Members	
<u>Clerk</u>	
Deputy City Clerk	4
Hearing Officer	3
<u>Common Council</u>	
Council/Administrator Attorney	11
Assistant Administrator/Researcher	7
<u>Community and Family Resources Department</u>	
Director	11
Director - Safe & Civil City Program	7
CBVN Coordinator	7
Special Projects Coordinator	7
Health Projects Coordinator	7
Latino Outreach Coordinator	6
CBVN Program Assistant	6

Special Projects Program Specialist	6
Health Projects Program Assistant	5
Office Manager	3

Controller's Department

Controller	12
Deputy Controller	9
Budget, Research and Grants Manager	9
Accounting & Procurement Manager	8
Systems Manager	6
Accounts Processor	5
Accounts Coordinator	4

Employee Services Department

Director	11
Assistant Director	9
Benefits Manager	7
Manager of Training and OD	6
Office Manager	3
Administrative Assistant	2

Fire Department

Fire Inspection Officer	7
Secretary	3
Clerk	2

HAND Department

Director	11
Assistant Director	9
Program Manager (7)	6
Neighborhood Compliance Officer (6)	5
Program Assistant/Office Manager	5
Secretary (3)	2

Information and Technology Services Dept.

Director	12
Assistant Director	10
Systems and Applications Manager	10
GIS Manager	10
Systems Analyst	8
Application Developer	8
Database Administrator & Web Appl. Developer	8
Systems Administrator	8
Technology Support Manager	8
Usability and User Interface Specialist	7
Training Manager	6
GIS Specialist (2)	5
Technology Support Specialist (3)	5
Office Coordinator and Inventory Specialist	2

Department of Law

Legal

Corporation Counsel	12
City Attorney	11
Assistant City Attorney (3)	10
Human Rights Director/Attorney	10

Legal Secretary/Paralegal	5
Secretary	4
Secretary – Human Rights	2

Risk Management

Risk Manager	10
Assistant City Attorney	10
Director of Safety & Training	6
Claims Administrator	4

Office of the Mayor

Deputy Mayor	12
Director of Economic Development	10
Communications Director	9
Asst. Director of Economic Development for Small Business and Sustainable Development	8
Asst. Director of Economic Development for the Arts	8
Assistant Deputy Mayor	7
Executive Assistant	5

Parks Department

Administrator	12
Operations & Development Director	10
Recreation Services Director	9
Sports Services Director	9
Operations Superintendent	8
Adult & Youth Sports Manager	7
Adult/Family Services Manager	7
Community Events Manager	7
Community Relations Manager	7
Golf Facilities Manager	7
Inclusive Recreation Coordinator	7
Natural Resources Manager	7
Youth Services Manager	7
Aquatics/Sports Program Coordinator	6
Business/Special Projects Manager	6
Community Events Program Coordinator	6
Facility/Program Coordinator (3)	6
Golf Programs Coordinator	6
Natural Resources Coordinator	6
Special Services Coordinator	6
Sports Coordinator	6
Sports Facility Supervisor	6
Urban Forester	6
Youth Services Program Coordinator	6
Youth Sports Coordinator/FSC Asst. Mgr.	6
City Landscaper/Sexton	5
Golf Course Superintendent	5
Adult/Family Program Specialist	4
Banneker Comm. Ctr. Program Specialist	4
Bookkeeper	4
Community Events Specialist	4
Community Relations Specialist	4
Market Master	4
Office Manager	4
Operations Office Coordinator	4
Youth Services Program Specialist	4

Customer Service Rep. III	3
Customer Service Rep. II	2
Customer Service Rep. I	2
Apprentice MEO / Master MEO (4)	104/108
Equipment Maintenance Mechanic	108
Working Foreman (6)	108
Laborer (6)	104
Custodian	101

Planning Department

Director	11
Assistant Director	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
Long Range Planner	5
Transportation Planner	5
Zoning Compliance Planner	5
Zoning Planner	5
Executive Assistant	3
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
Office Manager	5
Front Desk Clerk II	5
Records Clerk (12)	5
Special Investigations Clerk	5
Front Desk Clerk I	4
Secretary	3
Custodian	1

Public Works Department

Public Works Administration and Facilities

Director	12
Assistant Director	9
Deputy Director	9
Facilities Management Coordinator	8
Citizens Service Coord./Special Projects Manager	6
Office Manager	4
Downtown Specialist	3
Secretary	2
Communications Operator	1
Maintenance/Custodian	107
Board Members	

Animal Care and Control

Director	9
Behavioral Consultant/Outreach Coordinator	6
Shelter Manager	6
Volunteer Program Director	5
Secretary (3)	2
Communications Operator	1
Animal Control Officer (4)	107
Kennel Worker (9)	103

Engineering

Engineering Services Manager	10
City Engineer	10
Project Engineer	8
Assistant Engineering Services Manager	7
Project Manager	7
Engineering Field Specialist (2)	4
Engineering Technician - AutoCad	4
Engineering Technician - Traffic	4

Fleet

Office Manager	3
Shop Foreman	113
Master Mechanic (4)	112
Apprentice Master Mechanic (2)	109

Parking Enforcement

Manager	8
Team Leader	4
Parking Enforcement Officer (9)	3
Account Clerk (3)	3

Sanitation

Director	9
Office Manager	3
Crew Leader (2)	110
Apprentice MEO / Master MEO (15)	104/108
Laborer (5)	104

Street

Street Superintendent	9
Assistant Street Superintendent	7
Sidewalk Supervisor	6
Account Clerk	3
Clerk	1
Crew Leader	110
Apprentice MEO / Master MEO (13)	104/108
Working Foreman (2)	108
Laborer (14)	104

Traffic

Traffic Control Manager	9
Assistant Traffic Control Specialist	4
Inventory/Records Clerk	2
Apprentice MEO / Master MEO (3)	104/108

Utilities Department

<u>Accounting & Finance</u>	
Utilities Assistant Director - Finance	11
Finance Manager	8
Managerial Accountant	7
Budget/Research Analyst	6
Accounts Receivable Coordinator	6
Associate Accountant	5
Web/Information Manager	5
Accounting Clerk	4
Accounts Payable Clerk	4
Payroll Administrator	4
Assistant Accounts Payable Clerk	2
Cashier (2)	2
<u>Administration</u>	
Director	12
Deputy Director	11
Assistant City Attorney – Utilities	10
Public Affairs Specialist	7
Water Quality Coordinator	7
Pretreatment Program Inspector	7
Environmental Research Technician	6
Administrative Assistant	4
Office Manager	3
Board Member	
<u>Blucher Poole</u>	
Superintendent	9
Plant Service Mechanic	5
Apprentice MEO / Master MEO (2)	104/108
Wastewater Plant Operator (9)	106
Laborer	104
<u>Customer Relations</u>	
Customer Relations Coordinator	5
Customer Relations Representative (3)	2
<u>Dillman</u>	
Superintendent	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 *
<u>Engineering</u>	
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 (2)	5
Administrative & Project Coordinator	4

<u>Laboratory</u>	
Chemist	8
Lab Technician I (3)	109
<u>Meter Services</u>	
Assistant Superintendent	7
Meter Services Representative	2
Meter Technician II	107
Meter Serviceman (4)	105
Meter Reader (5)	103
<u>Monroe Plant</u>	
Superintendent	9
Plant Service Mechanic	5
Plant Maintenance Apprentice / Mechanic (2)	107/111
Water Plant Operator (10)	106
<u>Purchasing</u>	
Purchasing Manager	7
Inventory Coordinator	4
Purchasing Buyer	4
Working Foreman	108
Laborer (2)	104
<u>Transmission & Distribution</u>	
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 (9)	104/108
Laborer (16)	104

* Wage set for two positions 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 2008 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

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
1	20,227	30,600
2	22,052	33,077
3	24,038	36,051
4	25,310	39,587
5	28,755	44,975
6	31,621	51,592
7	32,882	55,988
8	33,669	58,575
9	35,991	66,840
10	37,752	73,283

11	44,891	87,140
12	47,978	97,411
Pension Secretaries		3,400
PW Board Members		2,100
PS Board Members		635
USB Board Members		4,279

SECTION II B. Salary Increases for Non-Union Employees. Effective January 1, 2008, subject to the maximum salaries set by this ordinance, an increase will be included in non-union employees' base salaries. This increase may be some combination of market and merit components.

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)

<u>GRADE</u>	<u>Minimum</u>	<u>Maximum</u>
101	13.80	16.52
102	13.90	16.62
103	14.00	16.72
104	14.10	16.82
105	14.20	16.92
106	14.30	17.02
106*	14.30	23.31
107	14.40	17.12
108	14.50	17.22
109	14.60	17.32
110	14.70	17.42
111	14.80	17.52
112	15.85	18.57
113	16.56	19.28

* Wage set for two positions 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 2008, 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 two (2) 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 Fleet Maintenance employee who is required to be on call shall be paid twenty-five dollars (\$25.00) for each Saturday, Sunday or holiday on call. Any Utilities Department Plant Maintenance Mechanic, Plant Maintenance Apprentice or Laborer in Purchasing, any Parks and Recreation Operations or Recreation Services employee, or any employee of the Traffic, Animal Care and Control, or Public Works Department, shall be paid fifteen dollars (\$15.00) for each calendar day on call, including weekends and holidays.

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 six hundred dollars (\$600.00) 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 forty-two cent (.42) per hour premium. Employees working on a swing shift shall receive a forty-seven cent (.47) 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

<u>Job Title</u>	<u>Minimum</u>	<u>Maximum</u>
Administrative Assistant	5.85	12.36
Assistant Counselor	5.85	5.85
Attendant	6.00	7.52
Cashier	6.00	7.25
Clerical Assistant	5.85	10.00
Crossing Guard	12.00/day	18.00/day
Instructor	7.00	25.00
Intern	5.85	12.36
Laborer	6.50	13.60
Law Clerk	5.85	12.36
Leader	5.85	12.36
Lifeguard	7.61	9.73
Manager	9.61	11.14
Motor Equipment Operator	8.00	14.01
Specialist	5.85	25.00
Sports Official	10.00	25.00
Staff Assistant	9.61	11.14
Supervisor	7.00	12.36

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 12th day of SEPTEMBER, 2008.

DAVE ROLLO, 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 13th day of SEPTEMBER, 2008.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this 13th day of SEPTEMBER, 2008.

MARK KRUZAN, Mayor
City of Bloomington

SYNOPSIS

This ordinance sets the maximum 2008 salary for all appointed officers, non-union and
A.F.S.C.M.E. employees for all the departments of the City of Bloomington.

Signed copies to:

Legal (L)	FIRE	PARKS
Controller	POLICE	PW
Emp. Svcs.	HAND	AA (CNG)
Utilities	ITS	clerk
CFR	DOTM	file
Planning		