

TOWN OF McCORDSVILLE, INDIANA
ORDINANCE 050923A
AN ORDINANCE AMENDING ORDINANCE 021423 and Ordinance 121322B.
2023 SALARY ORDINANCE

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 2023; 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, 2023, through December 31, 2023, shall be as follows:

2023 BASE PAY RATE SCHEDULE

TITLE	CLASSIFICATION	BASE PAY RATES	BUDGET LINES
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	\$3,763.47 biweekly	50% - General Fund 50% - Sewer Fund
Community Outreach Coordinator	Nonexempt Full-Time	\$18.54 per hour	100% - General Fund
Clerk-Treasurer	Exempt Full-Time	\$2,503.46 biweekly	50% - General Fund 50% - Sewer Fund
Administrative Assistant – Clerk-Treasurer	Nonexempt Part-Time	\$30.00 per hour	50% - General Fund 50% - Sewer Fund
Engineer	Exempt Full-Time	\$3,756.21 biweekly	25% - General Fund 25% - Sewer Fund 25% - MVH Fund 25% - Stormwater Fund

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Project Manager	Nonexempt Full-Time	Up to \$30.29 per hour	25% - General Fund 25% - Sewer Fund 25% - MVH Fund 25% - Stormwater Fund
Infrastructure Inspector	Nonexempt Full-Time	\$31.09 per hour	25% - General Fund 25% - Sewer Fund 25% - MVH Fund 25% - Stormwater Fund
Assistant Town Manager- Planning & Development	Exempt Full-Time	\$3590.11 biweekly	50% - General Fund 50% - Sewer Fund
Associate Planner	Nonexempt Full-Time	\$28.85 per hour	50% - General Fund 25% - Sewer Fund 25% - MVH Fund
Building Commissioner	Exempt Full-Time	\$2575.00 biweekly	25% - General Fund 25% - Sewer Fund 25% - MVH Fund
Inspectors (2)	Nonexempt Full-time	\$27.24 per hour (1) \$24.04 per hour (1)	25% - Stormwater Fund
Administrative Assistant – Planning	Nonexempt Full-Time	\$21.73 per hour	50% - General Fund 50% - Sewer Fund
Director of Public Works	Exempt Full-Time	\$3064.44 biweekly	33.4% - Sewer Fund 33.3% - MVH Fund 33.3% - Stormwater Fund
Wastewater Superintendent	Nonexempt Full-Time	\$32.98 per hour	100% - Sewer Fund
Assistant Director of Public Works	Nonexempt Full-Time	\$2258.08 biweekly	50% - MVH Fund 50% - Stormwater Fund
General Laborer – Wastewater and Street	Nonexempt Full-Time	\$20.82 per hour	50% - Sewer Fund 50% - MVH Fund
General Maintenance Operator	Nonexempt Full-Time	\$20.31 per hour	50% - Sewer Fund 50% - MVH Fund

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General Laborer – Public Works (3)	Nonexempt Full-Time (2)	\$18.54 per hour (2)	50% - MVH and 50% - Stormwater
	Part time (1)	\$17.51 per hour (1)	
General Laborer – Sewer	Nonexempt Full-Time (1)	\$18.54 per hour	100% - Sewer Fund
General Laborer – Sewer	Part-Time (1)	\$17.13 per hour	
Utility Billing Clerk I	Nonexempt Full-Time	\$20.00 per hour	100% - Sewer Fund
Utility Billing Clerk II	Nonexempt Full-Time	\$18.00 per hour	100% - Sewer Fund
Chief of Police	Exempt Full-Time	\$3,546.92 biweekly	100% - General Fund
Assistant Chief of Police	Exempt Full-Time	\$3139.24 biweekly	100% - General Fund
Police Officers (20) (6 jobs – vacant)	Nonexempt Full-Time	\$27.47 - \$33.20 per hour See Chart on Page 3	100% - General Fund
Police Civilian Assistant	Nonexempt Full-Time	\$18 per hour	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 26 pays, or 2080-hours in 2023 with the first biweekly pay period designated as Saturday, December 24, 2022, through Friday, January 6, 2023, for payment on January 13, 2023. Actual wages will be split between the 2022 and 2023 salary ordinances, as appropriate for each year. The standard workweek is from 12:01 a.m. on Saturday to 12:00 a.m. 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.

Base wages are set by this salary ordinance for 2023 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 will 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 Standard Operating Procedures (SOPs) for additional information on work schedules.

The town has established the following work schedules:

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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 workday. 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 completing necessary work.

Hours of work generally include all the time during which:

- The employee is on duty.
- The employee is at a prescribed workplace.
- All other times during which an employee has been permitted to work for the town.
- 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.

Refer to the Town of McCordsville Employee Handbook Policy #502 – Work Schedules for additional information.

Police Department employees may refer to Policy #1016 – Meal Periods and Breaks in the McCordsville Police Department Policy Manual for additional information.

PAY CONSIDERATIONS

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

Assistant Town Manager – Planning & Development

The Assistant Town Manager – Planning & Development will receive a \$400.00 per month vehicle allowance payable on the first payroll of each month. The vehicle allowance will be paid 50% - General Fund and 50% - Sewer Fund.

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 more than 40 in a workweek.

Only hours worked will count for the purpose of calculating overtime. Time worked over 40- hours per week will be paid at time and one half. Time off for vacation benefits, sick leave benefits, personal days, bereavement leave, time off to vote, jury duty, witness duty, 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

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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 pay out all unused compensatory time at the end of each calendar year. Upon termination of employment, employees will be paid for all earned, but unused compensatory time in accordance with the standards set forth in the Fair Labor Standards Act (FLSA), at the regular hourly wage rate in effect at the time of the termination, or the average of the past three-years, whichever is greater.

Flextime is time used for time in the same workweek. So, when a Department Head, or Supervisor has approved an employee to work more than 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 Policy #507 – Overtime/Compensatory Time/Flextime for additional information.

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 purpose 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 more than 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 80 in a work period. 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. Upon termination of employment, employees will be paid for all earned, but unused compensatory time in accordance with the standards set forth in the Fair Labor Standards Act (FLSA), at the regular hourly wage rate in effect at the time of the termination, or the average of the past three-years, whichever is greater.

Police Department employees may refer to Policy #1019 – Overtime Compensation in the McCordsville Police Department Policy Manual for additional information.

Department of Public Works- Certifications

1. CDL-B: \$2,000 (\$.96/ hour)
1-year commitment to town post certification; otherwise, must pay back training cost which may include a deduction from payroll to recoup the costs.
2. Wastewater Class III Operator (non-cumulative): \$5,720/ year (\$2.75/ hour)
Department Head approval needed and Foreman level or higher required. Excludes Superintendent of Wastewater as required per job description.
3. Wastewater Class IV Operator (non-cumulative): \$6,240/ year (\$3.00/hour)
Department head approval needed and Foreman Level or higher required. Excludes Superintendent of Wastewater as required per job description.
4. MS-4 Coordinator: \$1,500/ year \$1,560/ year (\$.75/ hour)
Department Head approval and Foreman level or higher required.

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ADDITIONAL PAY CONSIDERATIONS

**All additional pay considerations are paid from the funds
as outlined in the charts by job title on pages one
through three.**

Emergency Closings/Inclement Weather

At times, emergencies such as severe weather, fires, power failures, or earthquakes, may disrupt the town's operations. In extreme cases, these circumstances may require the closing of a work facility.

This policy does not pertain to emergency and other essential employees. Employees will be notified at the time of their initial employment whether they are an essential or non-essential employee; however, said status may change from time to time as determined by the Town Manager.

Upon activation by the Town Manager of the inclement weather policy, in any weather condition that the Town Manager deems hazardous or otherwise unfit or unsafe for travel, nonessential employees have the option to take time off work without prior authorization from a Department Head, or the Clerk-Treasurer.

When the Town Manager deems that all offices are closed, employees will be paid in full for the time of the closings. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive additional personal days equal to the number of hours that the Town Hall is closed in addition to their regular pay.

Refer to the Town of McCordsville Employee Handbook Policy #510 - Emergency Closings/Inclement Weather for additional information.

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 that will be effective May 13, 2023, for first payroll on May 26, 2023:

Years of Experience	Pay Rate
Starting rate for an hourly police officer.	\$27.47 per hour
Exempt police positions start at or above - specific positions are called out on pages 1-3	\$3,076.92 Bi-Weekly
Years Employed	Hourly Rate
0	\$27.47
1	\$27.93
2	\$28.39
3	\$28.85
4	\$29.30
5	\$29.76
6	\$30.22
7	\$30.68
8	\$31.14
9	\$31.59

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10	\$32.05
11	\$32.28
12	\$32.51
13	\$32.74
14	\$32.97
15	\$33.20
16	\$33.20
17	\$33.20
18	\$33.20
19	\$33.20
20	\$33.20

Rank Pay – Police Department Employees

Police Officers in the Police Department who hold a rank of **Sergeant** will receive an additional \$1.37 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 **\$0.46** per hour per each extra duty. Extra duty pay will be capped at **two** 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:

- 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
- School Resource Officer (S.R.O)

Longevity Pay – Police Department Employees

In addition to the basic annual rates specified above, each employee will receive an additional **\$0.09** per hour increase per year of service. Longevity is capped at 15 years of service. Longevity will be calculated in January for each employee regardless of when the anniversary date would occur in that year 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

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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.

Bonus Pool

A bonus may be paid to those eligible as recommended by the Clerk-Treasurer and Town Manager to be approved by the Town Council.

LEAVE BENEFITS SCHEDULE

**All leave benefits are paid from the funds as outlined in
the charts by job title on pages one through three.**

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 60 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.
- 11th year through 14th year of eligible service the employee is entitled to 20-days or 160-hours of vacation each year.
- 15th year through the subsequent years of eligible service the employee is entitled to 25-days or 200-hours of vacation each year.

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.
- 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.

For Police Department employees, vacation benefits may not exceed 320-hours per anniversary

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year.

Police Department employees may refer to Policy #1030 – Paid Absences in the McCordsville Police Department Policy Manual for additional information.

Vacation Benefits - All Employees

Paid vacation benefits may be used in one-hour increments as approved by the Department Head. An employee may carry over unused vacation to the next calendar year, but in no case can an employee have credit for more than 240-hours of vacation. If an employee either voluntarily terminates or is involuntarily terminated, vacation hours for that year will be pro-rated back to the date of termination. Vacation benefits may not be used to extend an employee's termination date, nor will they be used in the calculation of overtime.

Refer to the Town of McCordsville Employee Handbook Policy #302 – Vacation Benefits for additional information.

Police Department employees may refer to Policy #1030 – Paid Absences in the McCordsville Police Department Policy Manual for additional information.

Sick Leave Benefits – Civilian Employees

Full-time employees will accrue one day of sick leave for every calendar month of service starting on the employee's date of hire. One day of sick leave benefits is equivalent to one eight-hour shift. Employees may not accumulate more than 24 days, or 192-hours of accrued sick leave at any given time. Sick leave benefits will not be used in the calculation of overtime. Earned but used sick leave benefits will not extend an employee's termination date and will not be paid out upon termination of employment.

Sick Leave Benefits – Police Department Employees

Full-time employees will 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 over 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. Earned but used sick leave benefits will not extend an employee's termination date and will not be paid out upon termination of employment.

Sick leave benefits may be traded for personal days and employees may refer to Policy #304 – Personal Days in the Town of McCordsville Employee Handbook for additional information.

Refer to the Town of McCordsville Employee Handbook Policy #303 – Sick Leave Benefits for additional information.

Police Department employees may refer to Policy #1030 – Paid Absences in the McCordsville Police Department Policy Manual for additional information.

Personal Days

Each full-time employee may trade three sick leave days for two personal days. 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 Clerk-Treasurer, Town Manager, and the Chief of Police no later than the 15th day of June and/or the 15th day of December.

Personal days are not used in the calculation of overtime. Personal days may not be used to extend any employee's termination date and will not be paid out upon termination of employment.

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Personal Days – Public Works Department Employees

Nonexempt employees of the Public Works Departments will not be entitled to paid holidays. In lieu of paid holidays, nonexempt employees of the Public Works Department will earn personal days equal to the number of hours worked on the holiday. 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 be allowed to earn more than 12 unused personal days. Any unused personal days more than 23 earned in any calendar year, including any carryover will be forfeited.

Personal Days – Police Department Employees

In lieu of receiving holiday pay, Police Officers will receive the number of days provided to civilian employee as personal time instead of holiday pay. 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 be allowed to earn more than 12 unused personal days. Any unused personal days more than 12 earned in any calendar year, including any carryover will be forfeited.

Refer to the Town of McCordsville Employee Handbook Policy #304 – Personal Days for additional information.

Police Department employees may refer to Policy #1030 – Paid Absences in the McCordsville Police Department Policy Manual for additional information.

Holidays

The Town of McCordsville's 2023 holiday schedule is as follows:

Holiday	Date
New Year's Day Observed	Monday, 1/2/2023
Martin Luther King Day	Monday, 1/16/23
Good Friday	Friday, 4/7/23
Memorial Day	Monday, 5/29/23
Independence Day	Tuesday, 7/4/23
Labor Day	Monday, 9/4/23
General Election Day	Tuesday, 11/7/23
Veterans Day Observed	Friday, 11/11/23
Thanksgiving Day	Thursday, 11/23/23
Day After Thanksgiving	Friday, 11/24/23
Christmas Day	Monday, 12/25/23
Christmas (day after)	Tuesday, 12/26/23

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, except for 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 Department will not be entitled to paid holidays. In lieu

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of paid holidays, nonexempt employees of the Public Works Department will receive the number of days provided to civilian employees as personal days instead of holiday pay.

In lieu of receiving holiday pay, Police Officers will receive the number of days provided to civilian employees as personal days instead of holiday pay. Refer to the Town of McCordsville Employee Handbook Policy #304 – Personal Days for additional information,

Refer to the Town of McCordsville Employee Handbook Policy #305 - Holidays for additional information.

Bereavement Leave – All Employees

Department Heads, the Clerk-Treasurer, or the Town Manager may grant up to 80-hours of paid bereavement leave in the event of the death of the employee's spouse, or child. Department Heads, the Clerk-Treasurer, or the Town Manager may grant up to 24-hours of paid bereavement leave in the event of the death of a member of the employee's immediate family. 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. Employees may be asked to provide the actual obituary or prayer card from the funeral home as proof of attendance. If more time is required than granted above, the employee may utilize vacation benefits, personal days, compensatory time, or unpaid personal leave, with the approval of the Department Head, the Clerk-Treasurer, or the Town Manager.

Bereavement leave is paid at the employee's current pay rate at the time of the absence and does not include overtime, and any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Refer to the Town of McCordsville Employee Handbook Policy #309 – Bereavement Leave for additional information.

Police Department employees may refer to Policy #1030 – Paid Absences in the McCordsville Police Department Policy Manual for additional information.

Jury Duty

Jury duty pay will be calculated based on the employee's current pay rate times the number of hours the employee would have otherwise worked on the day of the absence less the compensation the employee receives for jury duty from the court. The employee must submit the money that they received for jury duty, less mileage, to the Clerk-Treasurer's Office to be paid for jury duty. The employee must present proof of service and the amount of payment (receipt) received from the Clerk of the Court to the Clerk-Treasurer's Office for consideration of payment.

Refer to the Town of McCordsville Employee Handbook Policy #311 – Jury Duty for additional information.

Witness Duty

The town encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by the town, they will receive paid time for the entire period of witness duty. Employees who are called to testify in court by the town will be paid their current rate of pay for the time expended.

Employees will be granted time off to appear as a witness when requested by a party in a court of law when subpoenaed to do so other than by the town. Employees may use any available vacation benefits to

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receive compensation for the period of absence, however, are not required to do so.

Refer to the Town of McCordsville Employee Handbook Policy #312 – Witness Duty for additional information.

Time Off to Vote

The town encourages employees to fulfill their civic responsibilities by participating in elections. The town recognizes primary and general election days as official holidays. Employees who may be required to work on the official holiday should find time to vote either before or after their working hours.

Refer to the Town of McCordsville Employee Handbook Policy #308 – Time Off to Vote for additional information.

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 leave of absence of more than 15 days will be unpaid. However, employees may use any available vacation benefits, sick leave benefits, personal days, or compensatory time for the absence. Military leave will not be used in the calculation of overtime.

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 benefits, sick leave benefits, 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 Policy #605 – Military Leave for additional information.

HEALTH and RETIREMENT BENEFITS
Payable funds are designated in each benefit as stated below.

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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Anthem High Deductible Health Plan (HDHP)	Employer Contribution	Employee Contribution
Employee Only	\$759.91 per month or \$ 379.96 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:

Anthem High Deductible Health Plan (HDHP)	Employer Contribution	Employee Contribution
Employee and Spouse	\$417.95 per month or \$208.98 per biweekly pay* *First and second pay dates each month	\$417.95 per month or \$208.98 per biweekly pay* *Deducted first and second pay dates each month
Employee and Child(ren) only	\$303.97 per month or \$151.98 per biweekly pay* *First and second pay dates each month	\$303.97 per month or \$151.98 per biweekly pay* *Deducted on the first and second pay dates each month
Family	\$721.92 per month or \$360.96 per biweekly pay* *First and second pay dates each month	\$721.92 per month or \$360.96 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.

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Health Clinic

The Town of McCordsville offers the services of a free health clinic for employees and their dependents who are enrolled in the employee group medical insurance plan. The health clinic may provide services to include the screening, treatment, and prevention of illnesses and injuries, as well as behavioral and mental health services. Paid out of the General Fund.

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 eligibility date. 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:

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

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:

Sun Life Insurance Dental	Employer Contribution	Employee Contribution
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:

Sun Life Insurance Dental	Employer Contribution	Employee Contribution
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

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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
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Vision Insurance

Vision insurance is offered to eligible elected officials and regular full-time employees who work 30 hours per week and upon their eligibility date. 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:

- 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:

Sun Life Insurance Vision	Employer Contribution	Employee Contribution
Employee Only	\$6.76 per month or \$3.38 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:

Sun Life Insurance Vision	Employer Contribution	Employee Contribution
Family	\$5.06 per month or \$2.53 per biweekly pay* *First and second pay dates each month	\$5.06 per month or \$2.53 per biweekly pay* *Deducted on the first and second pay dates each month

One America Insurance - Life and AD&D Insurance

Life and accidental death and dismemberment (AD&D) insurance is offered to eligible elected officials and regular full-time employees who work 30-hours per week and upon their eligibility date. 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 insurance premium contributions that are paid by the Town are as follows and

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will be paid 100% from either the General, MVH, Sewer, and Stormwater Funds:

One America Insurance – Life and AD&D Insurance	Employer Contribution	Employee Contribution
Employee Only (\$50,000 in life insurance and \$50,000 in AD&D)	\$10.15 per month or \$5.08 per biweekly pay*	\$0.00
	*First and second pay dates each month	

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:

One America Insurance - Life and AD&D Insurance	Employer Contribution	Employee Contribution
Employee and Spouse (\$2,500 in life insurance coverage for spouse)	\$.55 per month or \$.27 per biweekly pay* *First and second pay dates each month	\$.55 per month or \$.28 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)	\$.09 per month or \$.045 per biweekly pay* *First and second pay dates each month	\$.09 per month or \$.045 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)	\$.64 per month or \$.32 per biweekly pay* *First and second pay dates each month	\$.64 per month or \$.32 per biweekly pay* *Deducted on the first and second pay dates each month

Refer to the Summary Plan Description (SPD) for additional information on the life and AD&D insurance plan.

Refer to the Town of McCordsville Employee Handbook Policy #317 – Life and AD&D Insurance for additional information.

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One Americas Short-Term/Long-Term Disability Insurance

The Town offers short-term and long-term disability insurance to eligible full-time employees. The Town contributes 100% of the employee's premium for such coverage.

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

Refer to the Town of McCordsville Employee Handbook Policy #318 – Short-Term Disability and Policy #319 – Long-Term Disability for additional information.

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.

Refer to the directives from INPRS for additional information.

Refer to the Town of McCordsville Employee Handbook Policy #320 – Indiana Public Retirement System (INPRS) for additional information.

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 \$53,000.00 to be the base salary of a Police Officer for 2023. Maximum longevity pay for 15-years is provided in the amount of \$3,120.00 for 2023.

These two sums total \$56,120.00 and shall be used as the basis for the employer mandatory contribution of 18.5% 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.

Refer to the directives from INPRS 1977 Fund for additional information.

Refer to the Town of McCordsville Employee Handbook Policy #321 – Indiana Public Retirement System (INPRS) 1977 Fund for additional information.

HOOSIER START 457(b) Deferred Compensation Plan

The town has established a 457(b) deferred compensation plan to provide employees with the potential for future financial security for retirement. The 457(b) deferred compensation plan allows employees to elect how much salary they want to contribute and how they want to direct the investment of their plan account, so that they can tailor their own retirement package to meet their individual needs. The Town does not contribute to the HOOSIER START 457(b) deferred compensation plan on behalf of employees.

Complete details of the HOOSIER START 457(b) deferred compensation plan are described in the Summary Plan Description (SPD) provided to eligible employees.

Refer to the Town of McCordsville Employee Handbook Policy #322 – HOOSIER START 457(b) Deferred Compensation Plan for additional information.

OTHER BENEFITS

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Payable funds are designated in each benefit as stated below.

Employee Assistance Program (EAP)

The town offers an Employee Assistance Program (EAP) to all employees and their family members, free of charge to assist employees with personal problems and/or work-related problems that may impact their job performance, physical health, or mental and emotional well-being. The EAP 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

Refer to the Town of McCordsville Employee Handbook Policy #315 – Employee Assistance Program (EAP) for additional information.

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 = General
- 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 \$200.00 for full-time employees of the Public Works Department to purchase boots every two years. Employees will be reimbursed up to \$200.00 as a claim and any amount over the allotted \$200.00 will be paid 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 a 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.

Licensing/Certification/Membership Dues

The town may reimburse employees or directly pay for a specific job-related license or certification requirement applicable to each job classification. The Town Council is responsible for approving such expenditures in advance and the type of licensure and/or certification required is left to their sole discretion and requirements as included in the job description. Invoices for licenses, certifications, or membership dues may be submitted to the Clerk-Treasurer for payment. **For a list of approved licenses,**

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certifications, membership dues, and allowable expenses refer to the town's salary ordinance each year. **They need to be listed here along with the funds that they are paid from.**

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:

- Mileage costs for use of personal cars, only when less expensive transportation is not available and payable at the state mileage rate as set by the Internal Revenue Service (IRS).
- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Cost of standard accommodation in low to mid-priced hotels, or similar lodgings.
- Car rental fees, only for compact or mid-sized cars, if appropriate.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi, Uber, Lyft, or other national ridesharing fares only when there is no less expensive alternative.
- Cost of meals, no greater than the limits provided in the town's salary ordinance. Alcoholic beverages will not be reimbursed.
- Tips not exceeding 20% of the total cost of a meal, or 20% of a ride sharing fare.
- Charges for telephone calls, fax, and similar services required for work-related purposes.
- Charges for laundry and valet services, only on trips of five or more days. (Personal entertainment and personal care items are not reimbursed.)

When travel is completed, employees should submit completed travel expense reports, including itemized receipts or other proper documentation approved by their Department Head, of the actual expenses incurred to the Clerk-Treasurer. Employees should contact their Department Head, the Clerk-Treasurer, or the Town Manager for guidance and assistance with procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Travel expenses that are paid by the Town are as follows and will be paid 100% from either the General, MVH, Sewer, and Stormwater Funds.

Refer to the Town of McCordsville Employee Handbook Policy #512 – Business Travel Expense for additional information.

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ADOPTED AND PASSED by the Town Council of the Town of McCordsville, Indiana
on the 9th day of May 2023.

TOWN COUNCIL OF THE TOWN OF McCORDSVILLE, INDIANA

Voting Affirmative:

Voting Opposed:

Gregory J. Brewer

Gregory J. Brewer

Larry J. Longman

Larry J. Longman

Branden D. Williams

Branden D. Williams

Bryan Burney

Bryan Burney

Scott Jones

Scott Jones

ATTEST:

Stephanie Crider, Clerk-Treasurer