

**AN AMENDED ORDINANCE TO ESTABLISH SALARY RANGES  
 FOR THE YEAR 2012**

The following salaries and salary ranges are hereby set for the period of January 1, 2012 through December 31, 2012.

Payroll deductions for dental plan shall be \$5.00 per month for employee and \$9.00 per month for employee and dependent coverage. Payroll deductions for vision plan shall be \$3.00 per month for employee and \$5.00 per month for employee and dependent coverage.

Longevity Bonus. A longevity bonus shall be paid to all full-time and part-time employees in November, based on full years of employment served as of October 31 of that year. The longevity bonus for full-time employees shall be \$125 per year, and is payable after the anniversary date of the first full year of service. Part-time employees who work an average of 25 hours a week are eligible to receive \$80 per full year of service. This pay is separate and in addition to the annual salary for employees listed below. Longevity bonus shall be paid with a maximum bonus of \$2,500 for full time and \$1,600 for part-time employees per year.

Pay Increases. (a) Pay increase proposed in the Police Department’s budget proposal shall be implemented effective for the pay period immediately following approval of this ordinance. (b) A cost-of-living adjustment of 1.5% (one and a half percent) shall be granted to civil Town employees (excluding the Police Department, the Fire Territory, Town Council members, the Town Manager, the Assistant Town Manager, the Town Court Judge, the Clerk-Treasurer, Board and Commission members, and the current Street Department Superintendent) effective for the pay period immediately following approval of this ordinance. Salary range maximums will not be adjusted by virtue of this action.

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**ELECTED AND APPOINTED OFFICIALS:**

(Paid monthly except where noted)

	<b>Annual</b>	<b>General</b>	<b>Water</b>	<b>Sewer</b>
Councilmember’s (each)	\$13,703	\$4,567.67	\$4,567.67	\$4,567.67
President of Town Council	\$14,703	\$4,901	\$4,901	\$4,901
Town Court Judge	\$35,429	\$35,429		
Clerk-Treasurer*	\$65,021	\$21,673.66	\$21,673.66	\$21,673.66

\*Clerk-Treasurer is paid as a regular employee with a bi-weekly paycheck. Clerk-Treasurer is eligible for longevity pay as a full-time employee of \$125 per year, per the longevity policy.

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**COMMISSIONS AND BOARDS:**

**Paid Monthly or Annually**

Advisory Plan Commission (7)	\$100.00 per meeting	(includes TC member appointee)
Advisory Plan Commission, President	\$120.00 per meeting	
Plan Commission Secretary	\$75.00 per meeting	
Board of Zoning Appeals (5)	\$100.00 per meeting	
Board of Zoning Appeals, President	\$120.00 per meeting	
BZA Secretary	\$75.00 per meeting	
Police Commission (5)	\$100.00 per meeting	
Police Commission, President	\$120.00 per meeting	
Police Commission Secretary	\$75.00 per meeting	

[A Town Council member cannot be paid for service on the Police Commission. IC 36-8-9-3.1(b)(3)]

Park Board (6)	\$100.00 per meeting
Park Board, President	\$120.00 per meeting
Park Board Secretary	\$75.00 per meeting
Economic Development Commission (3)	\$100.00 per meeting
Economic Development Commission, President	\$120.00 per meeting
Economic Development Secretary	\$75.00 per meeting
Redevelopment Commission (5) [Authorization at IC 36-7-14-7(g)]	\$100.00 per meeting* (includes TC member appointee) *Need to amend local ordinance
Redevelopment Commission, President	\$120.00 per meeting
Redevelopment Commission Secretary	\$75.00 per meeting
Redevelopment Authority [Pay prohibited at IC _____]	N/A
Redevelopment Authority Secretary	\$75.00 per meeting
Fire Safety Board (3)	\$75.00 per meeting

Town Council member appointed to:

Brownsburg Fire Territory Executive Board	\$100.00 per meeting
Hendricks County Economic Development Partnership Board of Directors	\$100.00 per meeting
Hendricks County Solid Waste District Board of Directors	\$100.00 per meeting
Hendricks County Communication Center Governing Board	\$100.00 per meeting
Brownsburg Chamber of Commerce Board of Directors	\$100.00 per meeting

**\*Secretary of a Board or Commission who is currently a Town employee shall be paid either straight time or overtime in accordance with all applicable State and Federal laws.**

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**CIVIL TOWN**

**Titles**

**Ranges**

Administrative Assistant	\$12.00-\$18.00
Assistant Superintendent	\$32,000-\$55,000
Assistant Town Manger	\$60,000-\$90,000
Building Commissioner	\$40,000-\$69,000
Building Inspectors	\$15.00-\$23.00
Code Enforcement Officer	\$12.00-\$20.00
Communications Manager/Grant Coordinator	\$16.00-\$29.00
Community Development/Street Director	\$60,000-\$90,000
Court Administrator	\$12.00-\$24.00
Court Clerk	\$10.00-\$22.00
Custodian	\$11.00-\$17.00

Deputy Clerk-Treasurer	\$15.00-\$26.00
Equipment Operators	\$15.00-\$22.00
Executive Assistant	\$14.00-\$25.00
HR Manager	\$50,000-\$70,000
IT Technician	\$16.00-\$22.00
IT/Network Administrator	\$60,000-\$80,000
Lab Manager	\$15.00-\$22.00
Laborers	\$12.00-\$20.00
Line locator	\$12.00-\$20.00
Maintenance/Groundskeeper	\$11.00-\$17.00
Mechanic Coordinator	\$10.00-\$12.00
Mechanics	\$14.00-\$22.00
Meter Readers	\$12.00-\$15.00
Planning Director	\$50,000-\$69,000
Planning Technician	\$16.00-\$18.00
Plant Operator	\$15.00-\$22.00
Program Manager	\$16.00-\$29.00
Public Works/Engineer	\$60,000-\$90,000
Purchasing Manager	\$35,000-\$50,000
Stormwater Coordinator	\$40,000-\$60,000
Superintendent	\$40,000-\$69,000
Supervisor	\$15.00-\$26.00
Temporary Laborer	\$9.50-\$15.50
Town Manager	\$95,000-\$130,000
Utility Clerks	\$12.00-\$20.00
Utility Office Manager	\$40,000-\$69,000

**CERTIFICATION PAY:**

The Town of Brownsburg believes in encouraging and rewarding professional development for all Town employees. The Town recognizes that some certifications and accomplishments require more outside time and commitment than other certifications. Some certifications/accomplishments have a higher impact on performance and provide a lasting impact for the Town. The Town uses a tiered approach for incentives based on the certification and the value the certification provides to the Town. The increase in pay or lump sum is only awarded for certifications obtained in the current year. The award is considered a permanent increase in salary and will not be removed or reduced from the employee's earnings in subsequent years. Certification pay will not be retroactively paid for certifications obtained prior to employment with the Town or prior to the effective date of this policy. The Town will pay for one re-take test/exam, subject to supervisor approval and on a case-by-case basis. The employee is responsible for any re-take fees after one re-take. All certifications need to be applicable to the job assignment and pre-approved by the Town Manager and/or Assistant Town Manager.

- **Tier 1 (Highest Level) - Increase in base pay of \$.25 an hour**
  - Certifications that push employees toward a higher level of effectiveness and provide a lasting effect for the employee and the Town.
  - Job-required certifications in Tier 1:
    - Wastewater Operator Class I-IV
    - Wastewater Collection System Operator Class I-IV
    - DSL Water Distribution System Operator
    - DS Water Distribution System Operator
    - WT3 Water Treatment Plant Operator
    - Inspector of Sediment and Erosion Control (CISEC)

- Professional Erosion and Sediment Control (CPESC)
- Certified Erosion, Sediment and Storm Water Inspector (CESSWI)
- Certified Municipal Separate Storm Sewer System Specialist (CMS4S)
- Professional in Human Resources (PHR)
- Senior Professional in Human Resources (SPHR)
- American Institute of Certified Planners (AICP)
- Aquatics Facility Operator (AFO)
- Certified Playground Safety Inspector (CPSI)
- Emergency Vehicle Technician Certifications:
  - F2 Fire Apparatus Design and Performance
  - F3 Fire Pumps and Accessories
  - F4 Fire Apparatus Electrical Systems
  - FA4 Advanced Electrical Systems
  - F5 Aerial Fire Apparatus
  - F6 Allison Automatic Transmission
  - F7 Foam Systems
  - F8 Hydraulic Systems
  - E1 Ambulance Design and Performance
  - E2 Ambulance Electrical Systems
  - E3 Ambulance HVAC
  - E4 Ambulance Body and Chassis
  - L1 Law Enforcement Vehicle Installation
  - M1 Management Level 1 Supervisor
  - M2 Management Level 2 Supervisor

➤ **Tier 2 (Mid-Level) - One time lump sum payment of \$500**

- Certifications that require more of a time commitment over Tier 3 certifications and provide a higher level of value to the Town.
- Create a yearly maximum cap on certification pay available to employees.
- Job-required certifications in Tier 2:
  - Certified Floodplain Manager (CFM)
  - LEED Green Associate
  - LEED AP, BD+C (Building Design + Construction)
  - LEED AP, ND (Neighborhood Development)
  - Commercial Building Inspector's Certifications:
    - Building Inspector - Class 1 Structure
    - Plan Review
    - Electrical Inspector
    - Fire Inspector
    - Mechanical Inspector
    - Plumbing Inspector
    - Elevator Inspector
  - Certified Pool Operator (CPO)
  - Certified Personal Trainer
  - Certified Food Handler (i.e., ServSafe, Certified Professional Food Manager)

➤ **Tier 3 (Lowest-level) - One time lump sum payment of \$100**

- Certifications that require less of a time commitment and provide a moderate level of value to the Town.
- Create a yearly maximum cap on certification pay available to employees.
- Job-required certifications in Tier 3:

- Public and Pesticide Applicator Licenses
- Municipal Management Institute: Level 1-Level 4
- Laserfiche Administrator I-II Certification
- Laserfiche Integrator Certification
- Laserfiche Specialist, Capture Certification
- Laserfiche Specialist, Advanced Security Certification
- Laserfiche Specialist
- Certified Playground Safety Inspector (CPSI)
- Residential Building Inspector's Certifications:
  - Building Inspector - Class 2 Structure (One and two family dwellings)
  - Structural Inspector
  - Mechanical Inspector
  - Plumbing Inspector
- Workplace Health and Safety Certification Program
- Certified Parks and Recreation Professional (CPRP)
- Associate Parks and Recreation Professional (APRP)
- Indiana Master Naturalist
- Indiana Master Gardener

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**PARKS DEPARTMENT:**

<u>Titles</u>	<u>Ranges</u>
Park Director	\$49,000-\$69,000
Grounds Superintendent	\$40,000-\$69,000
Recreation Superintendent	\$30,000-\$49,000
Grounds Laborer II	\$15.00-\$25.00
Grounds Laborer	\$10.00-\$20.00
Administrative Assistant	\$12.00-\$18.00
Recreation Coordinator	\$12.00-\$17.00

Part Time:

Eaton Hall Attendant	\$8.00-\$12.00
Instructors	\$8.00-\$30.00
Program Staff	\$8.00-\$12.00
Office Assistant	\$8.00-\$12.00
Officials	\$20.00-\$30.00

Temporary:

Day Camp Staff	\$8.00-\$12.00
Intern	\$8.00-\$12.00
Laborers	\$8.00-\$12.00

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**BROWNSBURG POLICE DEPARTMENT:**

Sworn Police

<u>Titles</u>	<u>Ranges</u>
CHIEF OF POLICE	\$83,000 -\$89,000
MAJOR(s)	\$76,000 -\$83,000
CAPTAIN(s)	\$72,000 -\$76,000
LIEUTENANT(s)	\$65,000 -\$72,000
SERGEANT(s)	\$60,000 -\$65,000

CORPORAL(s)	\$55,000 - \$60,000
FIRST CLASS POLICE OFFICER(s)	\$49,000 - \$55,000
*FIRST CLASS POLICE OFFICER(s)	-\$49,109
*PROBATION POLICE OFFICER(s)	\$48,000 - \$50,100
SHIFT DIFFERENTIAL PAY-	\$0.50 - \$ 1.00 HR
*SHIFTS BEGINNING AFTER 12 NOON	
RESERVE OFFICERS	-\$240/YR

**45 AUTHORIZED SWORN POLICE OFFICER POSITIONS**

Civilian

<u>Titles</u>	<u>Ranges</u>
RECORDS COODINATOR	\$45,000 - \$60,000
EXECUTIVE ASSISTANT	\$30,000 - \$55,000
PURCHASING	\$30,000 - \$55,000
FIRST CLASS CIVILIAN(s)	\$30,000 - \$50,000
*PROBATION CIVILIAN(s)	\$30,000 - \$40,000
PART TIME CIVILIAN(s)	not to exceed- \$20.00hr

**14 AUTHORIZED CIVILIAN POSITIONS**

**10 AUTHORIZED PART-TIME POSITIONS**

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**BROWNSBURG FIRE TERRITORY**

<u>Administrative</u>	<u>Hourly (40) hrs.</u>	<u>Salary</u>
Chief **	\$41.35 \$35.10	\$86,000.00 \$73,000.00
Chief Information Officer **	\$38.46 \$35.10	\$80,000.00 \$73,000.00
Deputy Chief (s) **	\$39.90 \$28.85	\$83,000.00 \$60,000.00
Division Chief (s) **	\$36.06 \$26.44	\$75,000.00 \$55,000.00
Lieutenant **	\$32.69 \$25.00	\$68,000.00 \$52,000.00
<b><u>Civilian</u></b>		
Administrative Assistant	\$24.04 \$16.83	\$50,000.00 \$35,000.00
Billing Clerk	\$17.78 \$12.02	\$37,000.00 \$25,000.00
Deputy Chief (s) **	\$39.90 \$28.85	\$83,000.00 \$60,000.00
Fire Marshal **	\$33.65 \$24.04	\$70,000.00 \$50,000.00
Support Services **	\$26.44 \$19.23	\$55,000.00 \$40,000.00

Paramedics (127.5 hours a pay)	\$15.57	\$51,600.00
	\$10.71	\$35,500.00
Part-Time (EMS Billing)	\$14.42	\$15,000.00
	\$ 9.00	\$ 9,360.00

**\*\* Salaried Positions**

<b><u>Firefighters</u></b>	<b><u>Hourly (106) hrs.</u></b>	<b><u>Salary</u></b>
Battalion Chief	\$27.21	\$75,000.00
	\$20.54	\$56,600.00
Captain	\$24.67	\$68,000.00
	\$19.96	\$55,000.00
Lieutenant	\$24.67	\$68,000.00
	\$18.87	\$52,000.00
Firefighter/EMTD	\$21.77	\$60,000.00
	\$11.61	\$32,000.00
Firefighter/Paramedic	\$21.77	\$60,000.00
	\$12.70	\$35,000.00
Probationary Pay	\$16.33	\$45,000.00
	\$11.61	\$32,000.00
Firefighter PERF Base Pay*	\$20.13	\$55,488.00

\*Includes all service pay

**Reserve Pay**

	<u>Hourly Pay</u>
Firefighter/Paramedics	\$12.00 - \$15.00
Inspector/Plans Review	\$12.00 - \$15.00
Reserve Mileage	\$100.00 a year

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This ordinance is hereby passed and adopted by the Town Council of the Town of Brownsburg, Indiana at its regular meeting held this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Dwayne Sawyer, President

ATTEST:

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Jeanette M. Brickler, Clerk-Treasurer