

file

(passed 9-0)

ORDINANCE 03-20

AN ORDINANCE FIXING THE SALARIES OF APPOINTED OFFICERS AND EMPLOYEES OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, FOR THE YEAR 2004

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 2004, 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 JOHN FERNANDEZ TO THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON:

I, John Fernandez, 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, 2004, and continuing thereafter until duly changed, and request that such salary rates be approved by the Common Council of said city.

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>Minimum</u>	<u>Maximum</u>
<u>Animal</u>			
Director	9	33,954	63,057
Education Program Director	6	29,831	48,672
Sheiter Manager	6	29,831	48,672
Volunteer Program Director	5	27,127	42,429
Secretary (3)	2	20,804	31,205
Animal Control Officer (4)	107	12.68	15.40
Kennel Worker (7)	103	12.28	15.00
<u>Board of Public Safety</u>			
Board Members			635
Secretary			1,500
<u>Clerk</u>			
Deputy City Clerk	2	20,804	31,205
Assistant	1	19,082	28,868
<u>Common Council</u>			
Council/Administrator Attorney	11-A	42,350	82,208
Council Assistant	3	22,674	34,010
<u>Community and Family Resources</u>			
Director	11-A	42,350	82,208
Manager, Child Care Services	7	31,021	52,819
Program Coordinator - BVN	7	31,021	52,819
Special Projects Coordinator	7	31,021	52,819
Children's Health Insurance Coordinator	6	29,831	48,672
Program Assistant - Special Projects	6	29,831	48,672

Program Assistant - BVN	5	27,127	42,429
Program Assistant II - Special Projects	5	27,127	42,429
Child Care Caseworker (2)	4	23,877	37,346
Program Assistant - Family Matters	4	23,877	37,346
Secretary	2	20,804	31,205

Controller

Controller	12-A	45,262	91,897
Deputy Controller	9	33,954	63,057
Budget & Research Manager	9	33,954	63,057
Accounting & Procurement Manager	8	31,763	55,259
Financial Analyst	7	31,021	52,819
Systems Manager	6	29,831	48,672
Accounts Processor	5	27,127	42,429
Accounts Coordinator	3	22,674	34,010

Employee Services

Director	11-A	42,350	82,208
Assistant Director	8	31,763	55,259
Benefits Manager	7	31,021	52,819
Manager of Training and OD	6	29,831	48,672
Office Manager	3	22,674	34,010
Administrative Assistant	2	20,804	31,205

Engineering

Engineering Services Manager	10	35,615	69,135
Assistant Engineering Services Manager	7	31,021	52,819
Project Manager (2)	7	31,021	52,819
Engineering Field Specialist	4	23,877	37,346
Engineering Technician (2)	3	22,674	34,010

Fire

Fire Inspection Officer	7	31,021	52,819
Secretary	3	22,674	34,010
Clerk Typist	1	19,082	28,868

Fire Pension

Pension Secretary			3,200
-------------------	--	--	-------

Fleet

Office Manager	3	22,674	34,010
Shop Foreman	113	14.84	17.56
Master Mechanic (4)	112	14.13	16.85
Apprentice Master Mechanic (2)	109	12.88	15.60

HAND

Director	11-A	42,350	82,208
Assistant Director	9	33,954	63,057
Program Manager (7)	6	29,831	48,672
Neighborhood Compliance Officer (5)	5	27,127	42,429
Office Manager	4	23,877	37,346
Secretary (3)	2	20,804	31,205

Information Services

Chief Information Officer	12-A	45,262	91,897
Systems Admin. & Appl. Development Mgr.	11	42,350	82,208

GIS Manager	10	35,615	69,135
Senior Database Administrator	10	35,615	69,135
User Support & Network Operations Mgr.	10	35,615	69,135
Sr. Systems Analyst & Project Manager	9	33,954	63,057
Application Developer	8	31,763	55,259
Systems Administrator	8	31,763	55,259
User Support Coord. & Systems Analyst	8	31,763	55,259
Communications Director	7	31,021	52,819
Training Manager	6	29,831	48,672
GIS Specialist (2)	5	27,127	42,429
User Support Specialist (3)	5	27,127	42,429
Inventory Specialist and Office Coordinator	2	20,804	31,205

Legal

Corporation Counsel	12-A	45,262	91,897
City Attorney	11	42,350	82,208
Assistant City Attorney (4)	10	35,615	69,135
Hum. Rights Director/Attorney	10	35,615	69,135
Legal Secretary/Paralegal	5	27,127	42,429
Secretary	4	23,877	37,346
Secretary - Human Rights	2	20,804	31,205

Mavor

Deputy Mayor	12-A	45,262	91,897
Director of Economic Development	10	35,615	69,135
Director - Safe & Civil City	7	31,021	52,819
Administrative Assistant	5	27,127	42,429
Staff Assistant	3	22,674	34,010

Parking Enforcement

Manager	7	31,021	52,819
Parking Enforcement Supervisor	5	27,127	42,429
Parking Enforcement Officer (8)	3	22,674	34,010
Account Clerk (2)	2	20,804	31,205

Parks

Administrator	12-A	45,262	91,897
Operations & Development Division Director	9	33,954	63,057
Recreation Services Division Director	9	33,954	63,057
Sports Services Division Director	9	33,954	63,057
Adult & Youth Sports Manager	7	31,021	52,819
Adult/Family Services Manager	7	31,021	52,819
Community Events Manager	7	31,021	52,819
Community Relations Manager	7	31,021	52,819
Inclusive Recreation Coordinator	7	31,021	52,819
Natural Resources Manager	7	31,021	52,819
Operations Superintendent	7	31,021	52,819
Youth Services Manager	7	31,021	52,819
Aquatics/Sports Program Supervisor	6	29,831	48,672
Business/Special Projects Manager	6	29,831	48,672
Community Events Program Coordinator	6	29,831	48,672
Facility/Program Coordinator (3)	6	29,831	48,672
Natural Resources Coordinator	6	29,831	48,672
Special Services Coordinator	6	29,831	48,672
Sports Coordinator	6	29,831	48,672
Sports Facility Supervisor	6	29,831	48,672

Urban Forester	6	29,831	48,672
Youth Services Program Coordinator	6	29,831	48,672
Youth Sports Coordinator/FSC Asst. Mgr.	6	29,831	48,672
City Landscaper/Sexton	5	27,127	42,429
Golf Course Superintendent	5	27,127	42,429
Adult/Family Program Specialist	4	23,877	37,346
Banner Comm. Ctr. Program Specialist	4	23,877	37,346
Bookkeeper	4	23,877	37,346
Community Events Specialist	4	23,877	37,346
Golf Course Specialist (2)	4	23,877	37,346
Office Manager	4	23,877	37,346
Youth Services Program Specialist	4	23,877	37,346
Customer Service Rep. II (2)	2	20,804	31,205
Registration Clerk/Customer Service	2	20,804	31,205
Customer Service Rep. I	1	19,082	28,868
Secretary	1	19,082	28,868
Equipment Maintenance Mechanic	108	12.78	15.50
Apprentice MEO / Master MEO (4)	104/108	12.38/12.78	15.10/15.50
Working Foreman (6)	108	12.78	15.50
Laborer (5)	104	12.38	15.10
Custodian	101	12.08	14.80

Planning

Director	11-A	42,350	82,208
Development Review Manager	9	33,954	63,057
Long Range/Transportation Manager	9	33,954	63,057
Zoning & Enforcement Manager	9	33,954	63,057
Senior Environmental Planner	7	31,021	52,819
Senior Long Range Planner	7	31,021	52,819
Senior Transportation Planner	7	31,021	52,819
Senior Zoning Planner	7	31,021	52,819
Long Range Planner	5	27,127	42,429
Transportation Planner	5	27,127	42,429
Zoning Compliance Planner	5	27,127	42,429
Zoning Planner	5	27,127	42,429
Executive Assistant	3	22,674	34,010
Planning Assistant	3	22,674	34,010

Police

Crime Scene Technician & Property Mgr (2)	8	31,763	55,259
Telecommunications Manager	8	31,763	55,259
Records Supervisor	7	31,021	52,819
Telecommunications Supervisor (3)	7	31,021	52,819
Training Coordinator	6	29,831	48,672
CAD/RMS Data Coordinator	5	27,127	42,429
Office Manager	5	27,127	42,429
Telecommunicator (9)	5	27,127	42,429
Front Desk Clerk (2)	4	23,877	37,346
Records Clerk (12)	4	23,877	37,346
Special Investigations Clerk	4	23,877	37,346
Secretary	3	22,674	34,010
Custodian	1	19,082	28,868

Police Pension

Pension Secretary			3,200
-------------------	--	--	-------

Public Works

Director	12-A	45,262	91,897
Assistant Director	9	33,954	63,057
Deputy Director	9	33,954	63,057
Facilities Management Coordinator	8	31,763	55,259
Citizen Services Coordinator	7	31,021	52,819
Office Manager	4	23,877	37,346
Secretary (2)	2	20,804	31,205
Communications Operator	1	19,082	28,868
Maintenance/Custodian	107	12.68	15.40
Board Members			2,100

Risk Management

Risk Manager	10	35,615	69,135
Assistant City Attorney	10	35,615	69,135
Director of Safety & Training	6	29,831	48,672
Claims Administrator	4	23,877	37,346

Sanitation

Director	8	31,763	55,259
Assistant Director	5	27,127	42,429
Crew Leader	110	12.98	15.70
Apprentice MEO / Master MEO (12)	104/108	12.38/12.78	15.10/15.50
Laborer (6)	104	12.38	15.10

Street

Street Superintendent	9	33,954	63,057
Assistant Street Superintendent	7	31,021	52,819
Sidewalk Supervisor	6	29,831	48,672
Account Clerk	3	22,674	34,010
Clerk Typist	1	19,082	28,868
Crew Leader	110	12.98	15.70
Apprentice MEO / Master MEO (13)	104/108	12.38/12.78	15.10/15.50
Working Foreman (2)	108	12.78	15.50
Laborer (14)	104	12.38	15.10

Traffic

Traffic Control Manager	9	33,954	63,057
Assistant Traffic Control Specialist	4	23,877	37,346
Inventory/Records Clerk	2	20,804	31,205
Laborer (3)	104	12.38	15.10

SECTION II A. Job rates and Maximum Grandfather Rates for 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.

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.

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.

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	12.08	14.80
102	12.18	14.90
103	12.28	15.00
104	12.38	15.10
105	12.48	15.20
106	12.58	15.30
107	12.68	15.40
108	12.78	15.50
109	12.88	15.60
110	12.98	15.70
111	13.08	15.80
112	14.13	16.85
113	14.84	17.56

SECTION II B. Non-Union Employees.

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 2004 pay increase, as determined by the salary adjustment grid (Section II C), causes their 2004 salary to be higher than the maximum of the salary range shall nonetheless receive their total salary, including the increase indicated by the grid, provided their job resides in Grade 1 through 5.

NON-UNION

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
1	19,082	28,868
2	20,804	31,205
3	22,674	34,010
4	23,877	37,346
5	27,127	42,429
6	29,831	48,672
7	31,021	52,819
8	31,763	55,259
9	33,954	63,057
10	35,615	69,135
11	42,350	82,208
12	45,262	91,897

NON-UNION – APPOINTED

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
11-A	42,350	82,208
12-A	45,262	91,897

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 C. Merit Pay Plan for Non-union Employees.

Effective January 1, 2004 an increase based on market and merit components will be included in the employee's base salary. This increase will be calculated as a percent (%) of the year-end 2003 base salary and will be based on the individual's position in the salary range and 2003 year-end performance evaluation rating as reflected in the table below.

Salary Adjustment Grid
(Percentage Increase to Base Pay)

		<u>Market Position</u>				
		<u>Below Range</u>	<u>Lower Third</u>	<u>Middle Third</u>	<u>Upper Third</u>	<u>Above Range</u>
<u>Merit Rating</u>	5	6.00%	5.50%	5.00%	4.50%	4.00%
	4	4.50%	4.00%	3.50%	3.00%	2.50%
	3	3.50%	3.00%	2.50%	2.00%	1.50%
	2	1.50%	1.00%	0.50%	0.00%	0.00%
	1	0.00%	0.00%	0.00%	0.00%	0.00%

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

COMMON LAW POSITIONS

<u>Job Title</u>	<u>Minimum</u>	<u>Maximum</u>
Administrative Assistant	5.15	12.00
Attendant	6.00	7.25
Cashier	6.00	6.70
Clerical Assistant	5.15	9.00
Crossing Guard	12.00/day	18.00/day
Instructor	7.00	25.00
Intern	5.15	12.00
Laborer	6.50	12.78
Law Clerk	5.15	12.00
Leader	5.15	12.00
Lifeguard	7.25	8.00
Manager	7.00	9.50
Motor Equipment Operator	8.00	13.18
Specialist	5.15	25.00
Sports Official	10.00	25.00
Staff Assistant	8.30	10.00
Supervisor	7.00	12.00

Section II E. This section covers all positions that are filled under a contractual agreement between the City and the employee, or between the City and a third party, to provide employment services. These positions shall be non-tenured. The rate shown is the minimum and maximum range for the employees within the job classification listed.

<u>Job Title</u>	<u>Minimum</u>	<u>Maximum</u>
Golf Course Manager	31,021	52,819
City Engineer	0	15,000

