

**ORDINANCE 2021-21**

**AN ORDINANCE FIXING SALARIES  
AND WAGES FOR 2022**

**WHEREAS**, Indiana statute provides that the Town legislative body shall fix the salaries, benefits and compensation of its officers and employees.

**NOW, THEREFORE BE IT HEREBY ORDAINED** by the Town Council of the Town of Nashville, Brown County, Indiana that, salaries, wages and other compensation of officials and employees for the year of 2022 shall be set forth as follows:

**Section 1. General Intent**

- (a) That except as otherwise expressly provided in this Ordinance, a general increase as specified by the approved 2022 Town Tax and Utility Budgets and limited to the compensation ranges set forth in this Ordinance.
- (b) No other wage or salary increases not otherwise provided by statute or by ordinances of the Town may be distributed to any single employee, unless specifically approved by the Town Council.

**Section 2. General Administration**

- (a) Department Heads will notify the Clerk-Treasurer and the Town Council in writing of all individual's raises, rates per hour, wages and their effective dates;

However, Department Heads shall not set rates and wages which exceed the amount allocated within the budget from which the employee is paid without Town Council approval.

- (b) For purposes of the Ordinance, references to Department Head or Supervisor shall be construed to include the Clerk-Treasurer, when acting in that capacity.
- (c) The Clerk-Treasurer shall prescribe the manner in which officers and employees shall be paid, as directed in IC 36-5-6-6(4).

**Section 3. Salary and Wage Rates**

Subject to the provisions of this Ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Nashville are hereby fixed for its departments and offices as follows:

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**Nashville Town Council**

Town Council Members (5) \$8,927 annually

**Town Manager/Economic Development Director**

\$884.42 to \$1,061.29 weekly

**Office of the Clerk-Treasurer**

- (a) The salary of the Clerk-Treasurer shall be hereby fixed as set forth below:
- (i) The compensation for a Clerk-Treasurer possessing a relevant professional certification(s) from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Municipal Treasurers' Association, Government Finance Officers Association, Society of Management Accountants or the American Society of Public Accountants is hereby fixed at \$1,049.60 weekly; or
  - (ii) The compensation for a Clerk-Treasurer possessing no relevant professional certification(s) from a generally accepted professional association is hereby fixed at \$854.42 weekly.
- (b) The compensation for the remaining employees and officers of the Office of the Clerk-Treasurer is as follows:
- |                             |                             |
|-----------------------------|-----------------------------|
| Billing Clerk               | \$624.29 to \$670.19 weekly |
| Accounting Clerk            | \$688.95 to \$902.28 weekly |
| Records Clerk/IT Specialist | \$13.51 to \$18.66 per hour |

Overtime shall be paid at one and a half (1½) times the hourly rate for time worked over forty (40) hours per seven (7) day period. Alternately hourly personnel may accrue up to eighty (80) hours of compensatory time. Such time shall accrue at a rate of one and one half (1½) hours for each overtime hour worked.

One (1) employee of the Office of the Clerk-Treasurer may be designated as Deputy Clerk-Treasurer and shall receive a weekly compensation of \$103.98 for those duties.

Additionally, employees of the Office of the Clerk-Treasurer shall receive a weekly compensation of \$22.29 for acquiring and maintaining the title of Certified Municipal Clerk.

Additionally, one (1) employee of the Office of the Clerk-Treasurer shall receive a weekly compensation of \$36.05 for the administration of the Town's Website.

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**Office of the Chief of Police**

Chief of Police	\$942.13 to \$1019.68 weekly
Patrolmen (5)	\$574.13 to \$772.50 weekly
Part-time Officers (3)	\$12.02 to \$15.45 per hour
Part-time Detective (1)	\$12.02 to \$15.45 per hour
NPD Crisis Intervention Advocate (1)	\$867.58 weekly

Overtime shall be paid at (1½) times the equivalent hourly rate for hours worked over 171 hours per 28 day period. Alternately, police personnel may accrue up to one hundred and twenty (120) hours of compensatory time. Such time shall accrue at a rate of one and a half (1½) hours for each overtime hour worked.

Additionally, overtime rate shall be paid for special assignments on details as may be designated by the Chief of Police.

Additionally, full time employees of the Office of the Chief of Police shall receive an additional compensation of \$21.02 per week for becoming a graduate from the Indiana Law Enforcement Academy and maintaining the subsequent continuing education necessary to have arrest powers. However, no employee shall receive the probationary increase described in section 1(b) in the same year as the increase described in this paragraph.

Additionally, one employee of the Office of the Chief of Police may receive a promotion to the rank of Sergeant and will receive a merit benefit of \$1,545 per year along with a choice of shifts.

**Office of the Town Administration**

(a) The salary of the Administration Manager and Utility Manager shall be hereby fixed as set forth below:

The Administration Manager is to be a salary position at \$990.89 per week.

The Utility Manager is to be a salary position at \$916.38 per week.

(b) The compensation for the remaining employees of the Office of the Town Administration is as follows:

Customer Care Specialist	\$13.50 to \$17.81
Utility Operator	\$18.36 to \$21.35
Utility Supervisor	\$13.50 to \$21.12
Assistant Utility Manager	\$13.50 to \$18.73
Utility Tech (5)	\$13.50 to \$18.94
Part-time Utility Tech (1)	\$12.73 to \$13.93
On-Call Employee(s)	\$15.45 per day

Overtime shall be paid at one and a half (1½) times the hourly rate for time worked over forty (40) hours per seven (7) day pay period. Alternately, hourly personnel may accrue up to eighty

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(80) hours of compensatory time. Such time shall accrue at a rate of one and a half (1½) hours for each overtime hour worked. Additionally, overtime shall be paid for holiday assignments as may be designated by the Town Administration. Furthermore, any employee working an authorized shift or overtime shall be compensated for a minimum of one (1) hour each day.

All employees of the Office of the Town Administration shall receive an additional compensation in the amount of \$21.86 per week for the following certifications. The additional compensation will begin from the date the certification(s) was issued.

- (i) Operator certification(s) necessary for the operation of the water system for each DSS Certification and DSM or DSL Certification or equivalent.
- (ii) Operator certification(s) necessary for the operation of the sewer system, for each Class I and Class II Certification or equivalent.

One (1) employee of the Office of the Town Administration may be designated as the Water Operator and shall receive an annual compensation of \$1,092.94 for those duties.

One (1) employee of the Office of the Town Administration may be designated as the Wastewater Operator and shall receive an annual compensation of \$1,092.94 for those duties.

One (1) employee of the Office of the Town Administration may be designated as the Mechanic and shall receive an annual compensation of \$1,560.45 for those duties.

One (1) employee of the Office of the Town Administration may be designated as the Project Manager and shall receive an annual compensation of \$1,560.45 for those duties.

### **Section 4. Employee Benefits**

All employee benefits shall be identified in the Town of Nashville, Indiana Code of Ordinances. Those benefits shall be compensated as written in the Code of Ordinances.

### **Section 5. Conflicting Ordinances**

All portions of any ordinances in conflict with this Ordinance are hereby repealed and of no further force or effect.

### **Section 6. Severability**

If any section, subsection or clause of this Ordinance shall be deemed to be invalid, the validity of the remaining provisions shall not be affected.

### **Section 7. Effective Date**

This Ordinance shall be in full force and effect from and after January 1, 2022 and shall be used in conjunction with the Town of Nashville's general personnel policies.

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PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF NASHVILLE,  
BROWN COUNTY, INDIANA, THIS 30th DAY OF DECEMBER, 2021.

<u>Jane Gore</u> Council President Jane Gore	<input checked="" type="radio"/> yea	nay	abstain
<u>Nancy Crocker</u> Council Vice-President Nancy Crocker	<input checked="" type="radio"/> yea	nay	abstain
<u>Anna Hofstetter</u> Council Member Anna Hofstetter	<input checked="" type="radio"/> yea	nay	abstain
<u>Tyra Miller</u> Council Member Tyra Miller	<input checked="" type="radio"/> yea	nay	abstain
<u>Dave Rudd</u> Council Member Dave Rudd	<input checked="" type="radio"/> yea	nay	abstain

ATTEST:

Brenda K. Young  
Clerk-Treasurer, Brenda K. Young