

TOWN OF McCORDSVILLE, INDIANA

ORDINANCE 121223A

2024 SALARY ORDINANCE

WHEREAS the Town of McCordsville is desirous of establishing a schedule of total compensation to include the salaries and benefits for its employees for the year 2024; 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, 2024, through December 31, 2024, shall be as follows:

2024 BASE PAY RATE SCHEDULE

TITLE	CLASSIFICATION	BASE PAY RATES	BUDGET LINES
Town Council President	Stipend	\$4,500.00 semi-annual (paid in arrears in June and December of each year)	50% - General Fund 50% - Sewer Fund
Town Council Member(s)	Stipend	\$3,750.00 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	\$50.00 per meeting (paid in arrears in June and December of each year)	100% - General Fund
Metropolitan Board of Police Commissioners Member(s)	Stipend	\$50.00 per meeting (paid in arrears in June and December of each year)	100% - General Fund
Town Manager	Exempt Full-Time	\$3,951.36 biweekly	50% - General Fund 50% - Sewer Fund
Office Manager	Nonexempt Full-Time	\$28.00 per hour	25% - General Fund 25% - Sewer Fund 25% - MVH Fund 25% - Stormwater Fund
Clerk-Treasurer	Exempt Full-Time	\$3,000.00 biweekly	50% - General Fund 50% - Sewer Fund
Administrative Assistant – Clerk-Treasurer	Nonexempt Part-Time	\$31.35 per hour	50% - General Fund 50% - Sewer Fund
Payroll & Benefits Administrator	Nonexempt Full-Time	\$28.00 per hour	25% - General Fund 25% - Sewer Fund 25% - MVH Fund 25% - Stormwater Fund
Engineer	Exempt Full-Time	\$3,887.46 biweekly	25% - General Fund 25% - Sewer Fund 25% - MVH Fund 25% - Stormwater Fund

TOWN OF McCORDSVILLE, INDIANA
ORDINANCE 121223A
2024 SALARY ORDINANCE

Project Manager	Nonexempt Full-Time	\$30.15 per hour	25% - General Fund 25% - Sewer Fund 25% - MVH Fund 25% - Stormwater Fund
Infrastructure Inspector	Nonexempt Full-Time	\$32.49 per hour	25% - General Fund 25% - Sewer Fund 25% - MVH Fund 25% - Stormwater Fund
Assistant Town Manager- Planning & Development	Exempt Full-Time	\$3,716.06 biweekly	50% - General Fund 50% - Sewer Fund
Associate Planner	Nonexempt Full-Time	\$30.15 per hour	50% - General Fund 25% - Sewer Fund 25% - MVH Fund
Building Commissioner	Exempt Full-Time	\$2,665.33 biweekly	25% - General Fund 25% - Sewer Fund 25% - MVH Fund
Inspectors (3)	Nonexempt Full-time	\$28.47 per hour (1) \$27.00 per hour (1) \$24.00 per hour (1)	25% - Stormwater Fund
Administrative Assistant – Planning	Nonexempt Full-Time	\$20.00 per hour	50% - General Fund 50% - Sewer Fund
Director of Public Works	Exempt Full-Time	\$3,449.42 biweekly	33.4% - Sewer Fund 33.3% - MVH Fund 33.3% - Stormwater Fund
Wastewater Superintendent	Exempt Full-Time	\$2,923.08 biweekly	100% - Sewer Fund
Assistant Director of Public Works	Exempt Full-Time	\$2,643.02 biweekly	50% - MVH Fund 50% - Stormwater Fund
General Laborer – Wastewater and Street	Nonexempt Full-Time	\$23.28 per hour	50% - Sewer Fund 50% - MVH Fund
General Maintenance Operator	Nonexempt Full-Time	\$21.81 per hour	50% - Sewer Fund 50% - MVH Fund

**TOWN OF McCORDSVILLE, INDIANA
ORDINANCE 121223A
2024 SALARY ORDINANCE**

General Laborer – Public Works (5)	Nonexempt Full-Time (2)	\$20.04 per hour (2)	50% - MVH and 50% - Stormwater
	Part time (3)	\$18.09 per hour (1) \$18.00 per hour (2)	
General Laborer – Public Works Utility Locator	Nonexempt Full-Time (1)	\$20.00 per hour	50% - Sewer Fund 50% - Stormwater
General Laborer – Sewer	Nonexempt Full-Time (1)	\$20.04 per hour	100% - Sewer Fund
General Laborer – Sewer	Part-Time (1)	\$18.00 per hour	
Utility Billing Clerk	Nonexempt Full-Time	\$21.50 per hour	100% - Sewer Fund
Accounts Payable/Receivable	Nonexempt Full-Time	\$21.00 per hour	50% - General Fund 50% - Sewer Fund
Parks Director	Exempt Full-Time	3,000.00 biweekly	75% - General Fund 25% - Cum Bldg. Fund
Program & Event Coordinator	Nonexempt Full-Time	\$24.00 per hour	100% - General Fund
Seasonal Intern	Nonexempt Part-Time	\$18.00 per hour (384 max)	100%- General Fund
Chief of Police	Exempt Full-Time	\$3,671.35 biweekly	100% - General Fund
Assistant Chief of Police	Exempt Full-Time	\$3,249.07 biweekly	100% - General Fund
Police Officers (20) (6 jobs – vacant)	Nonexempt Full-Time	\$27.47 - \$33.66 per hour See Chart on Page 7	100% - General Fund
Police Civilian Assistant	Nonexempt Full-Time	\$19.50 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, with the first biweekly pay period designated as Saturday, December 23, 2023, through Friday, January 5, 2024, for payment on January 12, 2024. Actual wages will be split between the 2023 and 2024 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 2024 and any changes will require approval from the Town Council.

TOWN OF McCORDSVILLE, INDIANA

ORDINANCE 121223A

2024 SALARY ORDINANCE

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 consider 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:

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 to receive the base pay rates listed above per each department's guideline.

Town Manager &

Assistant Town Manager – Planning & Development

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

Overtime/Flex Time – Civilian Employees

All full-time civilian employees may be scheduled to work 40-hours per workweek, or eight- hour shifts. All part-time and temporary employees may be scheduled to work less than 40 hours per

TOWN OF McCORDSVILLE, INDIANA

ORDINANCE 121223A

2024 SALARY ORDINANCE

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 PTO, 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. Refer to the Town of McCordsville Employee Handbook Policy #508 – “On Call” and “Call In” Employees for additional information.

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/Flextime for additional information.

Overtime – 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 84-hours in the 14-day work period. Overtime pay will be earned for all hours worked more than 84 hours during a 14-day work period.

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 (reflected in pay rate schedule above)

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.

Recognized Organizations, Dues, and Memberships

The following Organizations bring value to our employees and the Town. The Town may choose per Supervisor approval to pay for dues, membership fees, conference registration & travel, and other expenses related to membership, certification, licensing, and participation in these organizations.

- AWWA = American Water Works Association: Wastewater CEU classes and license renewal
- IWEA = Indiana Water Environment Association: Wastewater CEU classes and license renewal

TOWN OF McCORDSVILLE, INDIANA
ORDINANCE 121223A
2024 SALARY ORDINANCE

- INASFM annual dues (Indiana Association for floodplain and Stormwater Management): Street Commissioners annual dues
- CDL related training, testing, and maintenance
- PE renewal
- WEF/IWEA membership
- American Society of Civil Engineers
- WWTP operator certification

- ICC Membership
- ICC Residential Building Inspector renewal
- ICC Commercial Building Inspector renewal
- ICC Fire Inspector renewal
- ULI Full Government Membership
- ULI Associate Government Membership
- American Planning Association
- American Institute of Certified Planners
- Indiana Chapter of the American Planning Association
- Association of Indiana Municipalities (AIM) and Affiliated Organizations

- Indiana Economic Development Association
- International Economic Development Council
- Redevelopment Association of Indiana
- ADA & Title VI Association
- Indiana Municipal Managers Association (IMMA)
- International City/ County Management Association (ICMA)
- All expenses related to becoming and maintaining an Indiana Notary Commission

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 PTO 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

**TOWN OF McCORDSVILLE, INDIANA
ORDINANCE 121223A
2024 SALARY ORDINANCE**

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:

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	\$3,249.07 Bi-Weekly
Years Employed	Hourly Rate
0	\$27.47
1	\$27.93
2	\$28.39
3	\$28.85
4	\$29.31
5	\$29.77
6	\$30.23
7	\$30.69
8	\$31.15
9	\$31.61
10	\$32.07
11	\$32.53
12	\$32.99
13	\$33.45
14	\$33.91
15	\$34.37
16	\$34.37
17	\$34.37
18	\$34.37
19	\$34.37
20	\$34.37

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.

TOWN OF McCORDSVILLE, INDIANA

ORDINANCE 121223A

2024 SALARY ORDINANCE

Extra Duty Pay – Police Department Employees

Employees within the Police Department who participate in any of the following special duties during 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 (not reflected in the base pay rate)

In addition to the basic annual rates specified above, each employee will receive an additional \$.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 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.

LEAVE BENEFITS SCHEDULE

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

Paid Time Off Benefits

Paid time off (PTO) benefits with pay are available to eligible employees to provide opportunities for rest, relaxation, illness, and personal pursuits. Eligible employees may also utilize PTO benefits to cover for any missed time due to an emergency closing. Refer to Policy #510 – Emergency Closings/Inclement Weather for additional information.

Employees in the following employment classification(s) are eligible to earn and use PTO benefits as described in this policy:

Regular full-time employees

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

TOWN OF McCORDSVILLE, INDIANA
ORDINANCE 121223A
2024 SALARY ORDINANCE

Length of Continuous Employment	Number of Hours/Number of Weeks
Date of Hire to the First-Year Anniversary	Employee will accrue 13.33 hours per full month of continuous employment
First-Year Anniversary through the Fifth-Year Anniversary	160-Hours/Four-Weeks
Sixth-Year Anniversary through the Tenth-Year Anniversary	200-Hours/Five-Weeks
11th-Year Anniversary through the 15th-Year Anniversary	240-Hours/Six-Weeks
16th-Year Anniversary through the 20th-Year Anniversary	280-Hours/Seven-Weeks
21st-Year Anniversary and Beyond	320-Hours/Eight-Weeks

New hires will be eligible to utilize their accrued PTO after 90 days of employment. To take PTO benefits, employees should request approval from their Department Head, at least one week in advance of the proposed PTO starting date. Requests will be reviewed based on several factors, including business needs and staffing requirements. Employees who have an emergent need to be absent or tardy must notify their Department Head at least one-hour in advance of the start of their shift and in accordance with Policy #704 – Attendance and Punctuality. A department's practices and policies will prevail in the determination of PTO benefit requests. Department Heads have the authority to approve or deny all PTO benefit requests.

PTO benefits may be taken in increments of one-hour. PTO benefits may not be taken in advance of having earned the time. An employee may carry over up to 80-hours of unused PTO to the next anniversary year. Upon termination of employment, PTO benefits will be pro-rated and paid out for each month of employment worked during the current anniversary year. In addition, all carryover benefits from the previous year will be paid out. PTO benefits may not be used to extend an employee's termination date.

PTO benefits are earned for all continuous service in an active pay status. PTO benefits are not earned while an employee is in an unpaid status.

PTO benefits are paid at the employee's current pay rate at the time of the paid time off and will not be included in the calculation of overtime.

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

NOTE: On 1/1/2024, the Town of McCordsville moved from the traditional vacation and sick leave benefits policies to this PTO policy. Current active employees will transition to the new PTO policy on their anniversary date during 2024 and may carry over up to 80-hours of vacation time from the traditional vacation benefit policy to the PTO policy on their anniversary date in 2024.

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.

TOWN OF McCORDSVILLE, INDIANA

ORDINANCE 121223A

2024 SALARY ORDINANCE

Sick Leave Bank

The Town of McCordsville moved from the traditional vacation and sick leave benefits policies on 1/1/2024, to a paid time off (PTO) policy. Employees will continue to accrue sick leave benefits under the previous sick leave benefits policy through their 2024 anniversary date. At that time all sick leave benefits will be transferred into the sick leave bank under the terms of this policy. All available time will be able to be used for the period of three years. If time is not used by 12/31/2026, employees will forfeit the accrued time. Accrued, but unused sick leave bank benefits will not be paid out upon termination of employment, nor may they be used to extend a termination date.

Employees who have an emergency need to be absent due to an illness must notify their Department Head at least one-hour in advance of the start of their shift and in accordance with Policy #704 – Attendance and Punctuality. Employees should also request the use of their accrued sick leave bank time for the absence from their Department Head and the Department Head will communicate the use of such time to the Clerk-Treasurer's Office for payroll purposes. A department's practices and policies will prevail in the determination of sick leave bank benefit requests. Department Heads have the authority to approve or deny all sick leave bank benefit requests.

Sick leave bank benefits are paid at the employee's current pay rate at the time of the paid time off will not be included in the calculation of overtime.

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 2024 holiday schedule is as follows:

- New Year's Day: January 1, 2024
- Martin Luther King Jr. Day: January 15, 2024
- President's Day: February 19, 2024
- Good Friday: March 29, 2024
- Primary Election Day: May 7, 2024
- Memorial Day: May 27, 2024
- Independence Day: July 4, 2024
- Labor Day: September 2, 2024
- General Election Day: November 5, 2024
- Veterans Day: November 11, 2024
- Thanksgiving Day: November 28, 2024
- Day After Thanksgiving: November 29, 2024
- Christmas Eve Day: December 24, 2024
- Christmas Day: December 25, 2024

Primary Election Day and General Election Day will only be observed in election years when there is an organized election within the Town of McCordsville. If there is no organized election within the Town of McCordsville, the dates will not be designated as a paid holiday, the holiday will be rescinded, and the town will remain open. In years when there are no organized elections, two additional holidays will be added in place of both election days at the discretion of the Town Council.

Employee classification(s) who are eligible for paid holidays include:

- Regular full-time employees

TOWN OF McCORDSVILLE, INDIANA

ORDINANCE 121223A

2024 SALARY ORDINANCE

- Regular part-time employees equal to the number of hours normally worked

Full-time nonexempt employees who work on an observed holiday will receive holiday pay and be subject to the town's "on call" and "call in" policy. Refer to Policy 508 "On Call" and "Call In" Employees. In addition, holiday pay will be included in the calculation of overtime.

If an observed holiday falls during an eligible employee's paid time off, e.g., paid time off (PTO), holiday pay will be provided instead of the paid time off that would otherwise have applied. Employees must be in a paid status the day immediately preceding and immediately following an observed holiday to be paid for the holiday. An employee scheduled to return from unpaid leave on the day after a holiday will not be paid for the holiday.

Holidays are paid at the employee's current pay rate at the time of the holiday and will be included in the calculation of overtime.

Police Department Employees

In lieu of receiving holiday pay on the actual date of the observed holiday, Police Officers will receive the number of days provided to civilian employees as holiday bank hours. Police Officers must use their holiday bank hours within the year earned.

The holiday schedule may be determined and amended on an annual basis by the Town Council.

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

Employees seeking additional information about this policy may contact their Department Head, the Clerk-Treasurer, or the Town Manager.

Bereavement Leave – All Employees

Employees who wish to take time off due to the death of an immediate family member should notify their Department Head, the Clerk-Treasurer, or the Town Manager. Bereavement leave may be provided to eligible employees in the following classifications:

- Regular full-time 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, child, or stepchild.

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, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, 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,

TOWN OF McCORDSVILLE, INDIANA
ORDINANCE 121223A
2024 SALARY ORDINANCE

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.

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

Jury Duty

The town encourages employees to fulfill their civic responsibilities by serving jury duty when required. Eligible employee classifications that qualify for paid jury duty are:

- Regular full-time employees
- Regular part-time employees

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.

Employees must show the jury duty summons to their Department Head, or the Clerk-Treasurer as soon as possible, so that they may make arrangements to accommodate the absence. Employees are expected to report for work whenever the court schedule permits. The employee will be expected to report for work following jury duty, if one hour or more remains during their scheduled workday.

Either the town or the employee may request an excuse from jury duty if, in the town's judgment, the employee's absence would create serious operational difficulties.

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

The subpoena should be shown to a Department Head, the Clerk-Treasurer, or the Town Manager immediately after it is received, so that operating requirements may be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Refer to the Town of McCordsville Employee Handbook Policy #312 – Witness Duty 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

TOWN OF McCORDSVILLE, INDIANA
ORDINANCE 121223A
2024 SALARY ORDINANCE

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 PTO benefits 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 PTO 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.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Employees seeking additional information about military leave may contact the Clerk-Treasurer's Office.

Personal Leave

The town may provide a leave of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations or for medical needs. Employees in the following employment classification(s) may be eligible to request personal leave as described in this policy:

- Regular full-time employees

As soon as eligible employees become aware of the need for a personal leave of absence, but not less than five working days prior to the leave, they should request a leave from their Department Head, the Clerk-Treasurer, or the Town Manager who will seek approval from the Town Council. Requests for personal leave will be evaluated based on a number of factors including anticipated workload requirements and staffing considerations during the proposed period of absence. Final decisions on who receives personal leave and the amount of time granted will be made at the sole discretion of the Town Council.

Personal leave may be granted for a period of up to 30 calendar days every one year. If this initial period of absence proves insufficient, consideration may be given to a written request for a single extension of no more than 30 calendar days. Employees must first utilize all available PTO benefits as part of the approved period of leave prior to utilizing any approved unpaid time off.

Employees will not continue to earn PTO benefits during the time of the unpaid personal leave. Health insurance benefits will continue in the same manner as prior to the onset of the personal leave, subject to the terms, conditions, and limitations of the applicable plans. It is the responsibility of the employee to make arrangements with the Clerk-Treasurer to pay their portion of the payroll-related deductions during the unpaid period of absence.

TOWN OF McCORDSVILLE, INDIANA

ORDINANCE 121223A

2024 SALARY ORDINANCE

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the town cannot guarantee reinstatement in all cases. If an employee fails to report to work promptly at the expiration of the approved leave period, the town will assume the employee has voluntarily terminated their employment with the town.

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:

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

**TOWN OF McCORDSVILLE, INDIANA
ORDINANCE 121223A
2024 SALARY ORDINANCE**

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.

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.

Employees who have an interest in utilizing the health clinic may obtain information with regards to hours of operation and how to schedule an appointment from the Clerk-Treasurer's Office.

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
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TOWN OF McCORDSVILLE, INDIANA
ORDINANCE 121223A
2024 SALARY ORDINANCE

Employee Only	\$37.95 per month or \$ 18.98 per biweekly pay* *First and second pay dates each month	\$0.00
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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
Family	\$48.94 per month or \$24.47per 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 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
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**TOWN OF McCORDSVILLE, INDIANA
ORDINANCE 121223A
2024 SALARY ORDINANCE**

Employee Only	\$6.76 per month or \$3.38 per biweekly pay* *First and second pay dates each month	\$0.00
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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 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:

**TOWN OF McCORDSVILLE, INDIANA
ORDINANCE 121223A
2024 SALARY ORDINANCE**

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.

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 full-time employees may be covered by the Indiana Public Retirement System (INPRS). The benefits, costs, and administration are determined by current INPRS directives.

Employees seeking additional information about INPRS may contact the Clerk-Treasurer's Office.

TOWN OF McCORDSVILLE, INDIANA

ORDINANCE 121223A

2024 SALARY ORDINANCE

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

Eligible employees of the Police Departments who work in covered jobs will be covered by the Indiana Public Retirement System (INPRS) Police Officers' and Firefighters' Fund (1977 Fund). The benefits, costs, and administration are determined by current INPRS 1977 Fund directives.

Employees may contact the Clerk-Treasurer's Office for additional information regarding the 1977 Fund.

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 are able to tailor their own retirement package to meet their individual needs. Complete details of the 457(b) deferred compensation plan are described in the Summary Plan Description (SPD) provided to eligible employees.

Employees seeking additional information about the 457(b) deferred compensation plan may contact the Clerk-Treasurer's Office.

OTHER BENEFITS

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, Building Commissioner, Associate Planner, 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
- Building Commissioner = General

TOWN OF McCORDSVILLE, INDIANA

ORDINANCE 121223A

2024 SALARY ORDINANCE

- Associate Planner = 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. The Town may purchase the boots directly or Employees will be reimbursed up to \$200.00 as a claim. Any amount over the allotted \$200.00 will be paid by the employee. Paid 100% from either the General, MVH, Sewer, or Stormwater Funds.

The Town will purchase required Town branded clothing annually for employees of Planning & Building up to \$250 per employee through the allotted Department Budget. In addition, the Town will purchase one pair of boots every two years up to per employee through the allotted Planning & Building Department Budget Paid 100% by General Funds. The total expense in any given year should not exceed \$250 per employee. New employees may total \$300 in the year they are hired.

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.

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.
- Meals not to exceed \$75 per day (including a 20% gratuity). Ideally, \$15 for breakfast, \$20 for lunch, and \$25 for dinner, or any combo thereof. 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.)

TOWN OF McCORDSVILLE, INDIANA
ORDINANCE 121223A
2024 SALARY ORDINANCE

Employees who are involved in an accident while traveling on town-related business must promptly report the incident to a Department Head, the Clerk-Treasurer, or the Town Manager. Vehicles leased or rented by the town may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

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.

**TOWN OF McCORDSVILLE, INDIANA
ORDINANCE 121223A
2024 SALARY ORDINANCE**

ADOPTED AND PASSED by the Town Council of the Town of McCordsville, Indiana on the 12th day of December 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