

SPONSOR: Michael Opinker  
Councilman, 5<sup>th</sup> District

ORDINANCE NUMBER 9315

An Ordinance fixing the SALARIES AND WAGES of all city officials and employees of the City of Hammond, Indiana other than those fixed by statute or by Ordinance heretofore enacted, and fixing the effective date thereof.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF HAMMOND, INDIANA:

SECTION ONE: For the calendar year 2016, the salary schedule for appointed officials and employees of the City of Hammond, Indiana be fixed as follows:

SECTION TWO: The salaries authorized in this ordinance are compensation to be paid to any city official or employee of the City of Hammond unless otherwise authorized by law or ordinance.

SECTION THREE: This ordinance shall have no applicability to elected officials of the City of Hammond.

SECTION FOUR: If any part, parts, section, sections, provision, clause or portions of this ordinance shall be adjudged invalid or unconstitutional, such invalidity or constitutionality shall not affect the validity or constitutionality of this ordinance as a whole or of any other part, parts, section, sections, provision, clause or portion of this ordinance. ,

SECTION FIVE: For 2016 the payday shall be every other Friday commencing on January 1<sup>st</sup>, 2016, for a total of 27 paydays.

SECTION SIX: The minimum wage paid to any City employee shall be in compliance with the Federal law.

SECTION SEVEN: The City will pay the employees 3% contribution into PERF as of January 1, 1992.

SECTION EIGHT: Part-time employees shall be paid from the part-time line item budget within a department. Hourly rates shall be fixed ranging from minimum wage to \$15.00 per hour at the discretion of the department head based upon job assignment and experience.

SECTION NINE: Employees of the City Clerk's Office shall receive acting pay when so entitled pursuant to Ordinance No.8318

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SECTION TEN – Police Department Civilian Personnel: Each civilian Police Department employee scheduled to work the afternoon or midnight shift shall receive a shift differential pay allowance which shall be paid in the following manner: \$13.00 per week for afternoons, \$13.00 for midnights. Communications training operators, computer system technicians, and other specialties shall receive \$50.00 per month if warranted. When an employee is called in to work overtime, such employee shall be guaranteed a minimum of two (2) hours pay at the overtime rate. In the event an employee is held over his regular work shift to work, such employee shall receive regular overtime pay in increments of one-half (1/2) hour, but shall not be guaranteed a minimum of two hours. \$50.00 shall be paid to each civilian police department employee that works a holiday as defined in City Ordinance 37.15 section 'D' with the exception of Good Friday. Pay shall be for holidays set forth by the Mayor.

SECTION ELEVEN: All employees shall receive the following longevity pay, unless specified otherwise by contract:

|                |                  |
|----------------|------------------|
| After 3 years  | \$1,600 per year |
| After 8 years  | \$1,800 per year |
| After 13 years | \$2,000 per year |

Overtime rates shall be set at 1 & ½ times the hourly rate for over 8 hours per day or 40 hours per week and 2 times the hourly rate for Sundays and Holidays if the employee qualifies for overtime payment under FLSA guidelines.

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BE IT FURTHER ORDAINED by the Common Council, that this Ordinance shall be in full force and effect from and after January 1, 2016, signing by the President of the Common Council and approval by the Mayor.

\_\_\_\_\_  
Michael Opinker  
President, Common Council /s/

ATTEST:

\_\_\_\_\_  
Robert J. Golec, City Clerk /s/

PRESENTED BY ME, the undersigned City Clerk of the City of Hammond to the  
Mayor of said City for his approval on the 14th day of October, 2015 at 10:05 a.m. o'clock.

\_\_\_\_\_  
Robert J. Golec, City Clerk /s/

THE FOREGOING ORDINANCE NO. 9315 approved by the Mayor on the  
14th day of October 2015.

\_\_\_\_\_  
Thomas M. McDermott, Jr., Mayor /s/

PASSED by the Common Council on the 13th day of October, 2015 and by  
the Mayor on the 14th day of October, 2015.

\_\_\_\_\_  
Robert J. Golec, City Clerk /s/

|                                           | 2016    | 2016      | 2016   |
|-------------------------------------------|---------|-----------|--------|
|                                           | ANNUAL  | BI        | OTHER  |
|                                           | SALARY  | WEEKLY    |        |
| DEPARTMENT                                |         | (27 PAYS) |        |
| <b>MAYOR'S OFFICE</b>                     |         |           |        |
| EXECUTIVE SECRETARY                       | 51,000  | 1,888.89  |        |
| ADMINISTRATIVE SECRETARY                  | 40,800  | 1,511.11  |        |
| <b>CONTROLLER'S OFFICE</b>                |         |           |        |
| CONTROLLER                                | 64,742  | 2,397.85  | 6,958  |
|                                           |         |           | 15,000 |
|                                           |         |           | 3,600  |
| DEPUTY CONTROLLER/BUDGET ASSISTANT        | 63,240  | 2,342.22  |        |
| OFFICE MANAGER - PAYROLL CLERK            | 48,799  | 1,807.36  |        |
| SENIOR CLERK                              | 38,422  | 1,423.05  |        |
| CLERK                                     | 34,680  | 1,284.44  |        |
| <b>CLERK'S OFFICE</b>                     |         |           |        |
| CHIEF DEPUTY CITY CLERK                   | 56,235  | 2,082.76  |        |
| OFFICE MANAGER                            | 47,331  | 1,753.00  |        |
| CLERK/COUNCIL COORDINATOR                 | 40,823  | 1,511.98  |        |
| SENIOR STAFF ACCOUNTANT                   | 42,645  | 1,579.45  |        |
| STAFF ACCOUNTANT                          | 41,468  | 1,535.86  |        |
| SENIOR CLERK (2)                          | 38,740  | 1,434.80  |        |
| CLERK (3)                                 | 33,549  | 1,242.55  |        |
| <b>JUDGE'S OFFICE</b>                     |         |           |        |
| ADMINISTRATIVE MANAGER                    | 40,155  | 1,487.24  |        |
| CHIEF BAILIFF                             | 40,396  | 1,496.15  |        |
| GRAFFITI COORDINATOR - PT BAILIFF         | 34,100  | 1,262.95  |        |
| CIVIL REFEREE                             | 26,373  | 976.78    |        |
| CRIMINAL REFEREE                          | 26,373  | 976.78    |        |
| EXECUTIVE SECRETARY                       | 35,905  | 1,329.82  |        |
| COMMUNITY SERVICE COORDINTOR & PT BAILIFF | 33,762  | 1,250.44  |        |
| CHIEF PUBLIC DEFENDER                     | 15,934  | 590.16    |        |
| ASSISTANT PUBLIC DEFENDER                 | 15,934  | 590.16    |        |
| CHIEF PROBATION OFFICER                   | 36,075  | 1,336.12  |        |
| PROBATION SECRETARY                       | 31,843  | 1,179.38  |        |
| <b>INSPECTION DEPARTMENT</b>              |         |           |        |
| CHIEF OF INSPECTION                       | 75,778  | 2,806.59  |        |
| BUILDING COMMISSIONER                     | 64,727  | 2,397.30  |        |
| CODE COMMISSIONER                         | 64,727  | 2,397.30  |        |
| ZONING ADMINISTRATOR                      | 55,909  | 2,070.71  |        |
| ELECTRICAL INSPECTOR                      | 51,274  | 1,899.05  |        |
| BUILDING INSPECTOR                        | 49,424  | 1,830.52  |        |
| INSPECTOR                                 | 41,675  | 1,543.52  |        |
| OFFICE MANAGER                            | 43,237  | 1,601.36  |        |
| ADMINISTRATIVE ASSISITANT                 | 38,889  | 1,440.32  |        |
| SECRETARY II                              | 42,092  | 1,558.98  |        |
| BOARD OF ZONING APPEALS PER MONTH         | 35      |           |        |
| HEATING BOARD - PER QUARTER               | 30      |           |        |
| ELECTRICAL BOARD - PER APPLICANT          | 10      |           |        |
| BUILDING CONTRACTOR'S BOARD - MONTHLY     | 30      |           |        |
| <b>DEPARTMENT</b>                         |         |           |        |
| <b>COMMON COUNCIL</b>                     |         |           |        |
| ADMINISTRATIVE ASSISTANT                  | 40,393  | 1,496.04  |        |
| <b>LAW DEPARTMENT</b>                     |         |           |        |
| CORPORATION COUNCIL                       | 103,731 | 3,841.89  |        |
| ADMINISTRATIVE SECRETARY                  | 40,483  | 1,499.36  |        |
| LEGAL SECRETARY                           | 39,378  | 1,458.45  |        |

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|                                                                                                                                                                                                                                                                                                                                                                        |        |          |        |
| <b>ENGINEERING/PUBLIC WORKS</b>                                                                                                                                                                                                                                                                                                                                        |        |          |        |
| CITY ENGINEER                                                                                                                                                                                                                                                                                                                                                          | 68,231 | 2,527.07 | 10,000 |
|                                                                                                                                                                                                                                                                                                                                                                        |        |          | 1,349  |
|                                                                                                                                                                                                                                                                                                                                                                        |        |          | 420    |
| ASSISTANT ENGINEER                                                                                                                                                                                                                                                                                                                                                     | 55,000 | 2,037.04 |        |
| CITY HALL MAINTENANCE SUPERVISOR                                                                                                                                                                                                                                                                                                                                       | 46,884 | 1,736.46 |        |
| ACCOUNTING CLERK                                                                                                                                                                                                                                                                                                                                                       | 44,078 | 1,632.53 |        |
| OFFICE MANAGER                                                                                                                                                                                                                                                                                                                                                         | 44,673 | 1,654.55 |        |
| MAINTENANCE/ELECTRICAL SPECIALIST                                                                                                                                                                                                                                                                                                                                      | 40,703 | 1,507.52 |        |
|                                                                                                                                                                                                                                                                                                                                                                        |        |          |        |
| <b>INFORMATION TECHNOLOGY</b>                                                                                                                                                                                                                                                                                                                                          |        |          |        |
| IT DIRECTOR                                                                                                                                                                                                                                                                                                                                                            | 76,942 | 2,849.69 |        |
| HELP DESK MANAGER                                                                                                                                                                                                                                                                                                                                                      | 51,344 | 1,901.62 |        |
|                                                                                                                                                                                                                                                                                                                                                                        |        |          |        |
| <b>ENVIRONMENTAL MANAGEMENT PENALTIES</b>                                                                                                                                                                                                                                                                                                                              |        |          |        |
| DIRECTOR/CHIEF                                                                                                                                                                                                                                                                                                                                                         | 88,285 | 3,269.82 |        |
| WASTE FUEL ENGINEER                                                                                                                                                                                                                                                                                                                                                    | 79,291 | 2,936.70 |        |
| CHIEF ENGINEER                                                                                                                                                                                                                                                                                                                                                         | 70,304 | 2,603.83 |        |
| COMPLIANCE ENGINEER #2                                                                                                                                                                                                                                                                                                                                                 | 58,102 | 2,151.94 |        |
| SENIOR INSPECTOR                                                                                                                                                                                                                                                                                                                                                       | 45,286 | 1,677.26 |        |
| INSPECTOR #2                                                                                                                                                                                                                                                                                                                                                           | 41,723 | 1,545.30 |        |
| INSPECTOR #1                                                                                                                                                                                                                                                                                                                                                           | 42,460 | 1,572.58 |        |
|                                                                                                                                                                                                                                                                                                                                                                        |        |          |        |
| <b>HUMAN RELATIONS/HUMAN RESOURCES</b>                                                                                                                                                                                                                                                                                                                                 |        |          |        |
| PERSONNEL DIRECTOR                                                                                                                                                                                                                                                                                                                                                     | 56,255 | 2,083.52 |        |
| COLLEGE BOUND COORDINATOR                                                                                                                                                                                                                                                                                                                                              | 54,647 | 2,023.94 |        |
|                                                                                                                                                                                                                                                                                                                                                                        |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                                        |        |          |        |
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|                                                                                                                                                                                                                                                                                                                                                                        |        |          |        |
| <b>DEPARTMENT</b>                                                                                                                                                                                                                                                                                                                                                      |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                                        |        |          |        |
| <b>POLICE CIVILIAN PERSONNEL</b>                                                                                                                                                                                                                                                                                                                                       |        |          |        |
| CERTIFIED MECHANIC                                                                                                                                                                                                                                                                                                                                                     | 45,810 | 1,696.68 |        |
| MECHANIC                                                                                                                                                                                                                                                                                                                                                               | 44,838 | 1,660.67 |        |
| EXECUTIVE SECRETARY                                                                                                                                                                                                                                                                                                                                                    | 42,840 | 1,586.67 |        |
| PAYROLL CLERK                                                                                                                                                                                                                                                                                                                                                          | 37,497 | 1,388.79 |        |
| BOOKKEEPER                                                                                                                                                                                                                                                                                                                                                             | 41,820 | 1,548.89 |        |
| SENIOR CLERK                                                                                                                                                                                                                                                                                                                                                           | 33,986 | 1,258.76 |        |
| BOOKING CLERK                                                                                                                                                                                                                                                                                                                                                          | 31,692 | 1,173.79 |        |
| SECRETARY - CLERK TYPIST                                                                                                                                                                                                                                                                                                                                               | 31,692 | 1,173.79 |        |
| ANIMAL CONTROL MANAGER                                                                                                                                                                                                                                                                                                                                                 | 30,906 | 1,144.67 |        |
| ANIMAL CONTROL OFFICE MANAGER                                                                                                                                                                                                                                                                                                                                          | 31,731 | 1,175.23 |        |
| ANIMAL CONTROL OFFICER (HOURLY)                                                                                                                                                                                                                                                                                                                                        | 18.91  |          |        |
| KENNEL MASTER (HOURLY)                                                                                                                                                                                                                                                                                                                                                 | 15.74  |          |        |
| ASST KENNEL MASTER (HOURLY)                                                                                                                                                                                                                                                                                                                                            | 13.74  |          |        |
|                                                                                                                                                                                                                                                                                                                                                                        |        |          |        |
| SHIFT DIFFERENTIAL: Section 1. Each Civilian Police Department employee scheduled to work the afternoon or midnight shift shall receive a shift differential pay allowance which shall be paid in the following manner: \$13.00 per week for afternoons, \$13.00 for midnight's                                                                                        |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                                        |        |          |        |
| SPECIALTY PAY: \$50.00 Per month for communications training operators, computer system technicians other specialties if warranted and qualified.                                                                                                                                                                                                                      |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                                        |        |          |        |
| OVERTIME: When an employee is called in to work overtime, such employee shall be guaranteed a minimum of two (2) hours pay at the overtime rate. In the event an employee is held over his regular work shift to work, such employee shall receive regular overtime pay in increments of one-half (1 - 2) hour, but shall not be guaranteed a minimum of two (2) hours |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                                        |        |          |        |
| HOLIDAY PAY: \$50.00 Shall be paid to each civilian police department employee that works a holiday as defined in City Ordinance 37.15 section "D" with the exception of Good Friday. Pay shall be for eleven holidays annually:                                                                                                                                       |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                                        |        |          |        |
| <b>FIRE CIVILIAN PERSONNEL</b>                                                                                                                                                                                                                                                                                                                                         |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                                        |        |          |        |

|                                           |        |          |  |
|-------------------------------------------|--------|----------|--|
| CHIEF'S SECRETARY                         | 35,286 | 1,306.88 |  |
| BOOKKEEPER                                | 33,526 | 1,241.72 |  |
| MAINTENANCE SUPERVISOR                    | 37,124 | 1,374.96 |  |
|                                           |        |          |  |
|                                           |        |          |  |
|                                           |        |          |  |
|                                           |        |          |  |
|                                           |        |          |  |
| <b>DEPARTMENT</b>                         |        |          |  |
|                                           |        |          |  |
| <b>MOTOR VEHICLE HIGHWAY/PUBLIC WORKS</b> |        |          |  |
|                                           |        |          |  |
| DIRECTOR                                  | 83,240 | 3,082.97 |  |
| DISTRICT SUPERVISOR                       | 64,511 | 2,389.29 |  |
| OFFICE MANAGER                            | 44,673 | 1,654.55 |  |
| ASSISTANT OFFICE MANAGER                  | 33,364 | 1,235.71 |  |
| ADMINISTRATIVE ASSISTANT                  | 33,364 | 1,235.71 |  |
| BUILDING MAINTENANCE MAN(HOURLY)          | 17.98  |          |  |
| MASTER CRAFTSMAN                          | 20.58  |          |  |
| MECHANIC                                  | 20.58  |          |  |
| HEAVY EQUIPMENT OPERATOR                  | 18.32  |          |  |
| TIREMAN                                   | 18.30  |          |  |
| CRAFTSMAN                                 | 18.86  |          |  |
| SIX-WHEEL DRIVER                          | 18.18  |          |  |
| RADIO DISPATCHER                          | 17.36  |          |  |
| LABORER                                   | 17.36  |          |  |
| HEAD MECHANIC                             | 22.60  |          |  |
|                                           |        |          |  |
| <b>SOLID WASTE</b>                        |        |          |  |
|                                           |        |          |  |
| DEPUTY DIRECTOR                           | 72,835 | 2,697.60 |  |
| DISTRICT SUPERVISOR                       | 64,511 | 2,389.29 |  |
| ADMINISTRATIVE ASSISTANT                  | 33,368 | 1,235.86 |  |
| SIX-WHEEL DRIVER                          | 18     |          |  |
| MECHANIC                                  | 21     |          |  |
| TIREMAN                                   | 18     |          |  |
|                                           |        |          |  |
| <b>PARK DEPARTMENT/PUBLIC WORKS</b>       |        |          |  |
|                                           |        |          |  |
| ADMINISTRATOR                             | 70,758 | 2,620.68 |  |
| EVENTS COORDINATOR                        | 48,892 | 1,810.81 |  |
| CIVIC CENTER MANAGER                      | 47,901 | 1,774.12 |  |
| RECREATION SUPERVISOR                     | 41,820 | 1,548.89 |  |
| JEAN SHEPHERD CENTER MANAGER              | 43,087 | 1,595.81 |  |
| OFFICE MANAGER                            | 35,700 | 1,322.22 |  |
| CLERK                                     | 32,640 | 1,208.89 |  |
| PARK BOARD MEMBER - MONTHLY               | 100    |          |  |
| JANITOR                                   | 17.98  |          |  |
| MASTER CRAFTSMAN                          | 20.58  |          |  |
| CRAFTSMAN                                 | 18.86  |          |  |
| LABORER                                   | 17.36  |          |  |
| MECHANIC                                  | 20.58  |          |  |
| DISTRICT SUPERVISOR                       | 64,511 | 2,389.29 |  |
|                                           |        |          |  |
| <b>REDEVELOPMENT</b>                      |        |          |  |
|                                           |        |          |  |
| EXECUTIVE DIRECTOR                        | 76,942 | 2,849.69 |  |
| REDEVELOPMENT COMMISSIONER (MONTHLY)      | 275    |          |  |
| DIRECTOR OF PLANNING                      | 69,841 | 2,586.72 |  |
| SECRETARY                                 | 38,621 | 1,430.42 |  |
| PLAN COMMISSION MEMBERS - PER MEETING     | 35     |          |  |
| PROPERTY MAINTENANCE LABORER (HOURLY)     | 16.84  |          |  |
|                                           |        |          |  |
|                                           |        |          |  |
| <b>FIRE PENSION FUND</b>                  |        |          |  |
|                                           |        |          |  |
| SECRETARY                                 | 9,854  | 364.97   |  |
| BOOKKEEPER                                | 1,883  | 69.74    |  |
| ELECTED TRUSTEE (YEARLY)                  | 300    |          |  |
|                                           |        |          |  |
| <b>POLICE PENSION FUND</b>                |        |          |  |
|                                           |        |          |  |
| SECRETARY                                 | 9,854  | 364.97   |  |
| BOOKKEEPER                                | 1,883  | 69.74    |  |

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|                                                                                                                                                                                                                                                                                                                                                   |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                   |        |          |        |
| <b>DEPARTMENT</b>                                                                                                                                                                                                                                                                                                                                 |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                   |        |          |        |
| <b>COMMUNITY DEVELOPMENT</b>                                                                                                                                                                                                                                                                                                                      |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                   |        |          |        |
| COMMUNITY DEVELOPMENT DIRECTOR                                                                                                                                                                                                                                                                                                                    | 70,605 | 2,615.02 |        |
| ECONOMIC DEVELOPMENT DIRECTOR                                                                                                                                                                                                                                                                                                                     | 69,845 | 2,586.83 |        |
| FINANCE MANAGER                                                                                                                                                                                                                                                                                                                                   | 55,068 | 2,039.55 |        |
| REHAB INSPECTOR                                                                                                                                                                                                                                                                                                                                   | 51,801 | 1,918.54 |        |
| LOAN OFFICER                                                                                                                                                                                                                                                                                                                                      | 46,714 | 1,730.15 |        |
| ED MARKETING COORDINATOR                                                                                                                                                                                                                                                                                                                          | 43,860 | 1,624.44 |        |
| SOCIAL SERVICE COORDINATOR                                                                                                                                                                                                                                                                                                                        | 46,714 | 1,730.15 |        |
| ADMINISTRATIVE SECRETARY                                                                                                                                                                                                                                                                                                                          | 42,633 | 1,579.00 |        |
| PAYABLE - RECEIVABLE CLERK                                                                                                                                                                                                                                                                                                                        | 34,320 | 1,271.11 |        |
|                                                                                                                                                                                                                                                                                                                                                   |        |          |        |
| <b>LONGEVITY PAY:</b>                                                                                                                                                                                                                                                                                                                             |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                   |        |          |        |
| AFTER 3 YEARS                                                                                                                                                                                                                                                                                                                                     |        |          |        |
| AFTER 8 YEARS                                                                                                                                                                                                                                                                                                                                     |        |          |        |
| AFTER 13 YEARS                                                                                                                                                                                                                                                                                                                                    |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                   |        |          |        |
| OVERTIME: 1 & 1 - 2 times the hourly rate for over 8 hours per day or 40 hours per week and Saturdays, 2 times the hourly rate for Sundays and Holiday worked. Office personnel shall be paid 1 & 1 - 2 times the hourly rate for over 8 hours per day or 40 hours per week if the employee qualifies for overtime payment under FSLA guidelines. |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                   |        |          |        |
| <b>ALL CITY EMPLOYEES ARE ENTITLED TO A FREE MEMBERSHIP IN THE CIVIC CENTER HEALTH CLUB</b>                                                                                                                                                                                                                                                       |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                   |        |          |        |
| <b>SPECIAL BOARD SALARIES</b>                                                                                                                                                                                                                                                                                                                     |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                   |        |          |        |
| <b>CONTROLLER</b>                                                                                                                                                                                                                                                                                                                                 |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                   |        |          |        |
| WATER DEPARTMENT                                                                                                                                                                                                                                                                                                                                  |        |          | 6,958  |
|                                                                                                                                                                                                                                                                                                                                                   |        |          | 15,000 |
| SANITARY DISTRICT                                                                                                                                                                                                                                                                                                                                 |        |          | 3,600  |
|                                                                                                                                                                                                                                                                                                                                                   |        |          |        |
| <b>CITY ENGINEER</b>                                                                                                                                                                                                                                                                                                                              |        |          |        |
|                                                                                                                                                                                                                                                                                                                                                   |        |          |        |
| WATER DEPARTMENT                                                                                                                                                                                                                                                                                                                                  |        |          | 1,349  |
| SANITARY DISTRICT                                                                                                                                                                                                                                                                                                                                 |        |          | 10,000 |
| PLAN COMMISSION                                                                                                                                                                                                                                                                                                                                   |        |          | 420    |
|                                                                                                                                                                                                                                                                                                                                                   |        |          |        |