

**TOWN OF DARMSTADT, INDIANA
SALARY ORDINANCE – 2022
Ordinance O-2021-5**

WHEREAS the Town of Darmstadt Town Council is desirous of presenting a schedule of total compensation to include the salaries and benefits for its employees for the year 2022; and

WHEREAS the Town of Darmstadt Town Council has reviewed the financial condition of the Town for purposes of arriving at proposed total compensation to include salaries and benefits that are fiscally responsible, and which are fair, just, and equitable to its employees pursuant to Indiana Code 36-5-3 prior to December 31, 2021; and

NOW THEREFORE BE IT ORDAINED by the Town of Darmstadt Town Council, that the total compensation for its elected officials and employees for January 1, 2022, through December 31, 2022, shall be as follows:

2022 BASE PAY RATE SCHEDULE

| TITLE | CLASSIFICATION | BASE PAY RATES | BUDGET LINES |
|----------------------------------------------------------|----------------|---------------------|---------------------------------------------------|
| Town Council President | Stipend | \$650 per month | 100% General Fund |
| Town Council Member(s) | Stipend | \$550 per month | 100% General Fund |
| Town Clerk-Treasurer | Exempt | \$3932.62 per month | 50% General Fund 50% Wastewater Fund |
| Superintendent – Street/Wastewater (full-time) | Nonexempt | Vacant | 25% Motor/Vehicle/Hwy Fund 75% Wastewater Fund |
| Assistant Superintendent – Street/Wastewater (full-time) | Nonexempt | \$28.39 per hour | 25% Motor/Vehicle/Hwy Fund 75% Wastewater Fund |
| Street/Wastewater Worker (full-time) | Nonexempt | \$23.30 per hour | 25% Motor/Vehicle/Hwy Fund 75% Wastewater Fund |

PAY CONSIDERATIONS

All full-time employees shall be paid biweekly every other Friday in 2022 with the first biweekly pay period designated as Saturday, December 18, 2021, through Friday, December 31, 2021, for a pay date of Friday, January 7, 2022, and ending with the last biweekly pay period designated as Saturday, December 3, 2022, through Friday, December 16, 2022, for a pay date of Friday, December 23, 2022. In the event that a scheduled pay date falls on a holiday, employees will receive their pay on the last day of work before the regularly scheduled holiday.

Elected Officials and Town Council members are paid monthly on the second Tuesday of each month.

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WORK HOURS

The daily and weekly work schedules and the number of hours per day and per week to be worked by employees will be determined by the Supervisors and Department Heads of each department. However, the following may apply:

| Department | Shifts |
|------------------------------|--------------------------|
| Street/Wastewater Department | • 6:30 a.m. to 3:00 p.m. |

Employees may be provided with a 30-minute lunch period during a normal eight-hour shift at the discretion of the immediate Supervisor.

OVERTIME

Overtime compensation will be paid to nonexempt employees at time and one-half of the employee's hourly pay rate for all hours worked over 40 in a standard workweek and in accordance with the Fair Labor Standards Act (FLSA). An employee's time off while using vacation benefits, sick leave benefits, personal days, holidays, bereavement leave, or on any other leave of absence will be considered hours worked for purposes of performing overtime calculations.

All overtime hours will be paid from each appropriate department budget line.

Refer to the Town of Darmstadt Employee Handbook for additional information on overtime.

EMERGENCY "CALL IN" PAY

Eligible nonexempt employees who are "called in" to work during an emergency, will be paid for a minimum of two hours. Any additional hours worked due to the emergency "call in" will be paid to nonexempt employees at their normal rate of pay. Once the employee reaches 40 hours worked in the standard workweek and in accordance with the Fair Labor Standards Act (FLSA), to include the "called in" hours worked and additional hours worked, he/she will receive time and one-half.

Emergency "call-in" pay will be paid from each appropriate department budget line.

Refer to the Town of Darmstadt Employee Handbook for additional information on emergency "call in" pay.

ATTENDANCE AT TOWN COUNCIL MEETINGS

Nonexempt employees who are *required to attend* a Town Council meeting will be paid for hours in attendance at such meeting at their normal hourly rate. The nonexempt employee is required to clock-in at the start of the meeting and clock-out at the end of the meeting. The hours spent attending the meeting will be added to the employee's normal work hours. All hours worked over 40 in a workweek will be paid at time and one-half of the employee's hourly rate in accordance with the Fair Labor Standards Act (FLSA).

Pay for attendance at Town Council meetings will be paid from each appropriate department budget line.

MERIT BONUS

Employees will receive a performance appraisal each year, provided by the members of the Town Council and Clerk-Treasurer. In conjunction with that appraisal, employees may receive a merit bonus on the first

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pay period of May. Merit bonuses may be awarded up to \$1,500.00, at the discretion of the Town Council, and will be grossed up to cover the taxes so that employees are actually receiving the awarded amount. Merit bonuses will be used to calculate overtime in accordance with the Fair Labor Standards Act (FLSA), as they are considered to be a wage and part of compensation.

All merit bonuses will be paid 100% from the Wastewater Fund.

Refer to the Town of Darmstadt Employee Handbook for additional information on performance appraisals.

EMERGENCY CLOSINGS

At times, civil emergencies or emergencies such as severe weather, fires, power failures, or earthquakes, may disrupt the Town of Darmstadt's operations. When the decision to close is made BEFORE or AFTER the workday has begun, employees will receive official notification and the time off from scheduled work will be paid.

All employees are subject to call-to-duty at reasonable times and must respond to emergency calls, unless physically unable to do so. In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request to use available vacation benefits or personal days to be paid for the missed time.

Pay during an emergency closing, if any, will be paid from each appropriate department budget line.

Refer to the Town of Darmstadt Employee Handbook for additional information on emergency closings.

BENEFITS SCHEDULE

HEALTH INSURANCE STIPEND

Eligible full-time employees who work at least 32-hours per week will receive a biweekly health insurance stipend. The stipend will be equal to \$307.69 biweekly or \$8,000.00 per year. Health insurance stipends will be used to calculate overtime in accordance with the Fair Labor Standards Act (FLSA), as they are considered to be a wage and part of compensation.

All health insurance stipends will be paid from each appropriate department budget line.

Refer to the Town of Darmstadt Employee Handbook for additional information on health insurance stipends.

RETIREMENT STIPEND

Eligible full-time employees who work at least 32-hours per week will receive a retirement stipend on the first pay date in April. Eligible employees must have worked from January 1 through December 31 of the previous calendar year in order to be eligible for payment. Employees who voluntarily terminate prior to April 1st, in the year when the stipend is payable, may be eligible for the retirement stipend if they have left in good standing and at the discretion of the Town Council. The Town Council, at their discretion, may award up to 6% of an employee's gross wages from the previous year, not to include the health stipend, or any other bonus provided, as a retirement stipend. Retirement stipends will be used to calculate overtime in accordance with the Fair Labor Standards Act (FLSA), as they are considered to be a wage and part of compensation.

All retirement stipends will be paid 100% from the Wastewater Fund.

Refer to the Town of Darmstadt Employee Handbook for additional information on retirement stipends.

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VACATION BENEFITS

Eligible regular full-time employees who work at least 32-hours per week and who have completed 90-days of service, are eligible to earn vacation benefits in accordance with the schedule below:

| Years of Service | Number of Hours | Number of Days |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| After 90-days of employment through December 31 | Pro-rated at 2 hours per month if hired before the 15 th of the month | Pro-rated at .25 days per month if hired before the 15 th of the month |
| January 1 through the second full year of employment | 40 | 5 |
| January 1 of the third full year of employment through the fourth full year of employment | 80 | 10 |
| January 1 of the fifth full year of employment through the ninth full year of employment | 120 | 15 |
| January 1 of the tenth full year of employment and beyond | 160 | 20 |

Vacation benefits may be used in minimum increments of one-hour. In the event that available vacation benefits are not used by the end of the calendar year they will be forfeited. Upon voluntary termination of employment, employees will be paid for any earned but unused vacation benefits through their final day of work. Upon an involuntary termination of employment, employees will not be paid for any earned but unused vacation benefits. Vacation benefits are paid at the employee's current pay rate at the time of the vacation time and do include overtime, and any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

All vacation benefits will be paid from each appropriate department budget line.

Refer to the Town of Darmstadt Employee Handbook for additional information on vacation benefits.

SICK LEAVE BENEFITS

Eligible regular full-time employees who work at least 32-hours per week and who have completed 90-days of service, are eligible to earn sick leave benefits. Newly hired employees will earn a pro-rated amount of sick leave benefits to use after 90-days of continuous employment. Existing employees may receive three-days of sick leave benefits on January 1 of each calendar year. Sick leave benefits may be used in minimum increments of one-hour. In the event that available sick leave benefits are not used by the end of the calendar year, employees will be paid out for unused sick leave benefits on the last payroll of the calendar year. Upon voluntary termination of employment, employees will be paid for any earned but unused sick leave benefits through their final day of work. Upon an involuntary termination of employment, employees will not be paid for any earned but unused sick leave benefits. Sick leave benefits are paid at the employee's current pay rate at the time of the sick leave and do include overtime, and any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

All sick leave benefits will be paid from each appropriate department budget line.

Refer to the Town of Darmstadt Employee Handbook for additional information on sick leave benefits.

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PERSONAL DAYS

Eligible regular full-time employees who work at least 32-hours per week and who have completed 90-days of service, are eligible to earn personal days. Newly hired employees will earn a pro-rated number of personal days to use after 90-days of continuous employment. Existing employees may receive four-days of personal leave benefits on January 1 of each calendar year. Personal days may be used in minimum increments of one-hour. In the event that available personal days are not used by the end of the calendar year, employees will be paid out for unused personal days on the last payroll of the calendar year. Upon voluntary termination of employment, employees will be paid for any earned but unused personal days through their final day of work. Upon an involuntary termination of employment, employees will not be paid for any earned but unused personal days. Personal days are paid at the employee's current pay rate at the time of the leave and do include overtime, and any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

All personal days will be paid from each appropriate department budget line.

Refer to the Town of Darmstadt Employee Handbook for additional information on personal days.

HOLIDAYS

The Town of Darmstadt may grant the following paid holidays to all full-time and part-time employees after 90-days of continuous employment:

- New Year's Day (January 1)
- Good Friday (Friday preceding Easter Sunday)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day After Thanksgiving (fourth Friday in November)
- Christmas Eve Day (December 24)
- Christmas Day (December 25)

A recognized holiday that falls on a Saturday may be observed on the preceding Friday. A recognized holiday that falls on a Sunday may be observed on the following Monday. Full-time employees are eligible to receive their regular rate of pay for each observed holiday. Part-time employees are eligible to receive their regular rate of pay only for holidays on which they would normally be scheduled to work and only for their regularly scheduled number of hours. Employees who work on the holiday will receive double time for all hours worked.

Holiday pay will be calculated based on the employee's current rate of pay on the date of the holiday times the number of hours the employee would otherwise have worked on that day and will include overtime, and any special form of compensation such as incentives, commissions, bonuses, or shift differentials.

All holidays will be paid from each appropriate department budget line.

Refer to the Town of Darmstadt Employee Handbook for additional information on holidays.

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BEREAVEMENT LEAVE

Bereavement leave may be provided to eligible full-time employees who work at least 32-hours per week and after 90-days of continuous service. Up to three consecutive days of paid bereavement leave may be provided to eligible employees in the event of a death of their spouse, parent, stepparent, child, stepchild, child's spouse, sibling, sibling's spouse, grandparent, or grandchildren, or the spouse's parent, child, stepchild, child's spouse, sibling, sibling's spouse, grandparent, or grandchildren, or other residents of the household of the employee. Employees who need additional time off may use available vacation benefits, sick leave benefits, or personal days to cover the bereavement leave time.

Bereavement pay is calculated based on the current pay rate at the time of absence and will include overtime, and any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

All time off for bereavement leave will be paid from each appropriate department budget line.

Refer to the Town of Darmstadt Employee Handbook for additional information on bereavement leave.

JURY DUTY

Eligible regular full-time and regular part-time employees who are summoned for jury duty will be paid for the entire time that they are serving, minus the amount paid by the court. Jury duty pay is calculated based on the current pay rate at the time of absence times the number of hours the employee was scheduled to work, and does not include overtime, or any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

All time off that is paid for jury duty will be paid from each appropriate department budget line.

Refer to the Town of Darmstadt Employee Handbook for additional information on jury duty.

WITNESS DUTY

The Town of Darmstadt encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by the Town of Darmstadt, they will receive paid time for the entire period of witness duty. Any employee who is called to testify in court by the Town of Darmstadt will be paid his or her current rate of pay for the time expended.

Employees will be granted unpaid time off to appear as a witness when requested by a party in a court of law when subpoenaed to do so other than by the Town of Darmstadt. Employees may use any available vacation benefits or personal days to receive compensation for the period of the absence, however, are not required to do so.

All time off that is paid for witness duty will be paid from each appropriate department budget line.

Refer to the Town of Darmstadt Employee Handbook for additional information on witness duty.

MILITARY LEAVE

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees will continue to receive full pay while on leave for 15-day training assignments and shorter absences. The portion of any military leaves of absence in excess of 15-days will be unpaid. However, employees may use any available vacation benefits, or personal days for the absence.

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Benefit accruals, such as vacation benefits, sick leave benefits, personal days, holiday benefits, or bereavement leave, will be suspended during the leave, after the first 30-days and will resume upon the employee's return to active employment.

Refer to the Town of Darmstadt Employee Handbook for additional information on military leave.

TIME OFF TO VOTE

Employees who may be required to work on an Election Day should find time to vote either before or after their working hours. If nonexempt employees are unable to vote in an election during their nonworking hours, the Town of Darmstadt may grant a maximum of one-hour of unpaid time off to vote.

Refer to the Town of Darmstadt Employee Handbook for additional information on time off to vote.

MEMBERSHIP DUES

Certain jobs, or departments, may have affiliation or membership with organizations outside of the Town of Darmstadt that require an annual fee, as listed below:

- Clerk-Treasurer - Annual membership dues for the Indiana League of Municipal Clerk Treasurers (ILMCT), International Institute of Municipal Clerks (IIMC), and Association of Public Treasurers (APT) will be paid 100% from the General Fund.
- Town Council Members – Annual membership dues for Accelerate Indiana Municipalities (AIM) will be paid 100% from the General Fund.

CLOTHING AND UNIFORM ALLOWANCES

Eligible employees in the following departments, and as determined by the Town Council will receive a yearly clothing and uniform allowance. The employee shall be responsible for any costs exceeding the amounts as listed.

| Department | Dollar Amount Per Year | Payable | Budget Line |
|-------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Street/Wastewater | \$1,000.00 per year per employee | Employee purchases boots, clothing and other items as approved from the approved vendor and submits receipts to the Clerk-Treasurer's Office who then pays the vendor through claims processing | 100% Wastewater Fund |

Refer to the Town of Darmstadt Employee Handbook for additional information on clothing and uniform allowances.

MOBILE PHONE ALLOWANCE

All eligible employees and as determined by the Town Council will receive a mobile phone to be used in the course of his/her employment with the Town. Employees are encouraged to use the mobile device for work-related incidents only.

Mobile phone allowances will be paid from each appropriate department budget line.

Refer to the Town of Darmstadt Employee Handbook for additional information on mobile phone usage.

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BUSINESS EXPENSE POLICY

The Town of Darmstadt may reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives may be reimbursed by the Town of Darmstadt. Employees are expected to limit expenses to reasonable amounts per the guidelines below.

Expenses that generally may be reimbursed include the following:

- Mileage costs for use of personal cars and payable at the federal mileage rate as set by the Internal Revenue Service (IRS).
- Actual costs incurred for parking on any day when an employee is entitled to claim reimbursement for mileage.
- Cost of reasonable accommodations in low to mid-priced hotels, or similar lodgings. Single occupancy will be reimbursed at the actual cost.
- Reasonable cost of meals, no more lavish than would be eaten at the employee's own expense. Alcoholic beverages are not reimbursable expenses.
- Tips not exceeding 20% of the total cost of a meal, or 20% of the ground transportation fare (e.g., taxi, Uber, Lyft).
- Charges for telephone calls, fax, and similar services required for business purposes.
- Personal expenses incurred in traveling to include: personal telephone calls, laundry, personal entertainment, in-room movies, and room service meals, are not reimbursable.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, claim forms for reimbursement must be turned in to the Clerk-Treasurer with original, itemized receipts within seven days of the trip or event. Employees must state the origin and destination of each trip in sufficient detail to account for the mileage claimed. Travel expense reports, which include travel expenses, incurred more than 30-days before the voucher date must be accompanied by a letter of explanation detailing the reason. The Clerk-Treasurer will review and sign all expense reports before submission for payment. No reimbursements are payable for travel between an employee's home and the Town of Darmstadt offices, unless the Town of Darmstadt offices happen to be in the employee's home.

All business expenses will be paid from each appropriate department budget line.

Refer to the Employee Handbook for additional information on the business expense policy.

TOWN CREDIT CARD USE

Employees may be authorized by the Clerk-Treasurer, or the Superintendent – Street/Wastewater, to use a Town-issued credit card for work-related purchases. The credit card shall be used only for authorized Town business and shall not be used for personal use. When not in use, the Town-issued credit cards will be secured by the Clerk-Treasurer. Upon request by an employee or elected official, the Clerk-Treasurer, may issue the credit card for use. Charges shall only be made on the credit card to purchase items or services which are included and authorized in the Town budget. The person using the credit card shall provide the Clerk-Treasurer with a copy of the credit card receipt and information on the purpose of the purchase after each purchase.

All credit card purchases will be paid from each appropriate department budget line.

Refer to the Darmstadt Employee Handbook for additional information on Town credit card use.


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ADOPTED AND PASSED by the Town Council of the Town of Darmstadt, Indiana on
the 14th day of December, 2021.

Town of Darmstadt Town Council

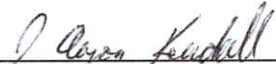


Paul Freeman, Council Member




Ray Engler, Council Member

Ken Godeke, Council Member



Aaron Kendall, Council Member

ATTESTED:



Mallory Lowe, Clerk-Treasurer

- Ken Godeke
Refused to sign
Town ordinance

Ken Godeke
refused to
sign town
ordinance
12-14-21