

**TOWN OF McCORDSVILLE, INDIANA**  
**ORDINANCE**  
**Amendment to Salary Ordinance 121019**

**WHEREAS** the Town of McCordsville is desirous of amending a schedule of total compensation to include the salaries and benefits for its employees for the year 2020; and

**WHEREAS** the Town of McCordsville Town Council has reviewed the financial condition of the Town for purposes of arriving at proposed total compensation to include salaries and benefits that are fiscally responsible, and which are fair, just, and equitable to its employees; and

**NOW THEREFORE BE IT ORDAINED** by the Town of McCordsville Town Council, that the total compensation for its elected officials and employees January 1, 2020, through December 31, 2020, shall be as follows:

**2020 BASE PAY RATE SCHEDULE**

<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>BASE PAY RATES</b>	<b>BUDGET LINES</b>
Town Council President	Stipend	\$3,250.00 semi-annual (paid in arrears in June and December of each year)	50% - General Fund 50% - Sewer Fund
Town Council Member(s)	Stipend	\$2,250.00 semi-annual (paid in arrears in June and December of each year)	50% - General Fund 50% - Sewer Fund
Board of Zoning Appeals Member(s)	Stipend	\$45.00 per meeting (paid in arrears in June and December of each year)	100% - General Fund
Metropolitan Board of Police Commissioners Member(s)	Stipend	\$45.00 per meeting (paid in arrears in June and December of each year)	100% - General Fund
Town Manager	Exempt Full-Time	\$3,047.26 biweekly	50% - General Fund 50% - Sewer Fund
Administrative Assistant – Town Manager	Nonexempt Part-Time	\$15.79 per hour	100% - General Fund
Clerk-Treasurer	Exempt Full-Time	\$2,250.50 biweekly	50% - General Fund 50% - Sewer Fund
Administrative Assistant – Clerk-Treasurer	Nonexempt Full-Time	\$20.01 per hour	50% - General Fund 50% - Sewer Fund
Engineer	Exempt Full-Time	\$3,278.33 biweekly	25% - General Fund 25% - Sewer Fund 25% - MVH Fund 25% - Stormwater Fund
Infrastructure Inspector	Nonexempt Full-Time	\$25.31 per hour	25% - General Fund 25% - Sewer Fund 25% - MVH Fund 25% - Stormwater Fund
Director – Planning and Building	Exempt Full-Time	\$2,852.60 biweekly	50% - General Fund 50% - Sewer Fund
Building Inspectors (2)	Nonexempt Full-Time	\$28.17 per hour (1) \$28.14 per hour (1)	25% - General Fund 25% - Sewer Fund 25% - MVH Fund 25% - Stormwater Fund
Administrative Assistant – Planning	Nonexempt Full-Time	\$18.79 per hour	50% - General Fund 50% - Sewer Fund

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Commissioner – Public Works	Exempt Full-Time	\$2,674.56 biweekly	33.4% - Sewer Fund 33.3% - MVH Fund 33.3% - Stormwater Fund
Wastewater Superintendent	Nonexempt Full-Time	\$28.02 per hour	100% - Sewer Fund
Street and Storm Water Superintendent	Nonexempt Full-Time	\$24.00 per hour	50% - MVH Fund 50% - Stormwater Fund
General Laborer – Wastewater and Street	Nonexempt Full-Time	\$15.00 per hour	50% - Sewer Fund 50% - MVH Fund
General Maintenance Operator	Nonexempt Full-Time	\$16.53 per hour	50% - Sewer Fund 50% - MVH Fund
General Laborer – Public Works (3) (one job – vacant)	Nonexempt Full-Time	\$19.65 per hour (1) \$14.75 per hour (1) \$15.00 per hour (1 - vacant)	50% - MVH and 50% - Stormwater 100% - MVH Fund
General Laborer – Sewer	Nonexempt Full-Time	\$13.66 per hour	100% - Sewer Fund
Utility Billing Clerk	Nonexempt Full-Time	\$17.90 per hour	100% - Sewer Fund
Utility Billing Clerk	Nonexempt Part-Time	\$15.79 per hour	100% - Sewer Fund
Chief of Police	Exempt Full-Time	\$3,263.71 biweekly	100% - General Fund
Assistant Chief of Police	Exempt Full-Time	\$2,847.12 biweekly	100% - General Fund
Lieutenant	Nonexempt Full-Time	\$31.25 per hour	100% - General Fund
Sergeant (Vacant)	Nonexempt Full-Time	\$24.53 per hour	100% - General Fund
Police Officers (12) (four jobs – vacant)	Nonexempt Full-Time	\$26.46 per hour (1) \$24.05 per hour (3) \$22.13 per hour (3) \$20.68 per hour (1) (\$20.68 = 4 vacant)	100% - General Fund
Police Civilian Assistant	Nonexempt Full-Time	\$15.00 per hour	100% - General Fund
Interns (2)	Nonexempt Temporary	\$15.00 per hour (1) \$12.56 per hour (1)	100% - General Fund

**GUIDELINES FOR THE PAYMENT OF BASE RATES**

All elected officials and full-time, part-time and temporary employees shall be paid biweekly, unless designated otherwise in the above chart, which equates to 27 pays, or 2096-hours in 2020 with the first biweekly pay period designated as Saturday, December 28, 2019, through Friday, January 10, 2020, for payment on January 17, 2020. Actual wages will be split between the 2019 and 2020 salary ordinances, as appropriate for each year. The standard workweek is from 12:01 a.m. on Saturday to 12:00 midnight on Friday.

Exempt (EX) employees are paid to “get the job done” and their pay does not vary from week to week. Nonexempt (NE) employees are paid by the hour for all hours worked during each workweek.

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Base wages are set by this salary ordinance for 2020 and any changes will require approval from the Town Council.

**Hours of Work**

The Town Manager shall establish the hours of work, which shall be determined after consultation with each Department Head and Supervisor, the needs of the Town services, and which shall take into account the reasonable needs of the public who may be required to do business with various departments. Police Department employees should follow the Police Department General Orders for additional information on hours worked.

**Work Schedules/Rest Periods**

Five-day work schedule: A work schedule consisting of 40-hours with eight-hours being the normal and usual working day.

Four-day alternate workweek: A work schedule consisting of forty-hours with ten-hours being the normal and usual work day. A four-day workweek must be pre-approved by the Town Manager.

Scheduled hours mean the scheduled or unscheduled periods governing the time when an employee is at work. Scheduled periods refer to work shifts or special details, while unscheduled periods refer to hours spent handling emergency situations or time spent after a shift to complete necessary work.

Hours of work generally include all of the time during which:

- The employee is on duty.
- The employee is at a prescribed work place.
- All other time during which an employee has been permitted to work for the employer.
- Time spent at authorized training and time spent traveling during normal working hours on any day of the week.
- Time spent traveling to authorized training in lieu of the normal home to work travel.

Each workday, nonexempt employees may be provided with two rest periods of 15-minutes in length, at the discretion of the Department Head, or the Supervisor. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

Refer to the Town of McCordsville Employee Handbook for additional information on hours of work.

**PAY CONSIDERATIONS**

Employees of the Town must meet the following guidelines in order to receive the base pay rates listed above per each departments guideline.

**New Hires – Police Department**

Police Officers who are hired with the Town of McCordsville and who either have previous public safety experience or who are attending the Indiana Police Academy will receive wages in accordance with the following schedule:

<b>Years of Experience</b>	<b>Pay Rate</b>
Date of Hire through the end of the Probationary Period/One-Year of Employment and/or One-Year of Experience	\$20.68 per hour
End of Probationary Period/One-Year of Employment and/or Experience through the end of the 2 <sup>nd</sup> Year of Employment and/or Experience	\$22.13 per hour
3 <sup>rd</sup> Year of Employment and/or Experience and Beyond	\$23.56 per hour

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**Overtime/Compensatory Time/Flex Time – Civilian Employees**

All full-time civilian employees may be scheduled to work 40-hours per workweek, or eight-hour shifts, based upon 2,080 hours per calendar year. All part-time and temporary employees may be scheduled to work less than 40-hours per workweek or less than eight-hour shifts. In accordance with the Fair Labor Standards Act (FLSA), the Town must compensate a non-exempt employee for all hours worked in excess of 40 in a workweek. Only hours worked will count for purposes of calculating overtime. Time worked over 40-hours per week will be paid at time and one half. Time off for holidays, vacation benefits, bereavement leave, civic leave, or other leave time will not be considered as hours worked for the purpose of calculating overtime.

In lieu of the payment of overtime, nonexempt employees may be provided compensatory time in the amount of time and one half for all hours worked over 40 in a workweek. Employees will be required to sign a Compensatory Time Agreement at the time that they are hired by the Town, as a condition of employment. The employee may utilize their compensatory time when approved by a Department Head, or Supervisor. Compensatory time is capped at 240-hours per calendar year. The Town will payout all unused compensatory time at the end of each calendar year. Employees with more than 20-hours of compensatory time off may make a request from the Clerk-Treasurer to receive payment on two separate paychecks at the end of the calendar year.

Flex time is time for time in the same workweek. So, when a Department Head, or Supervisor has approved an employee to work in excess of their regular daily work schedule, the Department Head, or Supervisor may grant time off to the employee for the excess time worked in the same workweek.

Refer to the Town of McCordsville Employee Handbook for additional information on overtime/compensatory time/flex time.

**Overtime/Compensatory Time – Police Department Employees**

All full-time Police Department employees who are engaged in law enforcement activities will be compensated in accordance with the Section 7(k) partial overtime pay exemption of the Fair Labor Standards Act (FLSA). In conjunction with the use of Section 7(k), the Town adopts the use of a 14-day work period for the purposes of determining compensation for overtime hours worked. All full-time Police Department employees will be paid straight time compensation for up to 80-hours in the 14-day work period. Overtime pay will be earned for all hours worked in excess of 80-hours during a 14-day work period.

In lieu of the payment of overtime, nonexempt employees may be provided compensatory time in the amount of time and one half for all hours worked over 40 in a workweek. Employees will be required to sign a Compensatory Time Agreement at the time that they are hired by the Town, as a condition of employment. The employee may utilize their compensatory time when approved by the Police Chief. Compensatory time is capped at 480-hours per calendar year. The Town will payout all unused compensatory time at the end of each calendar year. Employees with more than 20-hours of compensatory time off may make a request from the Clerk-Treasurer to receive payment on two separate paychecks at the end of the calendar year.

**ADDITIONAL PAY CONSIDERATIONS**

**Rank Pay – Police Department Employees**

Police Officers in the Police Department who hold a rank of Lieutenant will receive an additional \$1.93 per hour and Police Officers who hold a rank of Sergeant will receive an additional \$0.97 per hour. The additional pay will be used in the calculation of overtime. Paid 100% from the General or Public Safety Funds.

**Extra Duty Pay – Police Department Employees**

Employees within the Police Department who participate in any of the following special duties during the course of their employment with the Town will receive additional pay and the time spent in the role will be considered as hours worked. Extra duty pay will be considered in the calculation of overtime. Employees who hold extra duties will receive an additional \$0.49 per hour per each extra duty. Extra duty pay will be capped at four per calendar year and payment for each is at the sole discretion of the Police Chief. Paid 100% from the General or Public Safety Funds. The categories are as follows:

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- Indiana Law Enforcement Academy (I.L.E.A.) Instructor Certification
- Detective
- Evidence Technician
- Spanish Speaking
- Four-year College Degree
- Emergency Medical Technician (E.M.T.)
- Firearms Instructor
- Defensive Tactics Instructor
- Emergency Vehicle Operators Course (E.V.O.C) Instructor
- Field Training Officer (F.T.O.)
- K-9 Officer

**Longevity Pay – Non-Civilian Police Department Employees**

In addition to the basic annual rates specified above, each **exempt** employee will receive an additional \$208.00 increase per year of service after the completion of five-years of service and each **nonexempt** employee will receive an additional .10 per hour per year of service after the completion of five-years of service; all longevity is capped at 15-years of service. Longevity will be calculated in full **as of the employee's anniversary date** but will be paid out in addition to the employee's biweekly, or hourly wage. The total amount paid will be used in the calculation of overtime. Total maximum pay for an employee may be exceeded for the year by any longevity amount received. As used in this ordinance, anniversary date for an employee shall be the actual calendar anniversary of the date of employment. Paid 100% from the General Fund.

**BENEFITS SCHEDULE**

**Holidays**

The Town of McCordsville's 2020 holiday schedule is as follows:

<b>Holiday</b>	<b>Date</b>
New Year's Day	Wednesday, 1/1/20
Martin Luther King Day	Monday, 1/20/20
Good Friday	Friday, 4/10/20
Memorial Day	Monday, 5/25/20
Independence Day	Friday, 7/3/20
Labor Day	Monday, 9/7/20
General Election Day (when held)	Tuesday, 11/3/20
Veterans Day	Wednesday, 11/11/20
Thanksgiving Day	Thursday, 11/26/20
Day After Thanksgiving	Friday, 11/27/20
Christmas Eve Day	Thursday, 12/24/20
Christmas Day	Friday, 12/25/20

Holiday benefits will be calculated based on the employee's current pay rate at the time of the holiday multiplied by the number of hours that the employee would have worked on the holiday. Full-time nonexempt employees, with the exception of Public Works Department employees, who work on a recognized holiday will receive holiday pay plus wages at time and a half for the hours worked on the holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime for those employees who do not work on the holiday.

Nonexempt employees of the Public Works Departments shall not be entitled to paid holidays. In lieu of paid holidays, nonexempt employees of the Public Works Department shall earn six personal days after six-months of employment and thereafter shall earn an additional six personal days. Employees will not be allowed to carry over from one calendar year to the next more than six personal days and will not at any time

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be allowed to earn more than 12 unused personal days. Any unused personal days in excess of 12 earned in any calendar year, including any carry over will be forfeited. Earned but unused personal days will be paid out upon termination of employment.

Refer to the Town of McCordsville Employee Handbook for additional information on holidays.

In lieu of receiving holiday pay, Police Officers will receive personal leave in coordination with the policy listed below.

**Personal Leave – Police Department Employees**

The Town Council, at the recommendation of the Town Manager, adopts a specific number of days to be considered holidays when the Town's offices will be closed. The number of days adopted shall be the number of days provided to each Police Officer as his or her personal days, in lieu of payment for holidays. Personal days earned on January 1 on any given year must be used by December 31 of that same year or they will be forfeited.

Each full-time employee may trade three sick days for one personal day. Employees may make this trade only after reaching the 24-day cap. Trades may occur two times per year, for a total of four personal days. Request for trades of time must be made in writing to the Chief of Police no later than the 15th day of June and/or the 15th day of December. Personal leave will be forfeited upon termination of employment.

**Vacation Benefits – Civilian Employees**

The amount of paid vacation benefits an eligible regular full-time employee receives each year increases with the length of their employment as shown in the following schedule:

- After 90-days of employment new employees will earn one-day or eight-hours of vacation for each two full months worked within 12-months from the date of hire up to a maximum of 40-hours.
- First and second calendar years, the employee is entitled to five-days or 40-hours of vacation each year.
- Third year through fifth-year of eligible service the employee is entitled to ten-days or 80-hours of vacation each year.
- Sixth-year through tenth-year of eligible service the employee is entitled to 15-days or 120-hours of vacation each year.
- 11<sup>th</sup> year through 14<sup>th</sup> year of eligible service the employee is entitled to 20-days or 160-hours of vacation each year.
- 15<sup>th</sup> year through the subsequent years of eligible service the employee is entitled to 25-days or 200-hours of vacation each year.

Paid vacation benefits may be used in any increment approved by the Department Head. In the event that available vacation is not used by the end of the calendar year, employees may carry over up to 30 vacation days or 240-hours into the following year. Upon termination of employment, all unused vacation benefits will be paid out.

Vacation benefits will be calculated based on the employee's current pay rate at the time of the absence multiplied by the number of hours that the employee would have worked on the day of the absence and will not include overtime.

Refer to the Town of McCordsville Employee Handbook for additional information on vacation benefits.

**Vacation Benefits – Police Department Employees**

Vacation benefit amounts are earned by full-time regular employee's as shown by the following schedule:

- After the first 12 consecutive months of employment an employee will receive 40-hours of expendable vacation benefits on the employee's anniversary date.

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- After 24 consecutive months of employment through 48-months of consecutive employment an employee will receive 80-hours of expendable vacation benefits on the employee's anniversary date.
- After 60 consecutive months of employment through 108 consecutive months of employment and employee will receive 120-hours of expendable vacation benefits on the employee's anniversary date.
- After 120-consecutive months of employment through 179-months consecutive months of employment an employee will receive 160-hours of expendable vacation benefits on the employee's anniversary date.
- After 180 consecutive months of employment and after every 12-months of consecutive employment and employee will receive 200-hours of expendable vacation benefits on the employee's anniversary date.

Employees desiring to utilize vacation benefits must submit his or her request by the first of the month proceeding the month that the employee is requesting vacation benefits. The employee's vacation must be approved by the Assistant Chief of Police prior to the employee taking paid leave. Decisions concerning vacations will be based on, but not necessarily limited to, available staffing levels and previously scheduled events.

Vacation benefits may not exceed 320-hours per anniversary year and any hours in excess of 320 will be forfeited at the end of an anniversary year. Vacation benefits will not be used in the calculation of overtime and will be paid out upon termination of employment.

Refer to the Town of McCordsville Police Department General Orders for additional information on Police Department vacation benefits.

**Sick Leave Benefits – Civilian Employees**

Eligible full-time employees will accrue one-day of sick leave for every month of service, for a maximum of 24-days. Twice a year, on January 1<sup>st</sup> and July 1<sup>st</sup>, employees may trade six sick leave days for two personal days. The rate of trade is three sick leave days for one personal day. Employees may make this trade only after reaching the 24-day maximum sick day cap. Sick leave and/or personal days once converted, will be calculated based on the employee's current pay rate at the time of absence calculated by the total number of hours that the employee would have worked on the day of the absence and will not include overtime. Sick leave benefits will be forfeited upon termination of employment.

Refer to the Town of McCordsville Employee Handbook for additional information on medical/sick leave benefits.

**Sick Leave Benefits – Police Department Employees**

Full-time employees shall accrue one-day of sick leave for every calendar month of service. One-day shall be equivalent to one eight-hour shift. Employees may not carry any more than 24-days of accrued sick leave at any given time. Sick leave benefits will not be used in the calculation of overtime and will be forfeited upon termination of employment.

Refer to the Town of McCordsville Police Department General Orders for additional information on Police Department sick leave benefits.

**Sick Leave Donations - All Employees**

Under very limited circumstances, an employee's paid time off may be supplemented by voluntary donations of accrued vacation, medical/sick leave, or personal time from coworkers. Employees will be allowed to donate accrued sick time as outlined in Policy 3-06 Civilian Employee Sick Leave Donations as outlined in the Town of McCordsville Employee Handbook.

**Bereavement Leave – All Employees**

The Town Manager or Department Head may grant up to a maximum of 80-hours of paid leave in the event of the death of an employee's spouse or child. The Town Manager or Department Head may grant up to three workdays of paid leave in the event of the death of a member of an employee's immediate family.

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Immediate family is defined as blood, marital or step relative including father, mother, grandparents, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister or any ward of an employee living within the same household. If more time is required than granted above, the additional time may be charged to vacation benefits, compensatory time, or leave without pay with the approval of the Town Manager or Department Head.

Bereavement leave will be calculated based on the employee's current pay rate at the time of absence calculated by the total number of hours that the employee would have worked on the day of the absence and will not be used in the calculation of overtime.

Refer to the Town of McCordsville Employee Handbook for additional information on bereavement leave.

**Civic Leave**

An employee required to serve as a juror, to attend court, or a coroner's inquest as a witness shall be excused from work for the days on which he/she serves and shall receive the difference between his/her regular rate of pay and the sum he/she receives for that service. The employee will present proof of service (subpoena) and the amount of payment (receipt) received from the Clerk of the Court or Coroner to the Clerk-Treasurer's Office for consideration of payment.

Refer to the Town of McCordsville Employee Handbook for additional information on civic leave.

**Military Leave**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will continue to receive full pay while on leave for 15-day training assignments and shorter absences. Pay will be equal to the number of hours that an employee would have worked in the 15-day period. The portion of any military leaves of absence in excess of 15-days will be unpaid. However, employees may use any available vacation benefits for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefits to include vacation, medical/sick leave, personal days, holidays, and bereavement leave, will be suspended during the leave, after the first 30-days and will resume upon the employee's return to active employment.

Refer to the Town of McCordsville Employee Handbook for additional information on military leave.

**Medical Insurance**

Medical insurance through Anthem is offered to eligible elected officials and regular full-time employees who work 30-hours per week and upon their date of hire. The Town pays 100% of the elected officials and employee's premium contribution only and requires the elected official and employee to pay a portion of the premium contribution beyond employee only coverage (refer to the chart below) to include:

- Employee and Spouse
- Employee and Child(ren) only
- Family

The medical insurance premium contributions that are paid by the Town are as follows and will be paid 100% from either the General, MVH, Sewer, and Stormwater Funds:



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<b>Anthem High Deductible Health Plan (HDHP)</b>	<b>Employer Contribution</b>	<b>Employee Contribution</b>
Employee Only	\$676.99 per month or \$ 338.50 per biweekly pay* *first and second pay dates each month	\$0.00

The medical premium contributions that are paid both by the Town and the elected official and employee (50% each) are as follows and will be paid 100% from either the General, MVH, Sewer, and Stormwater Funds:

<b>Anthem High Deductible Health Plan (HDHP)</b>	<b>Employer Contribution</b>	<b>Employee Contribution</b>
Employee and Spouse	\$372.35 per month or \$186.17 per biweekly pay* *first and second pay dates each month	\$372.35 per month or \$186.18 per biweekly pay* *deducted on the first and second pay dates each month
Employee and Child(ren) only	\$270.80 per month or \$135.40 per biweekly pay* *first and second pay dates each month	\$270.80 per month or \$135.40 per biweekly pay* *deducted on the first and second pay dates each month
Family	\$643.15 per month or \$321.57 per biweekly pay* *first and second pay dates each month	\$643.15 per month or \$321.58 per biweekly pay* *deducted on the first and second pay dates each month

Refer to the Summary of Benefits and Coverage (SBC) documents for additional information on medical insurance offered by the Town.

**Health Savings Account (HSA)**

The Town contributes \$1,000.00 per year into an employee's HSA who is a participant in the Anthem HDHP. Funds are distributed to each employee's account at the beginning of each quarter in January, April, July, and October and will be paid 100% from either the General, MVH, Sewer, and Stormwater Funds. For those employees ineligible for an HSA account but who are a participant in the Anthem HDHP, the Town will contribute \$1,000.00, divided quarterly as well, with payment made via the employee's paycheck.

**Dental Insurance**

Dental insurance through Sun Life Insurance is offered to eligible elected officials and regular full-time employees who work 30-hours per week and upon their date of hire. The Town pays 100% of the elected officials and the employee's premium contribution only and requires the elected official and employee to pay a portion of the premium contribution beyond the elected official and employee only coverage (refer to the chart below) to include:

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- Employee and Spouse
- Employee and Child(ren) only
- Family

The dental insurance premium contributions that are paid by the Town are as follows and will be paid 100% from either the General, MVH, Sewer, and Stormwater Funds:

<b>Sun Life Insurance Dental</b>	<b>Employer Contribution</b>	<b>Employee Contribution</b>
Employee Only	\$37.95 per month or \$ 18.98 per biweekly pay* *first and second pay dates each month	\$0.00

The dental premium contributions that are paid both by the Town and the elected official and employee (50% for each) are as follows and will be paid 100% from either the General, MVH, Sewer, and Stormwater Funds:

<b>Sun Life Insurance Dental</b>	<b>Employer Contribution</b>	<b>Employee Contribution</b>
Employee and Spouse	\$18.68 per month or \$9.34 per biweekly pay* *first and second pay dates each month	\$18.68 per month or \$9.34 per biweekly pay* *deducted on the first and second pay dates each month
Employee and Child(ren) only	\$30.26 per month or \$15.13 per biweekly pay* *first and second pay dates each month	\$30.26 per month or \$15.13 per biweekly pay* *deducted on the first and second pay dates each month
Family	\$48.94 per month or \$24.47 per biweekly pay* *first and second pay dates each month	\$48.94 per month or \$24.47 per biweekly pay* *deducted on the first and second pay dates each month

**Vision Insurance**

Vision insurance is offered to eligible elected officials and regular full-time employees who work 30-hours per week and upon their date of hire. The Town pays 100% of the elected officials and employee's premium contribution only and requires the elected official and employee to pay a portion of the premium contribution beyond employee only coverage (refer to the chart below) to include:

- Employee and Spouse
- Employee and Child(ren) only
- Family

The vision insurance premium contributions that are paid by the Town are as follows and will be paid 100% from either the General, MVH, Sewer, and Stormwater Funds:

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<b>Sun Life Insurance Vision</b>	<b>Employer Contribution</b>	<b>Employee Contribution</b>
Employee Only	\$6.01 per month or \$3.01 per biweekly pay* *first and second pay dates each month	\$0.00

The vision premium contributions that are paid both by the Town and the elected official and employee (50% for both) are as follows and will be paid 100% from either the General, MVH, Sewer, and Stormwater Funds:

<b>Sun Life Insurance Vision</b>	<b>Employer Contribution</b>	<b>Employee Contribution</b>
Employee and Spouse	\$9.01 per month or \$4.50 per biweekly pay* *first and second pay dates each month	\$9.01 per month or \$4.51 per biweekly pay* *deducted on the first and second pay dates each month
Employee and Child(ren) only	\$9.01 per month or \$4.50 per biweekly pay* *first and second pay dates each month	\$9.01 per month or \$4.51 per biweekly pay* *deducted on the first and second pay dates each month
Family	\$9.01 per month or \$4.50 per biweekly pay* *first and second pay dates each month	\$9.01 per month or \$4.51 per biweekly pay* *deducted on the first and second pay dates each month

**Sun Life Insurance - Life and AD&D Insurance**

Life and accidental death and dismemberment (AD&D) is offered to eligible elected officials and regular full-time employees who work 30-hours per week and upon their date of hire. The Town pays 100% of the elected officials and employee's premium contribution only and requires the elected official and employee to pay a portion of the premium contribution beyond employee only coverage (refer to the chart below) to include:

- Employee and Spouse
- Employee and Child(ren) only
- Family

The life and AD&D premium contributions that are paid by the Town are as follows and will be paid 100% from either the General, MVH, Sewer, and Stormwater Funds:

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<b>Sun Life Insurance – Life and AD&amp;D Insurance</b>	<b>Employer Contribution</b>	<b>Employee Contribution</b>
Employee Only (\$25,000 in life insurance and \$25,000 in AD&D)	\$6.26 per month or \$3.13 per biweekly pay* *first and second pay dates each month	\$0.00

The life and AD&D premium contributions that are paid both by the Town and the elected official and employee (50% for both) are as follows and will be paid 100% from either the General, MVH, Sewer, and Stormwater Funds:

<b>Sun Life and AD&amp;D Insurance</b>	<b>Employer Contribution</b>	<b>Employee Contribution</b>	
Employee and Spouse (\$2,500 in life insurance coverage for spouse)	\$.94 per month or \$.47 per biweekly pay* *first and second pay dates each month	\$.94 per month or \$.47 per biweekly pay* *deducted on the first and second pay dates each month	
Employee and Child(ren) only (\$1,000 for children ages 14-days through 23-years of age and a full-time student)	\$.94 per month or \$.47 per biweekly pay* *first and second pay dates each month	\$.94 per month or \$.47 per biweekly pay* *deducted on the first and second pay dates each month	
Family (\$2,500 in life insurance for coverage for a spouse and \$1,000 for children ages 14-days through 23-years of age and a full-time student)	\$.94 per month or \$.47 per biweekly pay* *first and second pay dates each month	\$.94 per month or \$.47 per biweekly pay* *deducted on the first and second pay dates each month	

Refer to the Plan (SPD) for information and AD&D plan.

Summary Description additional on the life insurance

**American Fidelity Major Medical – GAP Insurance**

GAP insurance is offered to eligible elected officials and regular full-time employees who work 30-hours per week and upon their date of hire. The Town pays 100% of the elected officials and employee's premium contribution only and requires the elected official and employee to pay a portion of the premium contribution beyond employee only coverage (refer to the chart below) to include:

- Employee and Spouse
- Employee and Child(ren) only
- Family

The GAP insurance premium contributions that are paid by the Town are as follows and will be paid 100% from either the General, MVH, Sewer, and Stormwater Funds:

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<b>American Fidelity Major Medical – GAP Insurance</b>	<b>Employer Contribution</b>	<b>Employee Contribution</b>
Employee Only	\$31.12 per month or \$15.56 per biweekly pay* *first and second pay dates each month	\$0.00

The life and AD&D premium contributions that are paid both by the Town and the elected official and employee (50% for both) are as follows and will be paid 100% from either the General, MVH, Sewer, and Stormwater Funds:

<b>American Fidelity Major Medical – GAP Insurance</b>	<b>Employer Contribution</b>	<b>Employee Contribution</b>
Employee and Spouse	\$17.10 per month or \$8.55 per biweekly pay* *first and second pay dates each month	\$17.10 per month or \$8.55 per biweekly pay* *deducted on the first and second pay dates each month
Employee and Child(ren) only	\$13.61 per month or \$6.81 per biweekly pay* *first and second pay dates each month	\$13.61 per month or \$6.81 per biweekly pay* *deducted on the first and second pay dates each month
Family	\$30.71 per month or \$15.36 per biweekly pay* *first and second pay dates each month	\$30.71 per month or \$15.36 per biweekly pay* *deducted on the first and second pay dates each month

Refer to the Summary Plan Description (SPD) for additional information on GAP insurance.

**American Fidelity Short-Term/Long-Term Disability Insurance and Accident Protection Coverage**

The Town offers voluntary short-term and long-term disability insurance to eligible full-time employees. The Town does not contribute to the premiums for such coverage and employee contributions range from \$33.20 per month to \$117.60 per month depending upon the employee's wages and elimination period.

Accident protection coverage is available to all eligible full-time employees. The Town does not contribute to the premiums for such coverage and employee contributions range from \$19.90 per month to \$33.40 per month depending upon the employee's wage and elimination period.

Refer to the Summary Plan Description (SPD) for additional information on short-term and long-term disability and accident protection coverage.

**Indiana Public Retirement System (INPRS)**

Elected officials and eligible full-time employees may participate in the Indiana Public Retirement System (INPRS). The Town shall contribute the 11.2% mandatory employers' contribution and the 3.0% employee's mandatory contribution. The benefits, costs, and administration are determined by current INPRS directives and will be paid 100% from either the General, MVH, Sewer, and Stormwater Funds.

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**Indiana Public Retirement System (INPRS) 1977 Police Officers' and Firefighters' Pension and Disability Fund**

Police Officers who work in covered jobs shall be covered by the Indiana Public Retirement System 1977 Police Officers' and Firefighters' Pension and Disability Fund. The Town has established \$49,000.00 to be the base salary of a Police Officer for 2020. Maximum longevity pay for 15-years is provided in the amount of \$3,120.00 for 2020. These two sums total \$52,120.00 and shall be used as the basis for the employer mandatory contribution of 17.6% and the employee mandatory contribution of 6.0% remitted to the 1977 Police Officers' and Firefighters' Pension and Disability Fund on a per payroll basis.

**Mobile Device Allowance**

The Commissioner – Public Works, Street and Storm Water Superintendent, Wastewater Superintendent, General Laborer(s), Director - Planning and Building, Building Inspector(s) Infrastructure Inspector, the Assistant Chief of Police, and all Police Officers will receive a mobile device and the Town will pay for the monthly charges assigned to each Town-owned mobile device. Payments will be made from the budgets of the following departments:

- Commissioner – Public Works = Wastewater
- Street and Storm Water Superintendent = Wastewater
- Wastewater Superintendent = Wastewater
- General Laborer(s) = Wastewater
- Director - Planning and Building = Engineering
- Building Inspector(s) = General
- Infrastructure Inspector = General
- Assistant Chief of Police = LOIT Public Safety
- Police Officers = LOIT Public Safety

**Clothing Allowance – Civilian Employees**

The Town will pay up to \$150.00 for full-time employees of the Public Works Department to purchase boots every two-years. Employees will be reimbursed up to \$150.00 as a claim and any amount over the allotted \$150.00 will be paid for by the employee. Paid 100% from either the General, MVH, Sewer, or Stormwater Funds.

**Licenses – Civilian Employees**

The Town will pay 100% of a commercial driver's license (CDL) test and license fees ranging from \$30.00 to \$80.00, based upon the fees set by the State of Indiana for each category of CDL license required. Additionally, the Town will pay 100% of the annual physical exam fee required to maintain such license. These exam fees range from \$100.00 to \$120.00 based upon where the employee receives the service. Testing, license and exam fees are paid by the Town and reimbursed to the employee through the Town's claims processing and will not be included in the calculation of overtime. Paid 100% from either the MVH, or Wastewater Operating Funds.

**Business Travel Expenses**

The Town may reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by a Department Head, the Clerk-Treasurer, or the Town Manager. Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives may be reimbursed by the Town. Employees are expected to limit expenses to reasonable amounts. Expenses that generally will be reimbursed include the following:

- Registration fees or similar fees for conferences, seminars, and other similar meeting, or function related to Town business will be provided for or reimbursed. Whenever possible, arrangements for these events should be directly billed to the individual.
- Travel by commercial airlines, rail services, bus, or similar common carrier mode will be provided for at the prevailing "coach" or "business class" rate.
- Taxi fares, or the cost of other public transportation will be provided for or reimbursed.

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- Parking fees and tolls will be reimbursed.
- When a personal vehicle is used in lieu of a common carrier for transportation, the first 700-miles for a round trip will be reimbursed at the current rate as designated by the Internal Revenue Service (IRS). Miles in excess of 700 will be reimbursed at two-times the IRS rate.
- Cost of standard accommodations in low to mid-priced hotels, or similar lodgings. Single occupancy will be provided at the actual cost and double occupancy will be provided at the actual cost when both parties are eligible for reimbursement. Double occupancy will be provided at the single occupancy rate when one party is eligible for reimbursement unless the room is a one rate charge. Reimbursement for lodging costs shall include room costs and associated local taxes and up to four business-related telephone charges per day. Any other charges made to the room are the responsibility of the individual.
- Reimbursement for meals will be limited as follows: \$8.00 for breakfast, \$10.00 for lunch, and \$25.00 for dinner. Food service gratuities are limited to 15% of the food bill. No reimbursement will be made for meals when already provided for in a registration fee. When separate checks are not available, any individual may claim reimbursement for other individuals of the Town up to the maximum amount
- provided as stated above multiplied by the number of individuals, provided that each individual is listed by name on the original receipt. Payment for meals for any individual will not be made to more than one individual.
- The Town will not reimburse employees for the purchase of alcoholic beverages under any circumstance.

When travel is completed, employees should submit completed travel expense reports to include itemized receipts or other proper documentation, approved by his or her Department Head of the actual expenses incurred to the Clerk-Treasurer within ten-days. Employees should contact their Department Head, the Clerk-Treasurer, or the Town Manager for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. The Town Council in its absolute and sole discretion, shall make the final determination as to whether any such claim(s) will be paid.

**ADOPTED AND PASSED by the Town Council of the Town of McCordsville, Indiana on the**  
**\_\_\_\_\_ day of \_\_\_\_\_, 2020.**

**TOWN COUNCIL OF THE TOWN OF McCORDSVILLE, INDIANA**

**Voting Affirmative:**

\_\_\_\_\_  
**Barry A. Wood**

\_\_\_\_\_  
**Thomas R. Strayer**

\_\_\_\_\_  
**Larry J. Longman**

\_\_\_\_\_  
**Branden D. Williams**

\_\_\_\_\_  
**Greg Brewer**

**Voting Opposed:**

\_\_\_\_\_  
**Barry A. Wood**

\_\_\_\_\_  
**Thomas R. Strayer**

\_\_\_\_\_  
**Larry J. Longman**

\_\_\_\_\_  
**Branden D. Williams**

\_\_\_\_\_  
**Greg Brewer**

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**ORDINANCE \_\_\_\_\_**  
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**ATTESTED:** \_\_\_\_\_  
**Clerk-Treasurer**