



Memorandum

TO: Members of the City of Bloomington Common Council (“Council”)

FROM: Margie Rice, Corporation Counsel
Enedina Kassamanian

CC: Kerry Thomson, Mayor
Gretchen Knapp, Deputy Mayor
Nicole Bolden, City Clerk
Jessica McClellan, City Controller
Sharr Pechac, Human Resources Director
Michael Diekhoff, Chief of Police

RE: Resolution 2024-19

DATE: October 21, 2024

Summary

Resolution 2024-19 is a resolution to approve the amended Collective Bargaining Agreement (“CBA”) between the City of Bloomington and the Union for the Bloomington Police Department (“BPD”), which is the Don Owens Memorial Lodge 88, Fraternal Order of Police, Inc.

Recruitment and retention have been a continuing problem for the Bloomington Police Department, and they are currently sixteen officers short of being full-staffed. Police Chief Mike Diekhoff, believes that low salaries, as compared to other jurisdictions are, at least in part, part of the problem.

Because the General Assembly removed residency requirements, allowing police officers to live in any county in the State of Indiana, the market has changed and become more competitive. Police Officers across the state have chosen to work in counties far from where they reside in order to earn a higher salary.

In order to try and address this concern, the Office of the Mayor and the Police Chief met and discussed opening the CBA early and off-cycle. The members of the Fraternal Order of Police (“FOP”) were open to amending the CBA to address base salary only.

It was agreed upon that Twelve Thousand Dollars (\$12,000) would be added to the base pay for the two positions in the CBA: Officer First Class and Senior Police Officer.

Any provisions or language that were affected by that base pay increase were amended, to be consistent, but no other changes were made.

The Controller also worked with Human Resources (“HR”) and others to adjust salaries up the chain of command to prevent compression. Per the Controller, these increased salaries to base pay will be paid from the General Fund and total approximately \$1,107,690 including FICA and PERF contributions. This increase in base pay will, obviously, increase the cost of overtime; however, it is anticipated that if BPD can become fully staffed, overtime costs will decrease. Becoming fully-staffed is the goal and HR is going to work with BPD to that end.

MEMO FROM COUNCIL OFFICE:

To: Members of the Common Council

From: Ash Kulak, Deputy Council Administrator/Attorney

Date: October 11, 2024 (updated October 15, 2024; October 25, 2024)

Re: [Ordinance 2024-19](#) – An Ordinance Fixing the Salaries of Officers and Employees of the Police and Fire Departments for the City of Bloomington, Indiana, for the Year 2025

Synopsis

This ordinance sets the minimum and maximum salary rates for all sworn fire and police personnel for the year 2025 in accordance with Council-approved collective bargaining agreements.

Relevant Materials

- [Ordinance 2024-19](#)
- Staff Memo from Human Resources

Update after October 15, 2024

The council office received the most updated version of this item of legislation from Human Resources after its release in the legislative packet on Friday, October 11, 2024, but before it was introduced for first reading on October 16, 2024. Those modifications were reflected in a packet addendum released before the October 16 Regular Session, when the ordinance was read for first reading as modified.

Summary

[Ordinance 2024-19](#) would fix the salaries for all members of the police and fire departments. This year, the Human Resources Department has implemented the results of the Crowe Classification and Compensation Study within this salary ordinance to reflect the updated job grades for each position listed. The new job grades were approved by the Council at the June 18, 2024 Regular Session in [Ordinance 2024-15](#) and go into effect January 1, 2025.

State law details how salaries for all members of the police and fire departments and all other appointees should be fixed. Under [I.C. 36-8-3-3](#), the annual compensation of all members of the police and fire departments and other appointees shall be fixed by ordinance of the legislative body not later than November 1 of each year for the ensuing budget year. The ordinance may grade the members of the departments and regulate their pay by rank as well as by length of service. If the Council fails to adopt an ordinance fixing the compensation of members of the police or fire department, the board of public safety may fix their compensation, subject to change by ordinance.

Please note that contracts in place with both police and fire unions (Fraternal Order of Police Lodge 88 and Bloomington Metropolitan Firefighters Local 586) impact the amount of compensation proposed in the salary ordinance (as described in the memo from Emily Fields). Unlike related provisions of state law that specify how salaries are fixed for elected

officials and for appointed officers and employees (*except* members of the police and fire department), the statute affecting public safety employees does not expressly restrict salary increases during the budget year.

This year, the collective bargaining agreements with both police and fire unions will be coming to council for approval via resolution at the same time as second reading for this ordinance. The [collective bargaining agreement between the City and the Bloomington Metropolitan IAFF Local 586](#) expires at the end of the year, and [the collective bargaining agreement between the City and the Fraternal Order of Police Lodge 88](#) was reopened. Both contracts have been approved by each union and are awaiting council approval via resolution, coming at the October 30 Special Session.

Contact

Sharr Pechac, Human Resources Director, 812-349-3404, sharr.pechac@bloomington.in.gov
Erica De Santis, Director of Compensation & Benefits, Human Resources, 812-349-3404, erica.desantis@bloomington.in.gov

ORDINANCE 2024-19

AN ORDINANCE FIXING THE SALARIES OF OFFICERS AND EMPLOYEES OF THE POLICE AND FIRE DEPARTMENTS FOR THE CITY OF BLOOMINGTON, INDIANA, FOR THE YEAR 2025

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

SECTION I A. From and after January 1, 2025, pursuant to Indiana Code § 36-8-3-3(d), the salary and pay schedule for the officers and employees of the Fire Department of the City of Bloomington, Indiana, shall be fixed as follows, to wit:

CIVILIAN NON-SWORN

<u>Job Title</u>	<u>Grade</u>
Chief	14
Fire Marshal	9
Deputy Fire Marshal (2)	8
Program Manager	9
Community EMT/Paramedic (6)	6
Office Manager	6
Administrative Assistant	3

SWORN ADMINISTRATIVE FIRE DEPARTMENT EMPLOYEES

<u>Job Title</u>	<u>Grade</u>
Deputy Chief	12
Assistant Chief of Administration and Planning	11
Assistant Chief of Operations	11
Battalion Chief of Operations (3)	10
Battalion Chief of Training	10
Community Engagement Officer	8
Fire Logistics Officer	10
Probationary Officer	7

SWORN CONTRACTUAL POSITIONS

Captain	\$87,845
Chauffeur/Lieutenant	\$81,565
Firefighter 1 st Class	\$78,503

In addition to the salary and pay schedule listed above, the City also shall contribute four percent (4%) of the salary of a fully paid firefighter at base pay (Firefighter 1st Class) with twenty-five years of longevity (equal to an additional \$12,500) to the Public Employees Retirement Fund on behalf of each sworn firefighter under the authority of I.C. §§ 36-8 *et seq.*

SECTION I B. Additional Specialty Pay.

Effective January 1, 2025, increases to the base salary described above on the basis of longevity, professional assignment, certification, and education shall be paid as reflected below.

Longevity

Additional pay for longevity shall be credited on the firefighter’s anniversary date of hire after the completion of years of service as reflected in the chart below.

<u>Years of Service</u>	<u>Amount</u>	<u>Years of Service</u>	<u>Amount</u>	<u>Years of Service</u>	<u>Amount</u>	<u>Years of Service</u>	<u>Amount</u>
1	\$0	6	\$1,500	11	\$3,000	16	\$5,000
2	\$400	7	\$2,000	12	\$3,000	17	\$5,000
3	\$500	8	\$2,000	13	\$4,000	18	\$5,000
4	\$800	9	\$2,000	14	\$4,000	19	\$6,000
5	\$1,500	10	\$3,000	15	\$4,000	20	\$6,000

<u>Years of Service</u>	<u>Amount</u>
21	\$7,000
22	\$7,000
23	\$10,000
24	\$10,000
25+	\$12,500*

*Longevity is capped at \$12,500; however, pension contributions are made at the full 25+ longevity rate of \$12,500.

Certification

Firefighters who have achieved one or more of the 51 qualifying certifications listed in the Department’s Professional Standards and Promotion Guide shall be eligible for additional compensation in accordance with the table set forth below:

<u>Number of Certifications</u>	<u>Amount per Certification</u>
1	\$100
2	\$200
3	\$300

4	\$400
5	\$500
6	\$600
7	\$700
8	\$800
9	\$900
10	\$1,000
11	\$1,100
12	\$1,200
13	\$1,300
14	\$1,400
15	\$1,500

Maximum of fifteen (15) certificates or one thousand, five hundred dollars (\$1,500.00) shall apply. Any and all certifications must be current and on file at Headquarters to receive certification pay.

Professional & Command Classifications

Additional pay for professional and command appointments shall be as follows:

Headquarters Captain	\$	1,000
Station Captain	\$	1,000
Engineer	\$	900
Sergeant	\$	900
Shift Training Instructor	\$	800
Shift Logistics Technician	\$	500
Rescue Technician	\$	200
Station 1 Differential	\$	100

Education

Education Pay shall be paid to firefighters with advanced degrees from accredited institutions at two levels:

Level 1	Associate 2-year degree	\$	500
Level 2	Bachelor 4-year or higher level degree	\$	1,200

Other

Unscheduled Duty Pay*	Paid at employee's regular hourly rate. Minimum 2 hours. No maximum.
Holdover Pay	Paid at employee's regular hourly rate. Minimum .5 hours. No maximum.
Mandatory Training Pay	Paid at employee's regular hourly rate. Minimum 2 hours and maximum 8 hours.
Holiday Pay**	\$100 per day
Clothing Allotment	\$500
Reassignment Pay	\$10 per tour of duty
On-Call Pay***	\$100 per week spent on on-call status.
Acting Pay	Base salary increased to the base salary of the higher rank if time spent in acting capacity exceeds fifteen (15) consecutive calendar days.

* Unscheduled Duty Pay shall also be paid to Probationary Officers.

** Holiday Pay shall also be paid to Battalion Chiefs of Operations and Probationary Officers.

***On-Call Pay shall be paid only to the Fire Marshal, Deputy Fire Marshals, and Community Engagement Officer.

SECTION I C. Increases for salaries not set by the contract

Effective January 1, 2024, subject to the maximum salaries set by this ordinance, an increase may be included in those salaries not set by a collective bargaining agreement, and this increase is based on the compensation plan for non-union employees.

SECTION I D. Retention Pay - Base Salary

Retention pay has been permanently added to the base pay. The previously paid amounts are factored in and included in the salaries listed in section I(A).

SECTION I E. Premium Payments for Battalion Chiefs

In addition to their regular compensation, Battalion Chiefs who work a non-scheduled, 24-hour shift will receive \$100 for each such non-scheduled 24-hour shift.

SECTION II A. From and after January 1, 2025, pursuant to I.C. § 36-8-3-3 (d), the salary and pay schedule for the officers of the Police Department of the City of Bloomington, Indiana, shall be fixed as follows, to wit:

<u>POLICE DEPARTMENT</u>	
<u>Job Title</u>	<u>Grade or Max Base Salary</u>
Chief	14
Deputy Chief	12
Captain of Operations	11
Captain of Administration	11
Lieutenant (4)	10
Sergeant (13)	9
Probationary Police Officer (10)	7
<u>Administration</u>	
Director of Civilian Operations	10
Senior Social Worker	9
Crime Scene Technician and Property Manager (2)	8
Social Worker (2)	8
Office and Accreditation Manager	8
Executive Assistant	7
CAD/RMS Administrator	8
Data Analyst (2)	8
Community Service Specialist (11)	5
Office Assistant and Outreach Specialist	6
Evidence Room Clerk	4
Custodian	3
<u>CEDC</u>	
Telecommunications Manager	9
Social Worker	8
Telecommunications Assistant Manager	8
Telecommunications Supervisor (6)	7

Telecommunicators (32)	6
<u>Records</u>	
Records Supervisor	8
Records Assistant Supervisor	6
Special Investigations Clerk	5
Records Clerk (11)	5
Front Desk Clerk I	4
<u>CONTRACTUAL SALARIES</u>	
Senior Police Officer	\$85,267
Officer First Class	\$82,161

In addition to the salary and pay schedule listed above, the City shall also contribute four percent (4%) of the salary of a fully paid office at base pay (Officer First Class) plus \$5,000 (equal to \$87,161) to the Public Employees Retirement Fund on behalf of each sworn police officer under the authority of I.C. §§ 36-8-6-4 and 36-8-8-8.

SECTION II B. Additional pay for Sergeants, Senior Police Officers, Officers First Class, and Probationary Officers, if eligible.

Effective January 1, 2025, additional pay shall be added to the base salary described above on the basis of longevity, specialty pay, training, and education as reflected below. The maximum additional annual pay total except for longevity and other pay, under Section II B. is \$4,800.00.

Longevity

Longevity pay shall be credited on a member's anniversary date of hire after the completion of years of service as reflected in the table below.

Years of Service	Longevity Pay		Years of Service	Longevity Pay
1	\$200		11	\$2,200
2	\$400		12	\$2,400
3	\$600		13	\$2,600
4	\$800		14	\$2,800
5	\$1,000		15	\$3,000
6	\$1,200		16	\$3,200
7	\$1,400		17	\$3,400
8	\$1,600		18	\$3,600
9	\$1,800		19	\$3,800
10	\$2,000		20 or more	\$5,000

Training

For every 20 hours per year in training = \$100

Training must be completed during the year for credit on next year’s pay. Credit for training is not cumulative.

Specialty Pay

Specialty pay is divided into three levels:

Category 1 = School Liaison Officer, Training Instructor, Breath Analyzer, Canine Officer, Bike Patrol, Motorcycle Patrol, Civil Disturbance Unit, Accident Reconstructionist, Honor Guard, Downtown Resources Officer, and Drug Recognition Expert

Category 2 = CIRT Officer, Hostage Negotiator, Dive Team

Category 3 = Field Training Officer and/or Detective

Category 1 = \$500 in pay

Category 2 = \$1,000 in pay

Category 3 = \$1,600

Employee must maintain and/or hold classification to keep associated pay.

Education

Education pay divided into three levels:

2 year degree = \$600 in pay

4 year degree = \$1200 in pay

Masters, Law or Doctorate degree = \$1600 in pay

Other

Off-Duty pay is received at a minimum of 2 hours.

<u>Shift Pay Differential:</u>	
Afternoon Shift	\$16/week
Night Shift and High Intensity Patrol	\$20/week
Afternoon Shift*	\$50/week*

*The \$50 per week shift differential shall only apply to (1) senior police officers who (2) successfully bid for afternoon shift as their first or second choice in accordance with Section VIII of the Collective Bargaining Agreement between the City of Bloomington and the Fraternal Order of Police, Don Owens Memorial Lodge 88. For non-senior police officers or senior police officers who do not bid for afternoon shift as their first or second choice, the standard \$16 per week afternoon shift differential shall apply.

SECTION II C. Clothing Allotment

All sworn officers will receive a clothing allotment of \$500.

SECTION II D. Increases for salaries not set in the contract

Effective January 1, 2025, subject to the maximum salaries set by this ordinance, an increase may be included in those salaries not set by a collective bargaining agreement. Sergeants will receive the same percentage increase as Senior Police Officers, and other staff will receive an increase based on the compensation plan for non-union employees.

SECTION II E. Recruitment Incentives

Eligible officers who refer a candidate who is hired as a police officer will receive \$1,000 in accordance with the procedures and requirements outlined in the Employee Referral Program. Newly hired certified police officers will receive \$5,000 within the first year of employment. Those newly hired officers who are not certified police officers will receive \$3,000 within the first year of employment. Those who have previously been employed by the City must have a year gap in full time employment with the City to be eligible for this incentive.

SECTION II F. Police Shift Differential.

Employees working in the Police Department and Central Dispatch, who are assigned to work after 1:30 p.m., shall receive a twenty-six cents (\$0.26) per hour premium shift differential for working the evening shift.

SECTION II G. Dispatch Trainer Incentive Pay.

During pay periods when a dispatcher is designated as a trainer, dispatchers shall earn a shift differential of One Dollar (\$1.00) per hour for training other, less experienced dispatchers. Proper documentation shall be provided to Human Resources and the Controller’s Office to verify which Dispatchers are trainers.

SECTION III. Pay Grades and Salary Ranges

The minimum and maximum rates listed below reflect the salary ranges for each job grade for a full-time officer of the Police and Fire departments. These ranges are based on full time hours worked and will be prorated for part-time employees.

Grade	Minimum	Maximum
1	\$35,430	\$42,516
2	\$37,204	\$44,644
3	\$39,808	\$47,771
4	\$42,105	\$54,737
5	\$48,953	\$63,640
6	\$55,802	\$72,542
7	\$62,650	\$81,444
8	\$69,498	\$90,347
9	\$76,347	\$99,251
10	\$83,194	\$108,153
11	\$90,043	\$117,056
12	\$98,745	\$128,370
13	\$112,852	\$146,708
14	\$131,661	\$171,159

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

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this ____ day of _____, 2024.

Isabel Piedmont-Smith, 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 _____, 2024.

NICOLE BOLDEN, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this ____ day of _____, 2024.

Kerry Thomson, Mayor
City of Bloomington

SYNOPSIS

This ordinance sets the minimum and maximum salary rates for all sworn fire and police personnel for the year 2025 in accordance with Council-approved collective bargaining agreements.

Note: This ordinance was modified after distribution in the Legislative Packet but before introduction at the October 16, 2024 Regular Session. The modifications reflect various fixes and changes incorporated by the Human Resources Department after confirming with pertinent representatives from the Police and Fire Departments.



TO: City Council members

FROM: Sharr Pechac, Human Resources Director

CC: Mayor Kerry Thomson, Deputy Mayor Gretchen Knapp, Controller Jessica McClellan, and Council Attorney/Administrator Lisa Lehner

DATE: October 11, 2024

SUBJECT: 2024 Salary Ordinance 2024-19 for Officers of the Police and Fire Departments.

Ordinance 2024-19 fixes the salaries of officers within both the Police and Fire Departments.

The requested changes and new positions are explained below.

We are requesting to move all positions within the Fire and Police Departments into this salary ordinance for convenience, as well as to correct a prior omission. In the past, some Fire and Police positions were listed in a separate ordinance for appointed officers, non-union, and A.F.S.C.M.E. employees. Similarly, we are also requesting to move other provisions related to these positions from the other salary ordinance into one document. Condensing them all to one ordinance makes it easier to easily understand the makeup of these critical departments.

We request to update the base salaries for Fire personnel to reflect the significant pay increases promised via their collective bargaining agreement, and also request a 1.2% increase in the Public Employees Retirement Fund (PERF) for sworn public safety personnel. Additionally, we request to update the Professional & Command Classifications section to match the Fire Collective Bargaining Agreement.

All other changes made to Fire position grades were the result of the Classification and Compensation Study implementation. Consistent with past practice, the grade classification was determined through the job evaluation committee¹ (now rebranded the Workforce Evaluation and Realignment Committee (WERC.)) Additionally, all graded positions have been level-set across the City as a whole for consistency and fairness, and have been confirmed by external consultants assisting on the project. The estimated fiscal impact of these changes was presented as part of the Budget presentations earlier this year.

Similarly, we request to update the base salaries for Police personnel to reflect the significant pay increase promised to these positions. The salaries you now see listed for their positions represent salaries mutually determined by the Office of the Mayor, Office of the Controller, Police Department, and Police union and are deemed necessary to attract and retain these critical positions.

Additionally, we request to increase the Dispatch Trainer Incentive Pay to One Dollar (\$1.00) per hour for training other less experienced dispatchers. This will better attract and retain individuals to accept these more strenuous assignments.

All other changes made to Police position grades were the result of the Classification and Compensation Study implementation, though some sworn officer grades were inflated to ensure the City is able to compensate individuals in those positions at the salaries discussed between Police and Administration. Consistent with past practice, the grade classification was determined through the job evaluation committee (now rebranded the Workforce Evaluation and Realignment Committee (WERC.)) Additionally, all graded positions have been level-set across the City as a whole for consistency and fairness, and have been confirmed by external consultants assisting on the project. The estimated fiscal impact of these changes was presented as part of the Budget presentations earlier this year.

We further request that the existing 12-grade Pay Grades and Salary Ranges be replaced with an expanded 14-grade Pay Grade structure starting on January 1, 2025. This expanded structure was recommended as part of the Classification and Compensation Study conducted in 2023 in order to relieve pay compression between mid-level employees and their supervisors, as well as to better differentiate between grades. Please note that this updated chart already reflects the 3% cost of living increase being given to City personnel in 2025.

Finally, we are requesting to remove the \$500 payment given to the Fire Captains, Chauffeurs, First Class Firefighters, and Probationary Firefighters, as well as to the Police Chief, Deputy Chief, Captains, Lieutenants, and Probationary Officers in 2024. Further, we request to remove the Recruitment Incentive for newly hired firefighters, Retention Pay given to active First Class Firefighters in 2024 and the Longevity Retention Pay given to employees. All of these additional payments are being retired by the new administration to permanently increase the base salary of Fire and Police personnel.

Your approval of Ordinance 2024-19 is requested. Please feel free to contact me if you have any questions.

MEMO FROM COUNCIL OFFICE:

To: Members of the Common Council

From: Ash Kulak, Deputy Council Administrator/Attorney

Date: October 11, 2024

Re: Ordinance 2024-20 – An Ordinance to Fix 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 2025

Synopsis

Ordinance 2024-20 sets the maximum 2025 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.

Relevant Materials

- Ordinance 2024-20
- Staff Memo from Human Resources

Summary

Ordinance 2024-20 would fix the salaries for all appointed officers and all City employees, union and non-union, that are not fixed in another salary ordinance. This year, the Human Resources Department has implemented the results of the Crowe Classification and Compensation Study within this salary ordinance to reflect the updated job grades for each position listed. The new job grades were approved by the Council at the June 18, 2024 Regular Session in Ordinance 2024-15 and go into effect January 1, 2025.

This ordinance sets forth the title, grade, number, and salary ranges for city employee positions and board members not covered by other salary ordinances. It also covers other provisions affecting compensation, including shift differentials, treatment of transfers, gainsharing, emergency call out, on-call status, temporary reassignments, tool allowances, licenses and certifications, night and swing shifts, holiday pay, common law positions, employee recognition longevity payments, and incentive payments or reimbursements.

State law details how salaries for appointive officers, deputies, and other employees should be fixed. Under I.C. 36-4-7-3, the city executive shall fix the compensation of each appointive officer, deputy, and other employee of the city, subject to the approval of the city legislative body. The Council may reduce but may not increase any compensation fixed by the executive. Compensation must be fixed not later than November 1 of each year for the ensuing budget year.

The city clerk may, with the approval of the legislative body, fix the salaries of deputies and employees appointed under IC 36-4-11-4. This year, the salaries for the deputies and employees appointed by the Clerk appear in a separate salary ordinance (see materials for Ordinance 2024-22).

Contact

Sharr Pechac, Human Resources Director, 812-349-3404, sharr.pechac@bloomington.in.gov
Erica De Santis, Director of Compensation & Benefits, Human Resources, 812-349-3404, erica.desantis@bloomington.in.gov

ORDINANCE 2024-20

AN ORDINANCE TO FIX 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 2025

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 2025, 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 KERRY THOMSON TO THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON:

I, Kerry Thomson, 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, 2025, 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 § 8-1.5-3-4.

Until 2025, certain positions in the Clerk’s office and non-contractual fire and police employees were listed in this salary ordinance. Beginning 2025, the Clerk’s positions shall be listed in a separate salary ordinance specific to the Clerk’s office, and the non-contractual fire and police positions shall be listed in the Safety Officer salary ordinance.

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 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>Common Council</u>	
Council Administrator/Attorney	12
Deputy Administrator/Deputy Attorney	10
Assistant Administrator/Legal Research Assistant	5

Community and Family Resources Department

Director	13
Director – Safe & Civil City	9
CBVN Coordinator	8
Special Projects Program Specialist	8
Ambassador Program Manager	9
After Hours Ambassador (2)	8
Latino Outreach Coordinator	8
Special Projects Coordinator (2)	8
Office Manager/Program Assistant	5

Controller’s Department

Controller	14
Deputy Controller	12
Director of Auditing and Financial Systems	11
Accounting and Procurement Manager	8
Data Analyst and Manager	8
Purchasing Manager	8
Grant Research and Sourcing Manager	7
Payroll Systems Manager	7
Senior Accounts Payable/Revenue Clerk	6
Accounts Payable/ Revenue Clerk (3)	5

Department of Economic and Sustainable Development

Director	13
Capital Projects Manager	9
Assistant Director of Sustainability	10
Assistant Director for Small Business Development	10
Assistant Director for the Arts	10
Special Projects Manager	9
Transportation Demand Manager	9
Sustainability Program Coordinator	8
Administrative Assistant	5

Engineering Department

City Engineer	14
Senior Project Engineer	12
Traffic Engineer	11
Project Engineer	11
Senior Project Manager	10
Project Manager (3)	8
Public Improvements Manager	8
Engineering Field Specialist (3)	7
Engineering Technician	6
Transportation Technician	6
Administrative Assistant	5

HAND Department

Director	13
Assistant Director	11
Grant Compliance Monitor	6
Program Manager (6)	9
Financial Specialist	7
Neighborhood Compliance Officer (7)	6
Program Specialist	5
Rental Specialist 1	4
Rental Specialist 2 (2)	4

Human Resources Department

Director	13
Assistant Director	11
Director of Compensation and Benefits	10
Benefits Manager	9
Talent Manager	10
Human Resources Generalist	8
Talent Acquisition Specialist	7
Payroll Coordinator	5
Talent Coordinator	5
Human Resources Coordinator (.8)	3

Information and Technology Services Department

Director	14
Assistant Director of Operations	12
Assistant Director for Enterprise Applications	12
GIS Manager	11
Technology Support Manager	10
Applications Infrastructure Analyst	10
Senior Systems Administrator	10
Senior Network Administrator	9
Senior Applications Analyst	9
Applications Analyst (2)	8
Assistant System and Network Administrator	8
Accounts and Training Specialist	7
Digital Equity Specialist	8
GIS Specialist (2)	8
Technology Support Specialist (5)	6
Office Manager	7
GIS Technician (.75)	6

Legal Department

Legal

Corporation Counsel	14
City Attorney	12
Assistant City Attorney/Senior Assistant City Attorney (6)	11
Paralegal/Administrative Assistant	6
Administrative Assistant	4

Risk Management

Risk Manager	10
Director of Safety and Training	7
Legal/Risk Administrative Assistant	4

Office of the Mayor

Deputy Mayor	14
Communications Director	10
Public Engagement Director	10
Special Assistant to the Mayor	8
Digital Brand Manager	7
Program Manager - City Homelessness Response Coordinator	7
Executive Office Manager	7
Legislative Affairs Specialist	5

Parks Department

Administrator	13
Operations and Development Director	11
Recreation Services Director	10
Sports Services Director	10
Operations Superintendent	9
General Manager, Twin Lakes Recreation Center	9
Recreational Facilities General Manager	9
Community Relations Manager	8
Recreation Services General Manager	9
Golf Facilities Manager	8
Coordinator-AJB	7
Natural Resources Manager	7
Sports Facility/Program Manager	8
Urban Forester	8
Urban Greenspaces Manager	7
Special Projects/Data Analyst Manager	8
Membership Coordinator	6
Program/Facility Coordinator (5)	7
Golf Programs Coordinator	6
Health/Wellness Coordinator	6
Natural Resources Coordinator	6
Community Relations Coordinator	6
Sports/Facility Coordinator	7
Golf Course Superintendent	7
Operations Coordinator	6

Digital Content Coordinator	6
Program Specialist (3)	5
Community Relations Specialist	5
Office Manager	7
Sports Specialist	5
Customer Relations Representative (3)	4
Employee Support Specialist	5
Crew Leader	110
Equipment Maintenance Mechanic	108
Equipment Maintenance Mechanic (Facilities)	108
Working Foreperson (9)	108
Apprentice MEO/Master MEO (3)	104/108
Laborer (9)	104
Custodian	101

Planning and Transportation Department

Planning and Transportation Administration

Director	13
Assistant Director	11
Office Manager	5
Administrative Assistant	4

Planning Services Division

Planning Services Manager	10
Senior Transportation Planner	9
Bicycle and Pedestrian Coordinator	9
MPO Transportation Planner	7
Long Range Planner	7

Development Services Division

Development Services Manager	10
Senior Zoning Compliance Planner	8
Senior Zoning Planner	8
Senior Environmental Planner	8
Zoning Planner (.5)	7
Zoning Planner and GIS Analyst	7
Zoning and Long Range Planner	7
Zoning Compliance Planner	6

Public Works Department

Public Works Administration

Director	14
Data Analyst and Manager	8
Special Projects and Operations Manager	8
Special Projects Coordinator	7
Office Manager	5
Customer Relations Representative	4
Board Members	

Animal Care and Control

Director	11
Outreach Coordinator	6
Shelter Manager	9
Volunteer Program Director	7
Adoption Coordinator	5
Administrative Assistant (4)	3
Animal Control Officer (3)	107
Animal Care Technician (9)	106

Operations and Facilities

Director	10
Downtown Specialist	5
Facility Asset and Operations Coordinator	7
Maintenance/Custodian (2)	107

Fleet

Fleet Maintenance Manager	11
Service and Capital Coordinator	7
Asset and Operations Specialist	6
Inventory Coordinator	4
Apprentice Master Technician/Master Technician (8)	109/112
Shop Foreperson	113

Parking Services Division

Director	10
Enforcement Supervisor	7
Garage Manager	8
Financial Coordinator	5
Garage Shift Supervisor	5
Team Leader	5
Enforcement Officers (12)	3
Customer Service/Security Specialist (10)	4
Customer Relations Representative (2)	4

Sanitation

Director	11
Office Manager	5
Crew Leader (2)	110
Apprentice MEO/Master MEO (17)	104/108
Laborer (3)	104

Street Operations

Director of Street Operations	12
Deputy Director	9
Traffic Manager	8
Street Maintenance Supervisor	8
Sidewalk Supervisor	8
Asset Clerk/Emergency Grants Coordinator	6
Asset Clerk	4
Crew Leader (6)	110
Apprentice MEO/Master MEO (17)	104/108
Laborer (17)	104

Utilities

Accounting and Finance

Utilities Assistant Director – Finance	12
Finance Manager	9
Accounting Manager	8
Accounts Receivable Manager	7
Associate Accountant	6
Web/Information Manager	6
Account Collections Specialist	6
Accounting Clerk	4
Accounts Payable Clerk	6
Office Manager	5
Customer Service Representative (2)	4
Assistant Accounts Payable Clerk	4

Administration

Director	14
Assistant Director of Operations	12
Communications Manager	8
Conservation and Energy Resource Manager	8
Maintenance Superintendent	10
Instrumentation and Control Specialist	7
Assistant Maintenance Superintendent (2)	9
Data Analyst	8
Administrative Assistant to the Director	5
Administrative Assistant	4
Communications Operator (7)	3
Board Members	

Environmental

Assistant Director of Environmental Programs	12
Water Quality Coordinator	9
Pretreatment Program Coordinator	9
MS4 Coordinator	9
Hazardous Materials Coordinator	9
Hazardous Materials Inspector	8
Pretreatment Program Inspector	7

MS4 Inspector	7
Water Specialist (.75)	5
Education Specialist	6
Specialized Crew Leader	U-119
Utilities Specialist I/II/III (1.75)	U-111/113/115
Hydrant Maintenance Specialist (.75)	3

Blucher Poole

Superintendent	10
Assistant Superintendent	9
Wastewater Plant Operator (9)	U-106
Apprentice/Master MEO	U-104/108
Utilities Specialist I/II/III	U-111/113/115

Customer Relations

Customer Relations Manager	8
Customer Relations Representative (4)	4

Dillman

Superintendent	10
Assistant Superintendent	9
Solids Handling Supervisor	9
Administrative Assistant	3
Plant Maintenance Mechanic Apprentice/Mechanic (4)	U-113/118
Wastewater Plant Operator (10)	U-106
Apprentice MEO/Master MEO	U-104/108

Engineering

Utilities Assistant Director – Engineering	12
Utilities Engineer (3)	11
Capital Projects Manager	9
Capital Projects Coordinator	8
Environmental Program Coordinator	7
GIS Coordinator	8
Senior Project Coordinator (2)	8
Assistant GIS Coordinator	6
Project Coordinator (2)	7

Utilities Inspector (3)	7
Utilities Technician (3)	6
Administrative and Project Coordinator	5
<u>Laboratory</u>	
Chemist	9
Lab Technician I (3)	U-109
<u>Meter Services</u>	
Assistant Superintendent	9
Meter Services Representative/Management Technician	7
Meter Technician II (2)	U-107
Meter Serviceperson (6)	U-105
Meter Service Laborer (3)	U-103
<u>Monroe Plant</u>	
Superintendent	11
Assistant Superintendent	9
Plant Maintenance Mechanic Apprentice/Mechanic (2)	U-113/118
Water Plant Operator (10)	U-106
<u>Purchasing</u>	
Purchasing Manager	8
Inventory Coordinator	4
Purchasing Buyer	4
Purchasing Contract Specialist (.75)	4
Working Foreperson	U-108
Laborer (2)	U-104
<u>Transmission and Distribution</u>	
Utilities Assistant Director – T&D	12
Assistant Superintendent (5)	9
Engineering Field Technician (5)	6
Engineering Field Tech K9 Unit	6
T&D/Meter Operations Coordinator	5
Administrative Assistant	4
Specialized Crew Leader (8)	U-119

Lift Station Mechanic Apprentice/Lift Station Mechanic (4)	U-113/118
Heavy Equipment Operator I/II (12)	U-116/118
Laborer/Utilities Specialist I/II/III (18)	U-104/111/113/115
Shop Custodian (.5)	3

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 2025 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

Grade	Minimum	Maximum
1	\$35,430	\$42,516
2	\$37,204	\$44,644
3	\$39,808	\$47,771
4	\$42,105	\$54,737
5	\$48,953	\$63,640
6	\$55,802	\$72,542
7	\$62,650	\$81,444
8	\$69,498	\$90,347
9	\$76,347	\$99,251
10	\$83,194	\$108,153
11	\$90,043	\$117,056
12	\$98,745	\$128,370
13	\$112,852	\$146,708
14	\$131,661	\$171,159

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. 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 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

Animal Shelter	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Animal Care Technician	106	21.91	22.52	23.15	23.75	24.36	24.80	25.22	25.64	26.08	26.52	26.95
Animal Control Officer	107	22.05	22.68	23.29	23.90	24.53	24.94	25.37	25.81	26.23	26.69	27.13
Facilities	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Maintenance/Custodian	107	22.05	22.68	23.29	23.90	24.53	24.94	25.37	25.81	26.23	26.69	27.13
Fleet Maintenance	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Apprentice Master Technician	109	22.37	22.98	23.60	24.21	24.83	25.26	25.68	26.10	26.54	27.00	27.43
Master Technician	112	24.29	24.90	25.52	26.12	26.74	27.17	27.60	28.03	28.45	28.89	29.31
Shop Foreperson	113	25.37	25.99	26.59	27.22	27.83	28.26	28.68	29.11	29.55	29.99	30.42
Parks and Recreation	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Custodian	101	21.15	21.75	22.37	22.98	23.60	24.04	24.45	24.89	25.31	25.75	26.19
Laborer	104	21.61	22.22	22.83	23.44	24.06	24.49	24.91	25.34	25.76	26.23	26.66
Motor Equipment Operator Apprentice	104	21.61	22.22	22.83	23.44	24.06	24.49	24.91	25.34	25.76	26.23	26.66
Equipment Maintenance Mechanic	108	22.22	22.83	23.44	24.06	24.67	25.09	25.54	25.96	26.39	26.82	27.25
Working Foreperson	108	22.22	22.83	23.44	24.06	24.67	25.09	25.54	25.96	26.39	26.82	27.25
Master Motor Equipment Operator	108	22.22	22.83	23.44	24.06	24.67	25.09	25.54	25.96	26.39	26.82	27.25
Crew Leader	110	22.52	23.15	23.75	24.36	24.98	25.39	25.84	26.27	26.69	27.14	27.57
Sanitation	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Laborer	104	21.61	22.22	22.83	23.44	24.06	24.49	24.91	25.34	25.76	26.23	26.66
Motor Equipment Operator Apprentice	104	21.61	22.22	22.83	23.44	24.06	24.49	24.91	25.34	25.76	26.23	26.66
Master Motor Equipment Operator	108	22.22	22.83	23.44	24.06	24.67	25.09	25.54	25.96	26.39	26.82	27.25

Crew Leader	110	22.52	23.15	23.75	24.36	24.98	25.39	25.84	26.27	26.69	27.14	27.57
Street	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Laborer	104	21.61	22.22	22.83	23.44	24.06	24.49	24.91	25.34	25.76	26.23	26.66
Motor Equipment Operator Apprentice	104	21.61	22.22	22.83	23.44	24.06	24.49	24.91	25.34	25.76	26.23	26.66
Master Motor Equipment Operator	108	22.22	22.83	23.44	24.06	24.67	25.09	25.54	25.96	26.39	26.82	27.25
Crew Leader	110	22.52	23.15	23.75	24.36	24.98	25.39	25.84	26.27	26.69	27.14	27.57
Utilities - Laboratory & Environmental Services	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Laboratory Technician I	U-109	22.37	22.98	23.60	24.21	24.83	25.26	25.68	26.10	26.54	27.00	27.43
Laboratory Technician II	U-110	22.52	23.15	23.75	24.36	24.98	25.39	25.84	26.27	26.69	27.14	27.57
Utilities Specialist I	U-111	22.87	23.44	24.03	24.62	25.20	25.61	26.02	26.43	26.85	27.26	27.67
Utilities Specialist II	U-113	23.71	24.29	24.88	25.47	26.04	26.46	26.87	27.28	27.69	28.11	28.52
Utilities Specialist III	U-115	24.84	25.41	26.00	26.59	27.18	27.58	27.99	28.40	28.82	29.23	29.64
Specialized Crew Leader	U-119	26.53	27.10	27.69	28.28	28.86	29.27	29.68	30.09	30.51	30.92	31.33
Utilities - Plants	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Motor Equipment Operator Apprentice	U-104	21.61	22.22	22.83	23.44	24.06	24.49	24.91	25.34	25.76	26.23	26.66
Wastewater Plant Operator	U-106	21.91	22.52	23.15	23.75	24.36	24.80	25.22	25.64	26.08	26.52	26.95
Water Plant Operator	U-106	21.91	22.52	23.15	23.75	24.36	24.80	25.22	25.64	26.08	26.52	26.95
Master Motor Equipment Operator	U-108	22.22	22.83	23.44	24.06	24.67	25.09	25.54	25.96	26.39	26.82	27.25
Utilities Specialist I	U-111	22.87	23.44	24.03	24.62	25.20	25.61	26.02	26.43	26.85	27.26	27.67
Plant Maintenance Mechanic Apprentice	U-113	23.71	24.29	24.88	25.47	26.04	26.46	26.87	27.28	27.69	28.11	28.52
Utilities Specialist II	U-113	23.71	24.29	24.88	25.47	26.04	26.46	26.87	27.28	27.69	28.11	28.52
Utilities Specialist III	U-115	24.84	25.41	26.00	26.59	27.18	27.58	27.99	28.40	28.82	29.23	29.64

Plant Maintenance Mechanic	U-118	25.96	26.55	27.13	27.71	28.30	28.71	29.13	29.53	29.94	30.35	30.77
Utilities - T&D and Purchasing	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Meter Service Laborer	U-103	21.46	22.05	22.68	23.29	23.90	24.34	24.76	25.19	25.62	26.06	26.50
Laborer	U-104	21.61	22.22	22.83	23.44	24.06	24.49	24.91	25.34	25.76	26.23	26.66
Meter Serviceperson	U-105	21.75	22.37	22.98	23.60	24.21	24.64	25.07	25.50	25.93	26.35	26.79
Meter Technician II	U-107	22.05	22.68	23.29	23.90	24.53	24.94	25.37	25.81	26.23	26.69	27.13
Working Foreperson	U-108	22.22	22.83	23.44	24.06	24.67	25.09	25.54	25.96	26.39	26.82	27.25
Utilities Specialist I	U-111	22.87	23.44	24.03	24.62	25.20	25.61	26.02	26.43	26.85	27.26	27.67
Lift Station Mechanic Apprentice	U-113	23.71	24.29	24.88	25.47	26.04	26.46	26.87	27.28	27.69	28.11	28.52
Utilities Specialist II	U-113	23.71	24.29	24.88	25.47	26.04	26.46	26.87	27.28	27.69	28.11	28.52
Utilities Specialist III	U-115	24.84	25.41	26.00	26.59	27.18	27.58	27.99	28.40	28.82	29.23	29.64
Heavy Equipment Operator I	U-116	24.97	25.56	26.15	26.72	27.31	27.72	28.14	28.55	28.96	29.37	29.79
Heavy Equipment Operator II	U-118	25.96	26.55	27.13	27.71	28.30	28.71	29.13	29.53	29.94	30.35	30.77
Lift Station Mechanic	U-118	25.96	26.55	27.13	27.71	28.30	28.71	29.13	29.53	29.94	30.35	30.77
Specialized Crew Leader	U-119	26.53	27.10	27.69	28.28	28.86	29.27	29.68	30.09	30.51	30.92	31.33

SECTION 2 C. 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 D. 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 E. On Call Status. Any employee with a Labor, Trades, and Crafts (LTC) position, who is required to be on call shall be paid forty-seven dollars (\$47.00) per 24-hour period. The Fire Marshal receives \$100 per week when in an on-call status.

SECTION 2 F. 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 G. Tool Allowance and Automotive Service Excellence Testing

Reimbursement. This section applies to Labor, Trades, and Crafts (LTC) positions. Employees classified as mechanics in Fleet Maintenance shall be reimbursed up to one thousand dollars (\$1000.00) in any calendar year for either (1) the purchase of tools or (2) the cost of Automotive Service Excellence (ASE) testing, provided that the technician passes the test.

SECTION 2 H. Licenses and Certifications. This section applies to Labor, Trades, and Crafts (LTC) positions. Wastewater Plant Operators shall receive two dollars (\$2.00) per hour for obtaining a Class I certification. Wastewater Plant Operators who receive a Class II certification shall receive three dollars (\$3.00) per hour. Wastewater Plant Operators who receive a Class III certification shall receive four dollars (\$4.00) per hour. Wastewater Plant Operators who receive a Class IV certification shall receive five dollars (\$5.00) per hour.

Specialized Crew Leaders 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 five dollars (\$5.00) per hour.

Specialized Crew Leaders, Heavy Equipment Operators (both Class I and II), Lift Station Mechanics, and Utilities Specialists (Classes I, II, and III) who are not required to hold a DSL or a Class II collection systems certification may nonetheless obtain such license or certification and will receive an additional fifty cents (\$0.50) per hour for each such non-required certification. Additionally, up to two additional fifty cent (\$0.50) incentive premiums may be awarded to water plant operators and wastewater plant operators for obtaining the following licenses, provided that the below-listed license is not a required license:

- (1) Water Treatment 5 (WT5);
- (2) Wastewater Class I, Class II, Class III, or Class IV (only one Class at a time is payable);
- (3) Distribution Systems License;
- (4) Collection Systems License.

Where an employee is required to obtain a Class B CDL, he/she will receive eighty cents (\$0.80) per hour additional compensation. Where an employee is required by Employer to obtain a Class A CDL, he/she will receive one dollar (\$1.00) per hour additional compensation. Employees classified as mechanics in Fleet Maintenance that obtain the certification of (ASE) Automotive Service Excellence (ASE) will receive an additional forty cents (\$0.40) per hour for each test passed. A maximum of eight (8) certificates or three dollars twenty cents (\$3.20) shall apply.

Employees who possess the following certifications shall receive twenty-five cents (\$0.25) 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;
- 6) Euthanasia Certificate;
- 7) Registered Pesticide Technician;
- 8) Certified Pesticide Applicator;
- 9) Tree Risk Assessment Certification;
- 10) Certified Playground Inspector;
- 11) Certified Bucket Truck Operator.*

*Bucket truck operator certifications shall be limited by department as follows:

Parks Department: Two (2) employees who are primarily assigned to the Department’s tree crew.

Street Department: Eighteen (18) employees. Those employees who are primarily assigned to the tree crew or the traffic signal crew must be bucket truck certified. Necessary backup employees who are not primarily assigned to the tree crew or traffic signal crew may also receive pay for bucket truck certification. However, in no case shall the total number of Street Department employees receiving bucket truck certification pay exceed eighteen (18) employees. Eligibility for bucket truck certification pay for Street Department employees who are not primarily assigned to the tree crew or traffic signal crew shall be offered to backup employees based upon seniority.

The Union may propose that new certifications and licenses be considered for additional pay. Addition of new certifications and corresponding additional pay is subject to approval by the City of Bloomington. The City of Bloomington has approved an additional fifty cents (\$0.50) per hour premium for Master Equipment Operators assigned to the Dillman Road Wastewater Plant who hold a landfill/solids certification.

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

SECTION 2 I. 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 seventy-five cents (\$0.75) per hour premium. Employees working on a swing shift shall receive an eighty cents (\$0.80) per hour premium.

SECTION 2 J. 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.

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

TEMPORARY POSITIONS

<u>Job Title</u>	<u>Minimum</u>	<u>Maximum</u>
Administrative Assistant	\$16.22	\$16.70
Attendant	\$16.22	\$16.70
Intern	\$16.22	\$16.70
Laborer	\$16.22	\$21.59
Law Clerk	\$16.22	\$16.70
Leader	\$16.22	\$22.52
Lifeguard	\$16.22	\$16.70
Motor Equipment Operator	\$16.22	\$22.22

Specialist	\$16.22	\$50.00
Staff Assistant	\$17.49	\$18.22
Supervisor	\$16.22	\$16.70
Meter Service Laborer	\$16.22	\$21.46

All temporary positions and hourly rates must be separately approved by Human Resources and the Controller’s office.

Section 2 L. Longevity Recognition Pay. Beginning January 1, 2025, employees’ tenure is reflected in their compensation, based on the individual salary steps.

SECTION 3. CDL Physicals. Employees required to hold a CDL will be reimbursed up to one-hundred dollars (\$100) for the medical physical examination required to maintain a CDL.

SECTION 4. The rates shown as wages and salaries for the positions listed above are maximum rates.

SECTION 5. 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 _____, 2024.

Isabel Piedmont-Smith, 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 _____, 2024.

NICOLE BOLDEN, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2024.

Kerry Thomson, Mayor
City of Bloomington

SYNOPSIS

Ordinance 2024-20 sets the maximum 2025 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.



TO: City Council members

FROM: Sharr Pechac, Human Resources Director

CC: Mayor Kerry Thomson, Deputy Mayor Gretchen Knapp, Controller Jessica McClellan, Council Attorney Lisa Lehner

DATE: October 11, 2024

SUBJECT: 2024 Salary Ordinance 2024-20 for Appointed Officers, Non-Union, and AFSCME Employees

Ordinance 2024-20 sets the pay grades and salary ranges for Appointed Officers, Non-Union, and AFSCME Employees.

The requested changes and new positions are explained below. Consistent with past practice, the grade classification was determined through the job evaluation committee ¹ (now rebranded the Workforce Evaluation and Realignment Committee (WERC.)) Additionally, all graded positions have been level-set across the City as a whole for consistency and fairness, and have been confirmed by external consultants assisting on the project. The estimated fiscal impact is included. The fiscal impact for the new position includes the salary (budgeted at the midpoint of the pay range), a flat amount for benefits, retirement contributions, and taxes.

CHANGES TO EXISTING POSITIONS

Civil City Engineering requests to make their long-term temporary Engineering Field Tech position into a permanent position (Grade 6). This role is needed on a permanent basis and will be covered in large part by the funds already set aside for the temporary position. The fiscal impact is expected to be \$85,360.46, which will be offset from money set aside for the temporary position.

We also request to correct an inaccuracy on the number of Engineering Field Specialists within the Engineering Department. With their temporary position (above) being made permanent, they will have three (3) positions with that title, not two.

Similarly, we also request to correct other inaccuracies of the titles to existing positions within the ITS Department that were made Senior status in previous years.

NEW POSITIONS

Economic and Sustainable Development requests a new Capital Projects Manager (Grade 9). This role will ultimately save the City money that is being spent on consultants, which is a stated City Council priority. It will also provide us with full-time help managing the massive Hopewell project, as well as others. The fiscal impact is expected to be \$121,256.

¹ The former job evaluation committee, and current workforce evaluation and realignment committee, evaluates a job using seven criteria. Points are assessed in each category, and a grade is assigned based on the cumulative score. Additional factors are then weighed into the equation and level-setting is done across the City for consistency and fairness.

Housing and Neighborhood Development requests a new Grants Compliance Monitor (Grade 6). This position is needed so there is a full-time, dedicated staff member working to monitor grants compliance moving forward. The fiscal impact is expected to be \$92,468.

The Office of the Mayor requests a new Program Manager (City Homelessness Response Coordinator (Grade 7)). This role will provide program management on the work needed to address issues for our unhoused population within the City, which remains a priority for City of Bloomington Administration, City Council, and our constituents. The fiscal impact is expected to be \$102,063.

The Fleet Division within Public Works requests a new Service and Capital Coordinator (Grade 7). The City's fleet has expanded tremendously, and additional support is also needed on capital planning and procurement. The fiscal impact is expected to be \$102,063.

Utilities requests a new Instrumentation and Control Specialist (Grade 7) within their Administration division. The responsibilities designated for this new staff member are currently being contracted out, and current contracts have been insufficient to cover the full needs of this area. Additionally, aging infrastructure requires significant maintenance. The fiscal impact is expected to be \$102,063.

Utilities requests a new Hazardous Materials Inspector (Grade 8) within their Environmental division. Many aspects of environmental and hazardous material compliance have evolved. To ensure compliance with IDEM's RCRA, SPCC, UST, CAA regulations, routine good housekeeping and pollution prevention inspections are required. This position will oversee those needs. The fiscal impact is expected to be \$111,256.

Additional Changes

All other changes made to position grades were the result of the Classification and Compensation Study implementation. Consistent with past practice, the grade classification was determined through the job evaluation committee¹ (now rebranded the Workforce Evaluation and Realignment Committee (WERC.)) Additionally, all graded positions have been level-set across the City as a whole for consistency and fairness, and have been confirmed by external consultants assisting on the project. The estimated fiscal impact of these changes was presented as part of the Budget presentations earlier this year.

Additionally, we request to update the 2025 Non-Union Grade rate table to reflect the 3% cost of living increase for 2025, as well as to update the Labor, Trades, and Crafts table to reflect 3.1% contractually promised rate increase for 2025. We also request to update the minimum pay for Temporary Positions in the rate table to reflect the increase in the Consumer Price Index (3%) from \$15.75 to \$16.22. Furthermore, we have adjusted the maximum pay rate of many positions in this same table to provide some flexibility while not superseding the starting pay rate of those in A.F.S.C.M.E.

We also request to remove the \$500 bonus given to all City staff members in 2024 as this bonus is being retired by the new administration so available funds can be dedicated to the Classification and Compensation study implementation. We also request to remove the Longevity Pay that has been given in past years as we adopt our new tenure-based pay advancement strategy.

¹ The former job evaluation committee, and current workforce evaluation and realignment committee, evaluates a job using seven criteria. Points are assessed in each category, and a grade is assigned based on the cumulative score. Additional factors are then weighed into the equation and level-setting is done across the City for consistency and fairness.

Finally, we have removed from this Ordinance all positions within the Clerk's Office, as well as both the Fire Department and Police Department. The Clerk's Office will be establishing a separate salary ordinance concerning the positions in that office. Similarly, all positions within both the Fire and Police Departments will now be found solely in the Public Safety salary ordinance.

Your approval of Ordinance 2024-20 is requested. Please feel free to contact me if you have any questions.

¹The former job evaluation committee, and current workforce evaluation and realignment committee, evaluates a job using seven criteria. Points are assessed in each category, and a grade is assigned based on the cumulative score. Additional factors are then weighed into the equation and level-setting is done across the City for consistency and fairness.

MEMO FROM COUNCIL OFFICE:

To: Members of the Common Council

From: Ash Kulak, Deputy Council Administrator/Attorney

Date: October 11, 2024

Re: Ordinance 2024-22 – To Fix the Salaries of Appointed Deputies and Employees of the Bloomington City Clerk for the City of Bloomington, Monroe County, Indiana for the Year 2025

Synopsis

This salary ordinance establishes the 2025 maximum salaries for Bloomington City Clerk employees.

Relevant Materials

- Ordinance 2024-22
- Staff Memo from Clerk Bolden

Summary

Ordinance 2024-22 would set the salaries for Clerk staff pursuant to [Indiana Code 36-4-7-3](#) subsection (d). This subsection permits the city clerk, with the approval of the legislative body, to fix the salaries of employees and deputies appointed under IC 36-4-11-4. [Indiana Code 36-4-11-4](#) generally authorizes the city clerk to appoint deputies and employees authorized by the legislative body. These deputies and employees serve at the clerk's pleasure.

This year, this ordinance is coming separately from the ordinance in which the Mayor sets the salaries for all appointed officials and city employees (see materials for Ordinance 2024-20). This is coming after several conversations between the Clerk and members of the administration in order to align priorities with what is permissible under state code.

The ordinance fixes the salaries for four positions, Chief Deputy Clerk (Grade 7), Deputy Clerk of Communications & Outreach (Grade 7), and two Deputy Clerk positions (both Grade 6). Please view the staff memorandum by Clerk Bolden for more information on the rationale behind the salaries included in the ordinance.

Contact

Nicole Bolden, City Clerk, 812-349-3408, boldenn@bloomington.in.gov

ORDINANCE 2024-22

TO FIX THE SALARIES OF APPOINTED DEPUTIES AND EMPLOYEES OF THE BLOOMINGTON CITY CLERK FOR THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA FOR THE YEAR 2025

WHEREAS, under Indiana Code 36-4-7-3(d), the City Clerk may fix the salaries of its deputies and employees appointed under Indiana Code 36-4-11-4; and

WHEREAS, the Bloomington City Clerk wishes to fix the annual salaries for appointed deputies and employees pursuant to I.C. 36-4-7-3(d);

Now, therefore, be it hereby ordained by the Common Council of the City of Bloomington, Monroe County, Indiana that:

SECTION 1: I, Nicole Bolden, Clerk of the City of Bloomington, Indiana, as referenced by Indiana Code § 36-4-7-3 and § 36-4-11-4, and subject to the approval of the Bloomington Common Council, fix the maximum annual salaries for the following appointed deputies and employees of the City of Bloomington, Indiana, beginning January 1, 2025, and continuing after that until duly changed, and request that the Common Council approve such salary rates of said city.

SECTION 2: Where more than one position shares the same job title indicated, the number of positions that share the job title is given in parentheses after the job title.

<u>Job Title</u>	<u>Grade</u>	<u>Maximum Base Salary</u>
Chief Deputy Clerk	7	\$76,745.94
Deputy Clerk of Communications & Outreach	7	\$69,948.58
Deputy Clerk (2)	6	\$68,356.75

SECTION 3: This ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

SECTION 4: If any section, sentence, or provision of this ordinance, or the application thereof to any person or circumstance, shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions, or applications of this ordinance which can be given effect without the invalid section, sentence, provision or application, and to this end the provisions of this ordinance are declared to be severable.

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana upon this _____ day of _____, 2024.

ISABEL PIEDMONT-SMITH, 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 _____, 2024.

NICOLE BOLDEN, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2024.

KERRY THOMSON, Mayor
City of Bloomington

SYNOPSIS:

This salary ordinance establishes the 2025 maximum salaries for Bloomington City Clerk employees.



**OFFICE OF THE
CITY CLERK**

2025 Budget Memo

To: Members of the City of Bloomington Common Council
From: Clerk Nicole Bolden
CC: Mayor Kerry Thomson, Jessica McClellan, Controller, and Lisa Lehner, Council Attorney.
Date: October 11, 2024
Subject: 2025 Salary Ordinance 2024-22 for Appointed Deputies and Employees of the Bloomington City Clerk.

Ordinance 2024-22 fixes the salaries for appointed deputies and employees of the Bloomington City Clerk.

Until 2025, positions in the Clerk's office were listed in the civil city salary ordinance. Under Indiana Code 36-4-7-3(d), the City Clerk may fix the salaries of its deputies and employees appointed under Indiana Code 36-4-11-4. Beginning in 2025, the Clerk's positions will be listed in a separate salary ordinance specific to the Clerk's office.

The Bloomington City Clerk requests the approval of the maximum annual salaries for appointed deputies and employees pursuant to I.C. 36-4-7-3(d).

The office's salaries partially reflect changes recommended in the Classification and Compensation Study conducted in 2023 and changes to full-time staff salaries based on reorganizing the Clerk's staff structure.

I respectfully request your approval of Ordinance 2024-22. Please do not hesitate to contact me with any questions or concerns.