

ORDINANCE NUMBER 9420

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 2019, 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 2019 the payday shall be every other Friday commencing on January 11th, 2019, 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. Hourly rates fixed above \$15.00 per hour shall be done by written approval of the Mayor.

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, 2019, signing by the President of the Common Council and approval by the Mayor.

Janet Venecz /s/
President, Common Council

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 15th day of October, 2018 at 6:50 p.m. o'clock.

Robert J. Golec, City Clerk /s/

THE FOREGOING ORDINANCE NO. 9420 approved by the Mayor on the 15th day of October 2018.

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

PASSED by the Common Council on the 15th day of October, 2018 and by the Mayor on the 15th day of October, 2018.

Robert J. Golec, City Clerk /s/

CITY OF HAMMOND CIVIL CITY SALARY ORDINANCE 2019

GENERAL DEPARTMENTS	2019 HOURLY RATE	2019 ANNUAL SALARY	2019 BI WEEKLY (26 PAYS)	2019 OTHER
MAYOR'S OFFICE				
CHIEF OF STAFF		116,525	4,481.73	
COMMUNICATIONS DIRECTOR		73,224	2,816.31	
EXECUTIVE SECRETARY		56,182	2,160.85	
ADMINISTRATIVE SECRETARY		43,297	1,665.27	
CONTROLLER'S OFFICE				
CONTROLLER		71,584	2,753.23	
DEPUTY CONTROLLER		74,285	2,857.12	
PAYROLL ADMINISTRATOR		51,786	1,991.77	
INSURANCE ADMINISTRATOR		45,900	1,765.38	
LICENSES MANAGER		40,773	1,568.20	
BANKING CLERK		40,773	1,568.20	
PURCHASING MANAGER		40,773	1,568.20	
RECEIPT MANAGER		40,773	1,568.20	
STAFF ACCOUNTANT		49,877	1,918.35	
ASSISTANT/ COMPLIANCE CLERK		40,773	1,568.20	
CLERK'S OFFICE				
CHIEF DEPUTY CITY CLERK		68,979	2,653.04	
OFFICE MANAGER		50,229	1,931.88	
CLERK/COUNCIL COORDINATOR		43,321	1,666.20	
SENIOR STAFF ACCOUNTANT		45,255	1,740.58	
STAFF ACCOUNTANT		44,006	1,692.54	
SENIOR CLERK		41,111	1,581.20	
CLERK		35,602	1,369.31	
JUDGE'S OFFICE				
CHIEF BAILIFF		42,869	1,648.81	
CIVIL REFEREE		27,987	1,076.42	
CRIMINAL REFEREE		27,987	1,076.42	
ADMINISTRATIVE MANAGER		42,869	1,648.81	
COMMUNITY SERVICE COORDINTOR & PT BAILIFF		36,188	1,391.85	
CHIEF PUBLIC DEFENDER		8,455	325.19	
PUBLIC DEFENDER		8,455	325.19	
CHIEF PROBATION OFFICER		26,520	1,020.00	
EXECUTIVE SECRETARY		38,102	1,465.46	
INSPECTION DEPARTMENT				
CHIEF OF INSPECTIONS		80,417	3,092.95	
BUILDING COMMISSIONER		72,162	2,775.46	
CODE COMMISSIONER		72,162	2,775.46	
ZONING ADMINISTRATOR- ASST PLANNER		59,331	2,281.98	
ELECTRICAL INSPECTOR		54,412	2,092.77	
BUILDING INSPECTOR		49,980	1,922.31	

INSPECTOR		44,226	1,701.00	
COMMERCIAL INSPECTOR		51,000	1,961.54	
OFFICE MANAGER		47,407	1,823.34	
ADMINISTRATIVE ASSISTANT		41,269	1,587.27	
SECRETARY II		44,669	1,718.04	
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
COMMON COUNCIL				
ADMINISTRATIVE SECRETARY		42,866	1,648.69	
SECRETARY		32,640	1,255.38	
LAW DEPARTMENT				
CORPORATION COUNCIL		114,080	4,387.69	
ADMINISTRATIVE SECRETARY		47,754	1,836.69	
LEGAL SECRETARY		46,694	1,795.92	
BOARD OF WORKS				
PRESIDENT		5,000	416.67	MONTHLY
MEMBER		5,000	416.67	MONTHLY
MEMBER		5,000	416.67	MONTHLY
ENGINEERING				
CITY ENGINEER		60,270	2,318.07	
ASSISTANT ENGINEER		68,979	2,653.03	
JR ENGINEER		53,060	2,040.77	
ACCOUNTING CLERK		46,776	1,799.08	
OFFICE MANAGER		47,407	1,823.35	
MAINTENANCE SUPERVISOR		49,754	1,913.61	
MAINTENANCE SPECIALIST		43,194	1,661.31	
MAINTENANCE LABORER		36,720	1,412.31	
FT SECURITY GUARD	13.73			
PT SECURITY GUARD	13.00			
PT MAINTENANCE	11.00			
PT MAINTENANCE - MAIL	9.00			
INFORMATION TECHNOLOGY				
IT DIRECTOR		84,897	3,265.27	
HELP DESK MANAGER		54,486	2,095.62	
MULTIMEDIA COORDINATOR		53,060	2,040.77	
ENVIRONMENTAL MANAGEMENT (PENALTIES)				
DIRECTOR/CHIEF		93,689	3,603.42	
WASTE FUEL ENGINEER		84,145	3,236.34	
CHIEF ENGINEER		74,606	2,869.46	
HUMAN RELATIONS/HUMAN RESOURCES				

PERSONNEL DIRECTOR		70,039	2,693.81	
HHRC EXECUTIVE DIRECTOR	20.00			
HOUSING INVESTIGATOR	25.00			
HUMAN RELATIONS COMMISSION			200	Per Meeting
COLLEGE BOUND EXCEPTIONS COMMITTEE			200	Per Meeting
POLICE DEPARTMENT				
POLICE CIVILIAN PERSONNEL				
CERTIFIED MECHANIC		48,613	1,869.73	
ELECTRONIC SYSTEMS TECH		52,530	2,020.38	
EXECUTIVE SECRETARY		45,462	1,748.54	
ASSISTANT EXECUTIVE SECRETARY		42,448	1,632.62	
DETECTIVES SECRETARY		33,632	1,293.54	
PAYROLL/HIRING COORDINATOR		42,448	1,632.62	
BOOKKEEPER		44,379	1,706.89	
IDACS COORDINATOR		33,632	1,293.54	
PROPERTY CLERK		33,632	1,293.54	
SENIOR RECORDS CLERK		36,067	1,387.19	
RECORDS CLERK		33,632	1,293.54	
CORRECTIONAL OFFICER-PROBATIONARY		34,449	1,324.96	
CERTIFIED CORRECTIONAL OFFICER		36,489	1,403.42	
ANIMAL CONTROL OFFICE MANAGER		33,673	1,295.12	
ANIMAL CONTROL OFFICER		43,346	1,667.15	
KENNEL MASTER		36,079	1,387.66	
ASST KENNEL MASTER		31,496	1,211.38	
CUSTODIAN	11.00			
CROSSING GUARD	13.00			

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:

POLICE PENSION FUND				
SECRETARY		10,457	402.19	
BOOKKEEPER		2,000	76.92	
FIRE DEPARTMENT	2019 HOURLY RATE	2019 ANNUAL SALARY	2019 BI WEEKLY (26 PAYS)	2019 OTHER
FIRE CIVILIAN PERSONNEL				

SECRETARY		37,446	1,440.24	
BOOKKEEPER		35,579	1,368.41	
PAYABLE/RECEIVABLE CLERK		33,293	1,280.49	
MAINTENANCE SUPERVISOR		39,395	1,515.21	
PT CUSTODIAN	10.00			
FIRE PENSION FUND				
SECRETARY		10,457	402.19	
BOOKKEEPER		1,980	76.15	
ELECTED TRUSTEE (ANNUALLY)		300		
PUBLIC WORKS	2019 HOURLY RATE	2019 ANNUAL SALARY	2019 BI WEEKLY (26 PAYS)	2019 OTHER
MOTOR VEHICLE HIGHWAY/PUBLIC WORKS				
DIRECTOR		92,325	3,550.96	
DISTRICT SUPERVISOR		22,820	877.69	
OFFICE MANAGER		47,407	1,823.35	
ASSISTANT OFFICE MANAGER		42,613	1,638.96	
ADMINISTRATIVE ASSISTANT		35,410	1,361.92	
STREET LIGHT MANAGER		46,512	1,788.92	
STREET LIGHT MAINTENANCE		39,195	1,507.50	
GRAFFITI COORDINATOR		35,829	1,378.04	
MASTER CRAFTSMAN	21.84			
CRAFTSMAN	20.01			
HEAD MECHANIC	23.98			
MECHANIC	21.84			
HI-LIFT SWEEPER	19.44			
TIREMAN	19.42			
CDL DRIVER	19.29			
RADIO DISPATCHER	18.42			
LABORER	18.42			
SOLID WASTE				
SANITATION DIRECTOR		80,651	3,101.96	
DISTRICT SUPERVISOR		22,820	877.69	
CDL DRIVER	19.29			
MECHANIC	21.84			
TIREMAN	19.42			
PARK DEPARTMENT/PUBLIC WORKS				
PARK ADMINISTRATOR		75,088	2,888.00	
EVENTS COORDINATOR		73,224	2,816.31	
CIVIC CENTER MANAGER		50,833	1,955.12	
JSCC/DOWLING MANAGER		49,877	1,918.35	
RECREATION SUPERVISOR		44,379	1,706.89	
BOOKKEEPER		44,379	1,706.89	
OFFICE MANAGER		37,885	1,457.12	
ADMINISTRATIVE ASSISTANT		35,410	1,361.92	
DISTRICT SUPERVISOR		22,820	877.69	
DIRECTOR OF FORESTRY		64,260	2,471.54	
SPORTSPLEX GM		83,640	3,216.92	

ASST GM
FACILITY MANAGER
REGISTRAR/CONCESSIONS

OPERATING ENGINEER
MASTER CRAFTSMAN
CRAFTSMAN
LABORER
MECHANIC
FT CUSTODIAN
PARK BOARD MEMBER - MONTHLY

	66,300	2,550.00	
	48,500	1,865.38	
	42,000	1,615.38	
19.08			
21.84			
20.01			
18.42			
21.84			
8.50			
	5,000	416.67	MONTHLY

PLANNING AND DEVELOPMENT	2019 HOURLY RATE	2019 ANNUAL SALARY	2019 BI WEEKLY (26 PAYS)	2019 OTHER
REDEVELOPMENT				
EXECUTIVE DIRECTOR		88,434	3,401.31	
DIRECTOR OF PLANNING		79,591	3,061.18	
REDEVELOPMENT COMMISSION		8,500	708.33	MONTHLY
PLANNING COMMISSION		2,600 MAX	200	PER MEETING
ECONOMIC DEVELOPMENT BOARD		2,600 MAX	200	PER MEETING
COMMUNITY DEVELOPMENT				
COMMUNITY DEVELOPMENT DIRECTOR		79,591	3,061.19	
ECONOMIC DEVELOPMENT DIRECTOR		62,424	2,400.92	
FINANCE MANAGER		63,672	2,448.92	
LOAN OFFICER		45,243	1,740.12	
SOCIAL SERVICE COORDINATOR		49,573	1,906.65	
ADMINISTRATIVE SECRETARY		49,573	1,906.65	
PAYABLE - RECEIVABLE CLERK		36,420	1,400.77	
SECRETARY		40,985	1,576.35	
HISTORIC PRESERVATION BOARD		2,000 MAX	200	PER MEETING
DISABILITY COMMISSION		2,000 MAX	200	PER MEETING
TIF				
TIF PROGRAM COORDINATOR		52,020	2,000.77	
SPECIAL BOARD SALARIES	2019 HOURLY RATE	2019 ANNUAL SALARY	2019 BI WEEKLY (26 PAYS)	2019 OTHER
WATER				
CONTROLLER		10,200	392.31	
CITY ENGINEER		5,100	196.15	
SANITARY				
CONTROLLER		20,400	784.62	
CITY ENGINEER		40,848	1571.08	
PORT AUTHORITY				
CONTROLLER		5,100	196.15	

NON-UNION LONGEVITY PAY	ANNUAL AMOUNT
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AFTER 3 YEARS	1600
AFTER 8 YEARS	1800
AFTER 13 YEARS	2000

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.

PART TIME: Part Time maximum per hour rate is \$25; any increase over \$15/hour will require written approval from the Mayor.

ALL CITY EMPLOYEES ARE ENTITLED TO A FREE MEMBERSHIP IN THE CIVIC CENTER HEALTH CLUB