Assistant Chief of Police	Exempt Full-Time	$2923.08 biweekly	100% - General Fund
Lieutenant	Nonexempt Full-Time	$32.70 per hour	100% - General Fund
Police Officers (14) (4 jobs – vacant)	Nonexempt Full-Time	$25.49 - $29.81 per hour(8) Per chart on years of service on next page (6)	100% - General Fund
Police Civilian Assistant	Nonexempt Full-Time	$16.54 per hour	100% - General Fund
Interns (2)	Nonexempt Temporary	$15.00 per hour (1) $10.00 per hour (1)	100% - General Fund

GUIDELINES FOR THE PAYMENT OF BASE RATES

All elected officials and full-time, part-time and temporary employees shall be paid biweekly, unless designated otherwise in the above chart, which equates to 26 pays, or 2088-hours in 2021 with the first biweekly pay period designated as Saturday, December 26, 2020, through Friday, January 8, 2021, for payment on January 14, 2021. Actual wages will be split between the 2019 and 2021 salary ordinances, as appropriate for each year. The standard workweek is from 12:01 a.m. on Saturday to 12:00 midnight on Friday.

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

Base wages are set by this salary ordinance for 2021 and any changes will require approval from the Town Council.

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

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

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

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

Hours of work generally include all the time during which:

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

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

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

PAY CONSIDERATIONS

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

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

Years of Experience	Pay Rate
Date of Hire through the end of the Probationary Period/One-Year of Employment and/or One-Year of Experience	$22.60 per hour
End of Probationary Period/One-Year of Employment and/or Experience through the end of the 1st Year of Employment and/or Experience	$23.56 per hour
2nd Year of Employment and/or Experience and Beyond	$25.49 per hour

TOWN OF McCORDSVILLE, INDIANA
ORDINANCE 101221
Amending Salary Ordinance 091421

ADDITIONAL PAY CONSIDERATIONS

Rank Pay – Police Department Employees
Police Officers in the Police Department who hold a rank of Lieutenant will receive an additional $1.92 per hour and Police Officers who hold a rank of Sergeant will receive an additional $0.96 per hour. The additional pay will be used in the calculation of overtime. Paid 100% from the General or Public Safety Funds.

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

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

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