

ORDINANCE 20-23

AN ORDINANCE FIXING THE SALARIES OF APPOINTED OFFICERS, NON-UNION, AND A.F.S.C.M.E. EMPLOYEES FOR ALL THE DEPARTMENTS OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA FOR THE YEAR 2021.

BE IT HEREBY ORDAINED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION 1: From and after the first day of January 2021, the salary and pay schedule for the following appointed officers and employees of the City of Bloomington, be fixed as follows:

SALARY SCHEDULE AS PRESENTED BY MAYOR JOHN HAMILTON TO THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON:

I, John Hamilton, Mayor of the City of Bloomington, Indiana, as required by Indiana Code §36-4-7-3, hereby fix the salaries and pay schedule for the following appointed officers and employees of the City of Bloomington, Indiana, beginning January 1, 2021, and continuing thereafter until duly changed, and request that such salary rates be approved by the Common Council of said city.

In addition to the salaries of appointed officers and employees of the Civil City, this ordinance also contains the salaries of the appointed officers and employees of the City Utilities Department, which have been approved by the Utility Services Board pursuant to Indiana Code §36-4-7-3.

For employees not covered by a collective bargaining agreement (non-union), the maximum rates listed below reflect the maximum annual salary for each job grade for a regular full-time employee. These ranges are based on full-time hours worked and will be prorated for part-time employees.

For Labor, Trades and Crafts employees, the maximum rates listed below reflect the maximum longevity-based hourly rate for each job grade in accordance with the Step Charts continued in the Work Agreement and Memorandum of Understanding between City of Bloomington and Local 2487 CBME, A.F.S.C.M.E.

Where more than one position share the same job title in the department indicated, the number of positions that share the job title is given in parentheses after the job title.

<u>Department/Job Title</u>	<u>Grade</u>
<u>Board of Public Safety</u>	
Board Members	
<u>Clerk</u>	
Chief Deputy Clerk	6
Deputy Clerk	5
<u>Common Council</u>	
Council/Administrator Attorney	12
Deputy Administrator/Deputy Attorney	9
Assistant Administrator/Legal Research Assistant (.80)	5
<u>Community and Family Resources Department</u>	
Director	12
Director – Safe & Civil City	7
CBVN Coordinator	7
Special Projects Coordinator	7
After Hours Ambassador	7
Latino Outreach Coordinator	6
Special Projects Coordinator (2)	6
Office Manager/Program Assistant	3
<u>Controller’s Department</u>	
Controller	12
Deputy Controller	10
Director of Auditing and Financial Systems	10
Accounting and Procurement Manager	8

Data Analyst and Manager	8
Purchasing Manager	8
Payroll Systems Manager	6
Senior Accounts Payable/Revenue Clerk	5
Accounts Payable/ Revenue Clerk (3)	4
Customer Relations Representative (2)	3

Department of Economic and Sustainable Development

Director	12
Assistant Director of Sustainability	8
Assistant Director for Small Business Development	8
Assistant Director for the Arts	8
Special Projects Manager	8
Transportation Demand Manager	7
Customer Relations Representative	3

Engineering Department

City Engineer	12
Senior Project Engineer	10
Project Engineer	9
Senior Project Manager	8
Project Manager (2)	7
Public Improvements Manager	7
Engineering Field Specialist	6
Engineering Technician	4
Planning Technician	4

Fire Department

Fire Inspection Officer	7
Administrative Assistant	3

HAND Department

Director	12
Assistant Director	10
Program Manager (5)	7
Neighborhood Compliance Officer (6)	5
Financial Specialist	5
Rental Specialist 1	3
Rental Specialist 2 (2)	3

Human Resources Department

Director	12
Assistant Director	10
Special Projects Manager	8
Benefits Manager	8
Human Resources Generalist	7
Administrative Assistant (1.6)	3

Information and Technology Services Department

Director	12
Assistant Director of Operations	10
Assistant Director for Enterprise Applications	10
GIS Manager	10
Technology Support Manager	10
Applications Infrastructure Analyst	8
Network and Security Administrator	8
Systems Administrator	8
Applications Analyst (3)	7
Accounts and Training Specialist	5
GIS Specialist (2)	5
Technology Support Specialist (5)	5
Office Manager	5

Legal Department

Legal

Corporation Counsel	12
City Attorney	11
Assistant City Attorney (5)	10
Human Rights Director/Attorney	10
Paralegal/Administrative Assistant	5
Human Rights Administrative Assistant	4

Risk Management

Risk Manager	9
Director of Safety and Training	6
Risk Administrative Assistant	4

Office of the Mayor

Deputy Mayor	12
Communications Director	9
Director of Innovation	9
Director of Community Engagement	9
Executive Assistant	6
Digital Communication Specialist	6
Administrative Coordinator	4

Parks Department

Administrator	12
Operations and Development Director	10
Recreation Services Director	9
Sports Services Director	9
Operations Superintendent	8
General Manager, Twin Lakes Recreation Center	8
General Manager, Switchyard Park	8
Community Relations Manager	8
Community Events Manager	7
Golf Facilities Manager	7
Coordinator-AJB	7
Natural Resources Manager	7
Sports Facility/Program Manager	7
Urban Forester	7
Aquatics/Program Coordinator	6
Membership Coordinator	6
Program/Facility Coordinator (5)	6
Golf Programs Coordinator	6
Health/Wellness Coordinator	6
Natural Resources Coordinator	6
Community Relations Coordinator	6
Sports/Facility Coordinator	6
City Landscaper	6
Golf Course Superintendent	5
Market Master Specialist	5
Program Specialist (2)	4
Community Relations Specialist	4
Office Manager	4
Operations Office Coordinator	4
Customer Relations Representative (3.75)	3
Crew Leader	110
Equipment Maintenance Mechanic	108
Equipment Maintenance Mechanic (Facilities)	108
Working Foreperson (8)	108
Apprentice MEO/Master MEO (3)	104/108
Laborer (5)	104
Custodian	101

Planning and Transportation Department

Planning and Transportation Administration

Director	12
Assistant Director	10
Office Manager	5
Administrative Assistant	3

Planning Services Division

Planning Services Manager	9
Senior Transportation Planner	8
MPO Transportation Planner	7
Long Range Planner	6
Bicycle and Pedestrian Coordinator	6

Development Services Division

Development Services Manager	9
Senior Zoning Compliance Planner	7
Senior Zoning Planner	7
Senior Environmental Planner	7
Zoning Planner and GIS Analyst	6
Zoning and Long Range Planner	5
Zoning Compliance Planner	5

Police Department

Administration

Crime Scene Technician and Property Manager (2)	8
Social Worker (3)	8
Community Affairs and Accreditation Specialist	7
Executive Assistant	6
Data Analyst (2)	6
Neighborhood Resource Specialist (4)	5

CEDC

Telecommunications Manager	9
Telecommunications Assistant Manager	8
Telecommunications Supervisor (6)	7
Telecommunicators (29)	6
CAD/RMS Administrator	5

Records

Records Supervisor	8
Records Assistant Supervisor	6
Special Investigations Clerk	5
Records Clerk (11)	5
Office Manager	4
Front Desk Clerk I	4
Evidence Room Clerk	2
Custodian	1

Public Works Department

Public Works Administration

Director	12
Data Analyst and Manager	8
Special Projects and Operations Manager	8
Special Projects Coordinator	6
Office Manager	4
Customer Relations Representative	3
Board Members	

Animal Care and Control

Director	9
Outreach Coordinator	6
Shelter Manager	7
Volunteer Program Director	6
Administrative Assistant (4)	2
Animal Control Officer (3)	107
Animal Care Technician (9)	106

Operations and Facilities

Director	9
Downtown Specialist	3
Maintenance/Custodian(2)	107

Fleet

Fleet Maintenance Manager	8
Administrative Assistant	3
Inventory Coordinator	3
Apprentice Master Technician/Master Technician (7)	109/112
Shop Foreperson	113

Parking Services Division

Director	9
Enforcement Supervisor	8
Garage Manager	8
Garage Assistant Manager	5
Garage Shift Supervisor	4
Team Leader	4
Meter Technician (3)	3
Enforcement Officers (7)	3
Customer Service/Security Specialist (10)	3

Sanitation

Director	9
Office Manager	3
Crew Leader (2)	110
Apprentice MEO/Master MEO (17)	104/108
Laborer (3)	104

Street Operations

Director of Street Operations	10
Deputy Director	8
Traffic Manager	7
Street Maintenance Supervisor	7
Asset Clerk/Emergency Grants Coordinator	4
Asset Clerk	3
Crew Leader (5)	110
Apprentice MEO/Master MEO (16)	104/108
Laborer (12)	104

Utilities**Accounting and Finance**

Utilities Assistant Director – Finance	11
Finance Manager	8
Accounting Manager	7
Accounts Receivable Manager	6
Associate Accountant	5
Web/Information Manager	5
Account Collections Specialist	5
Accounting Clerk	4

Accounts Payable Clerk	4
Administrative Assistant	3
Customer Service Representative (2)	3
Assistant Accounts Payable Clerk	2

Administration

Director	12
Assistant Director of Operations	10
Communications Manager	8
Data Analyst	7
Administrative Assistant	4
Office Manager	3
Communications Operator (7)	1
Board Members	

Environmental

Assistant Director of Environmental Programs	9
Conservation and Energy Resource Manager	8
Water Quality Coordinator	8
Pretreatment Program Coordinator	8
Environmental Program Coordinator	7
MS4 Coordinator	7
Environmental Program Specialist	6
Pretreatment Program Inspector	6
Education Specialist	4
Lineperson	110
Laborer	104

Blucher Poole

Superintendent	9
Maintenance Coordinator	7
Wastewater Plant Operator (9)	106
Apprentice/Master MEO	104/108
Laborer	104

Customer Relations

Customer Relations Manager	6
Customer Relations Representative (4)	3

Dillman

Superintendent	9
Maintenance Coordinator	7
Solids Handling Supervisor	7
Administrative Assistant	2
Plant Maintenance Mechanic Apprentice/Mechanic (4)	107/111
Wastewater Plant Operator (10)	106
Apprentice MEO/Master MEO	104/108

Engineering

Utilities Assistant Director – Engineering	11
Utilities Engineer (3)	10
Capital Projects Manager	9
Capital Projects Coordinator	8
GIS Coordinator	7
Senior Project Coordinator (2)	7
Assistant GIS Coordinator	6
Project Coordinator (2)	6
Utilities Inspector (3)	6
Utilities Technician (3)	5
Administrative and Project Coordinator	4

<u>Laboratory</u>	
Chemist	8
Lab Technician I (3)	109
<u>Meter Services</u>	
Assistant Superintendent	7
Meter Services Representative/Management Technician	3
Meter Technician II	107
Meter Serviceperson (6)	105
Meter Reader (4)	103
<u>Monroe Plant</u>	
Superintendent	9
Maintenance Coordinator	7
Plant Maintenance Mechanic Apprentice/Mechanic (2)	107/111
Water Plant Operator (10)	106
<u>Purchasing</u>	
Purchasing Manager	7
Inventory Coordinator	4
Purchasing Buyer	4
Working Foreperson	108
Laborer (2)	104
<u>Transmission and Distribution</u>	
Utilities Assistant Director – T&D	11
Assistant Superintendent (5)	7
Engineering Field Technician (4)	5
T&D/Meter Operations Coordinator	4
Administrative Assistant	3
Lineperson (8)	110
Lift Station Mechanic Apprentice/Lift Station Mechanic (4)	107/111
Apprentice MEO/Master MEO (10)	104/108
Laborer (16)	104

SECTION 2 A. Non-Union Positions. The minimum and maximum rates listed below reflect the salary ranges for each job grade for a regular full-time employee. These ranges are based on full time hours worked and will be prorated for part-time employees. Employees whose 2020 salary is higher than the maximum of the salary range due to past merit/market increases or attraction/retention, shall nonetheless continue to receive their total salary.

NON-UNION

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
1	\$ 33,109.69	\$ 43,042.60
2	\$ 34,102.98	\$ 44,334.09
3	\$ 35,125.98	\$ 45,663.78
4	\$ 36,179.76	\$ 57,887.84
5	\$ 37,265.38	\$ 59,623.97
6	\$ 39,128.86	\$ 62,605.97
7	\$ 41,084.67	\$ 65,735.47
8	\$ 43,960.54	\$ 70,337.93
9	\$ 48,357.13	\$ 87,042.40
10	\$ 53,193.05	\$ 95,746.43
11	\$ 61,171.21	\$ 110,108.82
12	\$ 74,017.14	\$ 133,231.48
Pension Secretaries		\$4,000
Board of Public Works Member		\$2,100
Board of Public Safety Members		\$635
Utility Services Board Members		\$4,279

SECTION 2 B: Police Shift Differential. Employees working in the Police Department as dispatchers and clerks shall receive a twenty-six cents (\$0.26) per hour premium shift differential for working the evening shift.

SECTION 2 C: Labor, Trades, and Crafts Positions. Any employee who transfers laterally or is promoted to another position in the Pay Plan shall be paid at the wage for the new position in accordance with the relevant longevity step as determined by the Step Charts contained in the Work Agreement and Memorandum of Understanding between City of Bloomington and Local 2487 CBME, A.F.S.C.M.E. Provided, however, no current employee shall receive a pay reduction upon lateral transfer or promotion, but will not receive an additional increase due to promotion or longevity until so merited with the step pay system for the job classification. An employee who is demoted for disciplinary reasons or in lieu of layoff shall receive the wage for the relevant step within the job classification to which the employee is demoted. Also, the employee's longevity of service is "carried" to the new position. Internal promotions shall be paid at ninety-five percent (95%) of the salary of the relevant grade and step for the first thirty (30) days after promotion. Employees who transfer to a pay grade below their current pay grade shall be paid at the relevant grade and step for the new position.

Employees whose present rate of pay is higher than indicated by the Step Charts, based on the employee's pay grade and longevity, will not receive a pay cut, but will not receive any increase due to longevity until the step chart for the year in question shows an amount greater than the employee's current wage rate plus any across-the-board increase for the year in question. The rates shown below for the pay grades and job classification for Labor, Trades, and Crafts positions are the minimum and maximum rates:

LABOR, TRADES, AND CRAFTS

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
101	\$ 18.15	\$ 22.11
102	\$ 18.28	\$ 22.25
103	\$ 18.42	\$ 22.37
104	\$ 18.55	\$ 22.51
105	\$ 18.68	\$ 22.62
106	\$ 18.80	\$ 22.76
107	\$ 18.93	\$ 22.91
108	\$ 19.07	\$ 23.02
109	\$ 19.20	\$ 23.18
110	\$ 19.33	\$ 23.29
111	\$ 19.47	\$ 23.41
112	\$ 20.85	\$ 24.79
113	\$ 21.78	\$ 25.74

SECTION 2 D: Gainsharing. This section applies to Labor, Trades, and Crafts (LTC) positions. Management and employees of the City of Bloomington may design and implement a gainsharing program whereby the City can provide, and the employees can be rewarded for, the highest quality and most cost-effective public service possible for the citizens of Bloomington. In the event that a gainsharing program is implemented, the terms of application of such program shall be approved by Ordinance of the Bloomington Common Council.

SECTION 2 E: Emergency Call Out. This section applies to Labor, Trades, and Crafts (LTC) positions. Whenever it becomes necessary for a Department to call out an employee for emergency work at times other than such employee's regular shift period, such employee shall receive not less than three (3) hours. This provision shall prevail for each time an employee is called out by a Department at periods other than his/her regular shift. The rate of pay for emergency call out shall be one and one-half (1 ½) times the regular hourly rate except on Sundays and holidays, when the rate of pay for emergency call out shall be two (2) times the regular hourly rate. Any such payment for emergency call out shall be in addition to the employee's daily wages, if any, and in addition to any on call pay to which the employee is entitled.

SECTION 2 F: On Call Status. Any employee with a Labor, Trades, and Crafts (LTC) position, who is required to be on call shall be paid forty dollars (\$40.00) per 24-hour period. Fire Inspectors receive \$100 per week when in an on-call status.

SECTION 2 G: Temporary Reassignment. This section applies to Labor, Trades, and Crafts (LTC) positions. An employee who is temporarily assigned to perform the duties of a job classification in a pay grade above the employee's normal pay grade shall be compensated at the rate in effect for the higher pay grade as follows:

- 1) If the assignment exceeds two (2) consecutively scheduled work days, the employee shall be paid the higher rate for all consecutive days worked in the higher classification, including the first two (2) consecutive days; or
- 2) If the assignment exceeds thirty-two (32) hours in a payroll period, the employee shall be paid the higher rate for all hours worked in the higher classification during the payroll period.

SECTION 2 H: Tool Allowance. This section applies to Labor, Trades, and Crafts (LTC) positions. Employees classified as mechanics in Fleet Maintenance shall be reimbursed up to one thousand five-hundred dollars (\$1,500.00) in any calendar year for the purchase of tools.

SECTION 2 I: Licenses and Certifications. This section applies to Labor, Trades, and Crafts (LTC) positions. Wastewater Plant Operators shall receive one dollar (\$1.00) per hour for obtaining a Class I certification. Wastewater Plant Operators who receive a Class II certification shall receive one dollar and fifty cents (\$1.50) per hour. Wastewater Plant Operators who receive a Class III certification shall receive two dollars (\$2.00) per hour. Wastewater Plant Operators who receive a Class IV certification shall receive two dollars and fifty cents (\$2.50) per hour.

T&D Linepersons who obtain (DSL) certifications, issued by the State of Indiana, Department of Environmental Management, shall receive an additional one dollar (\$1.00) per hour.

Lift Station Mechanics and Apprentice Lift Station Mechanics who obtain Collection System Class II Certification, issued by the Indiana Water Pollution Control Association, shall receive an additional one-dollar (\$1.00) per hour. Plant Maintenance Mechanics who obtain a Class II Collection Systems Certification shall receive an additional one-dollar (\$1.00) per hour.

Water Plant Operators who qualify as a grade operator in training (O.I.T.) as defined by 327 IAC 8-12-3.2 will receive an additional two dollars (\$2.00) per hour. After one year of service as an O.I.T., Water Plant Operators shall receive an additional one-dollar (\$1.00), for a total of three dollars (\$3.00) per hour. Water Plant Operators who obtain a grade WT-5 certification will receive additional pay in the amount of two dollars (\$2.00) per hour for a maximum of \$5.00 per hour.

Linepersons, MMEO's, Lift Station Mechanics, and Laborers who are not required to hold a DSL or a Class II collection systems certification will receive an additional fifty-cents (\$0.50) for each non-required license or certification.

Incentive pay premiums may be awarded for one certification for all union-eligible Utilities Department employees in addition to those licenses recognized above, with the limitations that follow. Wastewater Plant Operators can be recognized financially for a maximum of four certifications total, no more than one of which may be outside of the specific plant operator certifications listed above. In addition to the certifications listed above incentive pay may be acquired for other certifications as approved in writing by the Director of Utilities. Water Plant Operators can be recognized financially for a maximum of two (2) certifications total; no more than one may be outside the specific plant operator certifications listed above. Any incentive pay premiums other than the amounts listed above shall be thirty-three cents (\$0.33) per hour.

Where an employee is required to obtain a Class B CDL, he/she will receive thirty cents (\$0.30) per hour additional compensation. Where an employee is required by Employer to obtain a Class A CDL, he/she will receive fifty cents (\$0.50) per hour additional compensation. Employees classified as technicians in Fleet Maintenance that obtain the certification of (ASE) Automotive Service Excellence (ASE) will receive an additional twenty cents (\$0.20) per hour for each test passed. A maximum of eight (8) certificates or one dollar sixty cents (\$1.60) shall apply.

Employees who possess the following certifications shall receive twenty cents (\$0.20) per hour additional compensation provided said certifications remain current and are considered an essential requirement or function of an employee's job:

- 1) International Municipal Signal Association—Traffic Signal Technician, Level 1;
- 2) International Municipal Signal Association—Sign and Pavement Marking Technician Level 1;
- 3) American Concrete Institute—Flatwork Finisher and Technician;
- 4) Certified Arborist;
- 5) Certified Pool Operator; and
- 6) Euthanasia Certificate.
- 7) Registered Pesticide Technician
- 8) Certified Pesticide Applicator
- 9) Tree Risk Assessment Certification

COB reserves the right, at its sole option, to add additional categories of certifications to the above list. If additional categories are added to the above list, the Union and all employees shall be notified in writing.

At no time shall any employee receive compensation for more than three (3) certifications or specialty pay bonuses, unless otherwise provided for in the collective bargaining agreement.

SECTION 2 J: Night and Swing Shifts. This section applies to Labor, Trades, and Crafts (LTC) positions. In accordance with Article 4 of the Work Agreement and Memorandum of Understanding between the City of Bloomington and Local 2487 CBME, A.F.S.C.M.E., employees working on the evening or night shift shall receive sixty-five cents (\$0.65) per hour premium. Employees working on a swing shift shall receive a seventy cents (\$0.70) per hour premium.

SECTION 2 K: Holiday Pay. This section applies to Labor, Trades, and Crafts (LTC) positions. For all paid legal holidays worked, the employee will receive a holiday allowance of two times regular pay, plus regular pay over a 24-hour period, and employees not working will receive regular pay.

In addition, in the event an employee’s regular schedule of work includes work on Easter Sunday, which is not a paid legal holiday within the agreement, said employee will receive a premium of half time in addition to the employee’s regular rate of pay or, at the discretion of the supervisor, compensatory time off. The half time premium shall be in addition to any other premium to which the employee is entitled.

Section 2 L: Common Law Positions. All positions that are filled on an ad hoc basis and are of temporary or seasonal nature are considered “Common Law Positions”, which are listed below. The rate ranges in the table are hourly rates, except as otherwise listed.

COMMON LAW POSITIONS

<u>Job Title</u>	<u>Minimum</u>	<u>Maximum</u>
Administrative Assistant	\$13.29	\$19.00
Attendant	\$13.29	\$13.29
Crossing Guard	\$13.29	\$25.50
Intern	\$13.29	\$15.00
Laborer	\$13.29	\$15.70
Law Clerk	\$13.29	\$19.00
Leader	\$13.31	\$13.59
Lifeguard	\$13.36	\$13.64
Motor Equipment Operator	\$13.29	\$17.84
Specialist	\$13.29	\$50.00
Staff Assistant	\$14.95	\$15.23
Supervisor	\$13.41	\$13.69
Meter Reader	\$13.29	\$18.42

Section 2 M. Longevity Recognition Pay. Any employee with the City of Bloomington who has completed upon their anniversary date said years of service as outlined below, shall receive the below compensation. This compensation is in addition to their regular pay as outlined in this ordinance.

Five (5) years	\$25.00
Ten (10) years	\$50.00
Fifteen (15) years	\$75.00
Twenty (20) years	\$100.00
Twenty-five (25) years	\$150.00
Thirty (30) years	\$200.00
Thirty-five (35) years	\$250.00
Forty (40) years	\$300.00
Forty-five (45) years	\$350.00
Fifty (50) years	\$400.00

SECTION 2 N: Dispatch Trainer Incentive Pay. Dispatchers may earn a maximum of \$525 per year for training other, less experienced dispatchers.

SECTION 2 O: CDL Physicals. Employees required to hold a CDL with be reimbursed up to one-hundred dollars (\$100) for the medical physical examination required to maintain a CDL.

SECTION 3: The rates shown as wages and salaries for the positions listed above are maximum rates.

SECTION 4: This ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

PASSED by the Common Council of the City of Bloomington, Monroe County, Indiana upon this _____ day of _____, 2020.

STEPHEN VOLAN, President
Bloomington Common Council

ATTEST:

NICOLE BOLDEN, Clerk
City of Bloomington

Presented by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2020.

NICOLE BOLDEN, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2020.

JOHN HAMILTON, Mayor
City of Bloomington

SYNOPSIS

This ordinance sets the maximum 2021 salary for all appointed officers, non-union, and A.F.S.C.M.E. employees for all the departments of the City of Bloomington, Indiana.