

SPONSOR: Thomas M. McDermott, Jr.  
Mayor

23-23

ORDINANCE NUMBER 9612

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 2024, 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 2024 the payday shall be every other Friday commencing on January 5<sup>th</sup>, 2024, 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.8547

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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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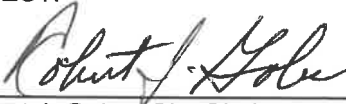
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BE IT FURTHER ORDAINED by the Common Council that this Ordinance shall be in full force and effect from and after January 1, 2024, signing by the President of the Common Council and approval by the Mayor.



Scott Rakos  
President, Common Council

ATTEST:



Robert J. Golec, City Clerk

PRESENTED BY ME, the undersigned City Clerk of the City of Hammond to the Mayor of said City for his approval on the 24th day of October, 2023 at 9:15 am o'clock.



Robert J. Golec, City Clerk

THE FOREGOING ORDINANCE NO. 9612 approved by the Mayor on the 23<sup>rd</sup> day of October 2023.



Thomas M. McDermott, Jr., Mayor

PASSED by the Common Council on the 23rd day of October 2023 and by the Mayor on the 23<sup>rd</sup> day of October, 2023.



Robert J. Golec, City Clerk

**CITY OF HAMMOND CIVIL CITY SALARY ORDINANCE 2024**

GENERAL DEPARTMENTS	2024 HOURLY RATE	2024 ANNUAL SALARY	2024 BI WEEKLY (26 PAYS)	2024 OTHER
<b>MAYOR'S OFFICE</b>				
CHIEF OF STAFF		148,156	5,698.32	
OFFICE MANAGER		70,040	2,693.85	
EXECUTIVE ASSISTANT		49,440	1,901.54	
PART-TIME	15.00			
<b>CONTROLLER'S OFFICE</b>				
CONTROLLER		99,286	3,818.69	
DEPUTY CONTROLLER OF ACCOUNTING		93,000	3,576.92	
DEPUTY CONTROLLER OF OPERATIONS		95,000	3,653.85	
ACCOUNT RECEIVABLE/GENERAL BILLING MANAGER		51,500	1,980.77	
BANK AND TRUST ADMINISTRATOR		59,101	2,273.13	
INSURANCE ADMINISTRATOR		67,898	2,611.45	
PAYROLL ADMINISTRATOR		58,303	2,242.43	
ACCOUNTING ASSISTANT		51,500	1,980.77	
SENIOR ACCOUNTS PAYABLE ANALYST		81,689	3,141.90	
PART-TIME	13.00			
<b>CLERK'S OFFICE</b>				
CHIEF DEPUTY CITY CLERK		89,607	3,446.42	
CLERK/COUNCIL COORDINATOR		49,544	1,905.54	
CLERK-SENIOR FINANCE ADMINISTRATOR		56,228	2,162.60	
CLERK/OFFICE/CIB COORDINATOR		49,544	1,905.54	
CLERK/LICENSE MANAGER		46,284	1,780.16	
ASSISTANT CLERK COORDINATOR		46,284	1,780.16	
<b>BUILDING DEPARTMENT</b>				
CHIEF OF INSPECTIONS		107,151	4,121.19	
BUILDING COMMISSIONER		89,607	3,446.42	
CODE COMMISSIONER		89,607	3,446.42	
ZONING ADMINISTRATOR		89,607	3,446.42	
ASSISTANT PLANNER		81,689	3,141.90	
ELECTRICAL INSPECTOR		61,258	2,356.10	
CODE & COMMERCIAL INSPECTOR		57,893	2,226.67	
BUILDING INSPECTOR		56,270	2,164.24	
INSPECTOR		49,791	1,915.06	
ADMINISTRATIVE ASSISTANT		50,291	1,934.27	
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
<b>COMMON COUNCIL</b>				
ADMINISTRATIVE ASSISTANT		58,260	2,240.77	
<b>LAW DEPARTMENT</b>				
ADMINISTRATIVE ASSISTANT		59,516	2,289.10	
LEGAL ASSISTANT		45,991	1,768.88	
<b>BOARD OF WORKS</b>				
PRESIDENT			416.67	MONTHLY
MEMBER			416.67	MONTHLY
<b>ENGINEERING</b>				
CITY ENGINEER		86,187	3,314.88	
ASSISTANT ENGINEER		89,607	3,446.42	
JR ENGINEER		79,568	3,060.31	
CLERK/RECEPTIONIST		38,563	1,483.20	
SENIOR ACCOUNTANT		61,800	2,376.92	
MAINTENANCE SUPERVISOR		56,014	2,154.40	
MAINTENANCE SPECIALIST		48,630	1,870.37	
FT ARMED SECURITY GUARD		43,285	1,664.80	
PT SECURITY GUARD	13.00			
PT MAINTENANCE	12.50			
INTERN	10.00			
<b>INFORMATION TECHNOLOGY</b>				
IT DIRECTOR		119,033	4,578.19	
HELP DESK MANAGER		83,789	3,222.65	
MULTIMEDIA COORDINATOR		81,537	3,136.02	

GENERAL DEPARTMENTS	2024 HOURLY RATE	2024 ANNUAL SALARY	2024 BI WEEKLY (26 PAYS)	2024 OTHER
<b>ENVIRONMENTAL MANAGEMENT (PENALTIES)</b>				
DIRECTOR/CHIEF		105,478	4,056.84	
WASTE FUEL ENGINEER		94,734	3,643.62	
CHIEF ENGINEER		94,734	3,643.62	
<b>HUMAN RELATIONS/HUMAN RESOURCES</b>				
PERSONNEL DIRECTOR		107,151	4,121.19	
OFFICE ASSISTANT		55,811	2,146.56	
HHRC EXECUTIVE DIRECTOR	25.00			
HOUSING INVESTIGATOR	25.00			
HUMAN RELATIONS COMMISSION			200.00	PER MEETING
<b>COLLEGE BOUND</b>				
COLLEGE BOUND BOARD			200.00	PER MEETING
COLLEGE BOUND EXCEPTIONS COMMITTEE			200.00	PER MEETING
<b>POLICE DEPARTMENT (CIVILIANS)</b>				
EXECUTIVE ASSISTANT		53,045	2,040.19	
BOOKKEEPER		53,045	2,040.19	
CORRECTIONAL OFFICER-TRAINER		60,153	2,313.58	
CERTIFIED CORRECTIONAL OFFICER		51,135	1,966.75	
CERTIFIED MECHANIC		58,350	2,244.23	
CORRECTIONAL OFFICER-PROBATIONARY		48,801	1,876.98	
DETECTIVES ASSISTANT		46,331	1,781.96	
PAYROLL ADMINISTRATOR		53,045	2,040.19	
ELECTRONIC SYSTEMS TECH		63,654	2,448.23	
CHIEF'S EXECUTIVE ASSISTANT		54,106	2,081.00	
IDACS COORDINATOR		53,045	2,040.19	
HUMAN RESOURCE ADMINISTRATOR		61,800	2,376.92	
PROPERTY CLERK		46,331	1,781.96	
RECORDS CLERK		42,357	1,629.12	
SENIOR RECORDS CLERK		49,862	1,917.78	
CUSTODIAN	15.00			
CROSSING GUARD	18.00			
PART-TIME	15.00			
MAINTENANCE	18.00			
<b>ANIMAL CONTROL</b>				
ANIMAL CONTROL OFFICE MANAGER		46,331	1,781.96	
ANIMAL CONTROL OFFICER		53,045	2,040.19	
ANIMAL CONTROL SUPERVISOR		58,350	2,244.23	
KENNEL MASTER		47,741	1,836.17	
<p><b>SHIFT DIFFERENTIAL:</b> 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.</p> <p><b>HOLIDAY PAY:</b> \$50.00 Shall be paid to each civilian police department employee that works a holiday as defined in City Ordinance 37.15 section "D". Pay shall be for holidays set forth by the Mayor.</p>				
<b>POLICE PENSION FUND</b>				
SECRETARY		11,773	452.80	
BOOKKEEPER		2,253	86.65	
<b>FIRE DEPARTMENT (CIVILIANS)</b>				
BOOKKEEPER		48,984	1,884.00	
CHIEF'S ASSISTANT		50,179	1,929.96	
PAYABLE/RECEIVABLE CLERK		46,331	1,781.96	
MAINTENANCE SUPERVISOR		48,629	1,870.35	
<b>FIRE PENSION FUND</b>				
SECRETARY		11,773	452.80	
BOOKKEEPER		2,229	85.74	
ELECTED TRUSTEE (ANNUALLY)				300.00

GENERAL DEPARTMENTS	2024 HOURLY RATE	2024 ANNUAL SALARY	2024 BI WEEKLY (26 PAYS)	2024 OTHER
<b>MOTOR VEHICLE HIGHWAY/PUBLIC WORKS</b>				
DIRECTOR		103,000	3,961.54	
FACILITY MANAGER		59,000	2,269.23	
ASSISTANT OFFICE MANAGER		48,264	1,856.29	
ADMINISTRATIVE ASSISTANT		43,260	1,663.85	
STREET LIGHT MANAGER		52,365	2,014.04	
STREET LIGHT MAINTENANCE		44,128	1,697.24	
MASTER CRAFTSMAN*	26.00		0.00	
CRAFTSMAN*	23.00		0.00	
HEAD MECHANIC*	29.00		0.00	
MECHANIC*	26.00		0.00	
PAYLOADER*	25.00		0.00	
SWEEPER*	21.46		0.00	
TRUCK DRIVER (CDL)*	24.00		0.00	
RADIO DISPATCHER*	22.00		0.00	
LABORER*	20.34		0.00	
<b>SOLID WASTE</b>				
DEPUTY DIRECTOR OF SANITATION		90,800	3,492.29	
DISTRICT SUPERVISOR		77,075	2,964.42	
TRUCK DRIVER (CDL)*	24.00		0.00	
MECHANIC*	26.00		0.00	
TIREMAN*	24.50		0.00	
<b>PARK DEPARTMENT</b>				
PARK ADMINISTRATOR		119,033	4,578.19	
SPECIAL EVENTS COORDINATOR		82,438	3,170.70	
SPECIAL EVENTS/BOOKKEEPER ASSISTANT		42,436	1,632.15	
DOWLING CENTER MANAGER		66,054	2,540.53	
FACILITY OPERATIONS MANAGER		72,419	2,785.35	
PARK FIELD MANAGER		55,188	2,122.63	
SPORTSPLEX HOSPITALITY MANAGER		72,100	2,773.08	
SPORTSPLEX ASSISTANT HOSPITALITY MANAGER		51,500	1,980.77	
BOOKKEEPER		56,329	2,166.50	
CIVIC CENTER MANAGER		66,054	2,540.53	
ADMINISTRATIVE ASSISTANT		46,231	1,778.11	
SUPERINTENDENT OF PARKS		82,438	3,170.69	
RECREATION SUPERVISOR		49,963	1,921.66	
SPORTSPLEX GENERAL MANAGER		106,090	4,080.38	
SPORTSPLEX ASSISTANT GENERAL MANAGER		82,438	3,170.70	
SPORTSPLEX OFFICE MANAGER		51,500	1,980.77	
SPORTSPLEX EVENT STAFF COORDINATOR		36,050	1,386.54	
LEVEL I ATHLETICS SUPERVISOR		82,400	3,169.23	
LEVEL II ATHLETICS SUPERVISOR		72,100	2,773.08	
LEVEL III ATHLETICS SUPERVISOR		63,654	2,448.23	
OPERATING ENGINEER- DAY SHIFT RATE*	22.13			
OPERATING ENGINEER- NIGHT SHIFT RATE*	22.52			
OPERATING ENGINEER- CLASS I CERTIFICATION*	2.00			
OPERATING ENGINEER- CLASS II CERTIFICATION*	2.50			
PARK FIELD MAINTENANCE		44,720		
ASSISTANT FACILITY OPERATIONS MANAGER		50,000		
FT CUSTODIAN	14.00			
PARK BOARD MEMBER - MONTHLY			416.67	MONTHLY
<b>PLANNING AND DEVELOPMENT- REDEVELOPMENT</b>				
EXECUTIVE DIRECTOR		97,850	3,763.46	
DIRECTOR OF PLANNING		95,790	3,684.23	
OFFICE COORDINATOR		51,500	1,980.77	
REDEVELOPMENT COMMISSION			708.33	MONTHLY
PLANNING COMMISSION			200.00	PER MEETING
ECONOMIC DEVELOPMENT BOARD			200.00	PER MEETING

GENERAL DEPARTMENTS	2024 HOURLY RATE	2024 ANNUAL SALARY	2024 BI WEEKLY (26 PAYS)	2024 OTHER
<b>PLANNING AND DEVELOPMENT-COMMUNITY DEVELOPMENT</b>				
COMMUNITY DEVELOPMENT DIRECTOR		89,607	3,446.42	
ECONOMIC DEVELOPMENT DIRECTOR		85,490	3,288.08	
FINANCE MANAGER		71,684	2,757.08	
LOAN OFFICER		50,936	1,959.09	
SOCIAL SERVICE COORDINATOR		55,811	2,146.57	
ADMINISTRATIVE ASSISTANT		57,975	2,229.81	
PAYABLE - RECEIVABLE CLERK		46,284	1,780.15	
COMMUNITY DEVELOPMENT SPECIALIST		56,650	2,178.85	
HISTORIC PRESERVATION BOARD			200.00	PER MEETING
DISABILITY COMMISSION			200.00	PER MEETING
<b>PLANNING AND DEVELOPMENT- TIF</b>				
TIF PROGRAM COORDINATOR		74,160	2,852.31	
<b>SPECIAL BOARD SALARIES- WATER</b>				
CONTROLLER		11,037	424.52	
CITY ENGINEER		5,742	220.86	
<b>SPECIAL BOARD SALARIES-SANITARY DISTRICT</b>				
CONTROLLER		22,075	849.04	
CITY ENGINEER		45,987	1,768.75	
<b>SPECIAL BOARD SALARIES- PORT AUTHORITY</b>				
CONTROLLER		5,519	212.26	

NON-UNION LONGEVITY PAY
AFTER 3 YEARS
AFTER 8 YEARS
AFTER 13 YEARS

**OVERTIME/COMPENSATORY TIME:** 1.5 times the hourly rate for exceeding 8 hours worked per day and/or 40 hours worked per week (Monday-Friday) including Saturdays; 2 times the hourly rate for Sundays and Holidays worked outside of normally scheduled hours.

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

**\*TITLE REPRESENTS UNION EMPLOYEE**

**ALL CITY EMPLOYEES ARE ENTITLED TO A DISCOUNTED CIVIC CENTER/ JEAN SHEPHERD CENTER**