

SPONSOR: Janet Venecz  
At-Large Councilwoman

ORDINANCE NUMBER 9355

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 2017, 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 2017 the payday shall be every other Friday commencing on January 13th, 2017, for a total of 26 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, 2017, signing by the President of the Common Council and approval by the Mayor.

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Janet Venecz  
President, Common Council /s/

ATTEST:

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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 25th day of October, 2016 at 10:30 a.m. o'clock.

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Robert J. Golec, City Clerk /s/

THE FOREGOING ORDINANCE NO. 9355 approved by the Mayor on the 26th day of October 2016.

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

PASSED by the Common Council on the 24th day of October, 2016 and by the Mayor on the 26th day of October, 2016.

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Robert J. Golec, City Clerk /s/

DEPARTMENT	2017	2017	2017
	ANNUAL SALARY	BI WEEKLY (26 PAYS)	OTHER
<b>MAYOR'S OFFICE</b>			
EXECUTIVE SECRETARY	52,020	2,000.77	
ADMINISTRATIVE SECRETARY	41,616	1,600.62	
<b>CONTROLLER'S OFFICE</b>			
CONTROLLER	68,020	2,616.15	20,000
			10,000
			5,000
DEPUTY CONTROLLER	71,400	2,746.15	
PAYROLL ADMINISTRATOR	49,775	1,914.42	
INSURANCE ADMINISTRATOR	39,190	1,507.31	
LICENSES MANAGER	39,190	1,507.31	
BANKING CLERK	39,190	1,507.31	
PURCHASING MANAGER	39,190	1,507.31	
RECEIPT MANAGER	39,190	1,507.31	
STAFF ACCOUNTANT	38,000	1,461.54	
ADMINISTRATIVE ASSISTANT	35,000	1,346.15	
<b>CLERK'S OFFICE</b>			
CHIEF DEPUTY CITY CLERK	66,300	2,550.00	
OFFICE MANAGER	48,278	1,856.85	
CLERK/COUNCIL COORDINATOR	41,639	1,601.50	
SENIOR STAFF ACCOUNTANT	43,498	1,673.00	
STAFF ACCOUNTANT	42,297	1,626.81	
SENIOR CLERK (2)	39,515	1,519.81	
CLERK (3)	34,220	1,316.15	
<b>JUDGE'S OFFICE</b>			
ADMINISTRATIVE MANAGER	40,958	1,575.31	
CHIEF BAILIFF	41,204	1,584.77	
CIVIL REFEREE	26,900	1,034.62	
CRIMINAL REFEREE	26,900	1,034.62	
EXECUTIVE SECRETARY	36,623	1,408.58	
COMMUNITY SERVICE COORDINATOR & PT BAILIFF	34,782	1,337.77	
CHIEF PUBLIC DEFENDER	16,253	625.12	
ASSISTANT PUBLIC DEFENDER	16,253	625.12	
CHIEF PROBATION OFFICER	74,557	2,867.58	
PROBATION OFFICER	55,369	2,129.58	
PROBATION OFFICER	39,651	1,525.04	
PROBATION SECRETARY	32,480	1,249.23	
<b>INSPECTION DEPARTMENT</b>			
CHIEF OF INSPECTIONS	77,294	2,972.85	
BUILDING COMMISSIONER	73,440	2,824.62	
CODE COMMISSIONER	69,360	2,667.69	
ZONING ADMINISTRATOR	57,027	2,193.35	
ELECTRICAL INSPECTOR	52,299	2,011.50	
BUILDING INSPECTOR	50,412	1,938.92	
INSPECTOR	42,509	1,634.96	
GRAFFITI COORDINATOR	34,437	1,324.50	
OFFICE MANAGER	44,102	1,696.23	
ADMINISTRATIVE ASSISTANT	39,667	1,525.65	
SECRETARY II	42,934	1,651.31	
ZONING BOARD		200.00	PER MEETING
HEATING BOARD		200.00	PER MEETING
ELECTRICAL BOARD		200.00	PER MEETING
BUILDING CONTRACTOR'S BOARD		200.00	PER MEETING

DEPARTMENT			
<b>COMMON COUNCIL</b>			
CLERK/SECRETARY	41,201	1,584.65	
<b>LAW DEPARTMENT</b>			
CORPORATION COUNCIL	109,650	4,217.31	
ADMINISTRATIVE SECRETARY	45,900	1,765.38	
LEGAL SECRETARY	44,880	1,726.15	
<b>BOARD OF WORKS</b>			
PRESIDENT	5,000	416.67	
MEMBER	5,000	416.67	
MEMBER	5,000	416.67	
<b>ENGINEERING</b>			
CITY ENGINEER	57,000	2,192.31	40,000
			5,000
ASSISTANT ENGINEER	66,300	2,550.00	
JR ENGINEER	51,000	1,961.54	
ACCOUNTING CLERK	44,960	1,729.23	
OFFICE MANAGER	45,566	1,752.54	
MAINTENANCE SUPERVISOR	47,822	1,839.31	
MAINTENANCE SPECIALIST	41,517	1,596.81	
<b>INFORMATION TECHNOLOGY</b>			
IT DIRECTOR	81,600	3,138.46	
HELP DESK MANAGER	52,371	2,014.27	
MULTIMEDIA COORDINATOR	51,000	1,961.54	
<b>ENVIRONMENTAL MANAGEMENT PENALTIES</b>			
DIRECTOR/CHIEF	90,051	3,463.50	
WASTE FUEL ENGINEER	80,877	3,110.65	
CHIEF ENGINEER	71,709	2,758.04	
COMPLIANCE ENGINEER	59,264	2,279.38	
SENIOR INSPECTOR	46,192	1,776.62	
INSPECTOR I	42,557	1,636.81	
INSPECTOR II	43,309	1,665.73	
<b>HUMAN RELATIONS/HUMAN RESOURCES</b>			
PERSONNEL DIRECTOR	67,320	2,589.23	
HUMAN RELATIONS COMMISSION		200.00	PER MEETING
COLLEGE BOUND EXCEPTIONS COMMITTEE		200.00	PER MEETING

<b>DEPARTMENT</b>
<b>POLICE CIVILIAN PERSONNEL</b>

CERTIFIED MECHANIC (2)	46,726	1,797.15
ELECTRONIC SYSTEMS TECH	50,490	1,941.92
EXECUTIVE SECRETARY	43,697	1,680.65
ASSISTANT EXECUTIVE SECRETARY	40,800	1,569.23
DETECTIVES SECRETARY (2)	32,326	1,243.31
PAYROLL/HIRING COORDINATOR	40,800	1,569.23
BOOKKEEPER	42,656	1,640.62
IDACS COORDINATOR	32,326	1,243.31
PROPERTY CLERK	32,326	1,243.31
SENIOR RECORDS CLERK	34,667	1,333.35
RECORDS CLERK (3)	32,326	1,243.31
BOOKING CLERK (7)	33,112	1,273.54
ANIMAL CONTROL OFFICE MANAGER	32,366	1,244.85
ANIMAL CONTROL OFFICER (2)	41,663	1,602.42
KENNEL MASTER	34,678	1,333.77
ASST KENNEL MASTER (2)	30,272	1,164.31
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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>
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CHIEF'S SECRETARY	35,992	1,384.31
BOOKKEEPER	34,197	1,315.27
MAINTENANCE SUPERVISOR	37,866	1,456.38

DEPARTMENT			
<b>MOTOR VEHICLE HIGHWAY/PUBLIC WORKS</b>			
DIRECTOR	88,740	3,413.08	
DISTRICT SUPERVISOR	21,934	843.62	
OFFICE MANAGER	45,566	1,752.54	
ASSISTANT OFFICE MANAGER	38,247	1,471.04	
ADMINISTRATIVE ASSISTANT (2)	34,032	1,308.92	
STREET LIGHT MANAGER	44,706	1,719.46	
STREET LIGHT MAINTENANCE	37,673	1,448.96	
MASTER CRAFTSMAN	43,662	1,679.31	
CRAFTSMAN (2)	40,014	1,539.00	19.24
HEAD MECHANIC	47,948	1,844.15	23.05
MECHANIC	43,662	1,679.31	20.99
HEAVY EQUIPMENT OPERATOR (6)	38,868	1,494.92	18.69
TIREMAN (1)	38,825	1,493.27	18.67
DRIVER (29)	38,581	1,483.88	18.55
HI-LIFT SWEEPER (2)	38,719	1,489.19	18.61
RADIO DISPATCHER	36,853	1,417.42	18.68
LABORER (13)	36,853	1,417.42	17.72
<b>SOLID WASTE</b>			
SANITATION DIRECTOR	77,520	2,981.54	
DISTRICT SUPERVISOR	21,934	843.62	
SANITATION SECRETARY	34,035	1,309.04	
SIX-WHEEL DRIVER (30)	38,584	1,484.00	18.55
MECHANIC (2)	43,680	1,680.00	21.00
TIREMAN	38,834	1,493.62	18.67
<b>PARK DEPARTMENT/PUBLIC WORKS</b>			
PARK ADMINISTRATOR	72,173	2,775.88	
EVENTS COORDINATOR	70,380	2,706.92	
CIVIC CENTER MANAGER	48,859	1,879.19	
RECREATION SUPERVISOR	42,656	1,640.62	
JSCC/DOWLING MANAGER	47,940	1,843.85	
OFFICE MANAGER	36,414	1,400.54	
CLERK	33,293	1,280.50	
DISTRICT SUPERVISOR	21,934	843.62	
PARK BOARD MEMBER - MONTHLY	5,000	416.67	MONTHLY
OPERATING ENGINEER/JANITOR	38,147	1,467.19	18.34
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MASTER CRAFTSMAN	43,680	1,680.00	21.00
CRAFTSMAN (9)	40,019	1,539.19	19.24
LABORER (12)	36,837	1,416.81	17.71
MECHANIC (2)	43,680	1,680.00	21.00
DISTRICT SUPERVISOR	21,934	843.62	
<b>REDEVELOPMENT</b>			
EXECUTIVE DIRECTOR	88,740	3,413.08	
DIRECTOR OF PLANNING	76,500	2,942.31	
PROPERTY MAINTENANCE LABORER	36,832.00	1,416.62	
REDEVELOPMENT COMMISSION	8,500	708.34	MONTHLY
PLANNING COMMISSION		200.00	PER MEETING
ECONOMIC DEVELOPMENT BOARD		200.00	MEETING
<b>FIRE PENSION FUND</b>			
SECRETARY	10,051	386.58	
BOOKKEEPER	1,921	73.88	
ELECTED TRUSTEE (YEARLY)	300		
<b>POLICE PENSION FUND</b>			
SECRETARY	10,051	386.58	
BOOKKEEPER	1,921	73.88	

