

RESOLUTION 2015- 31

SALARY RESOLUTION FOR 2016

WHEREAS, the Board of Sanitary Commissioners, having jurisdiction over the finances of the Muncie Sanitary District; and

WHEREAS, Indiana State Statute 36-9-30-9 states that the Board of Sanitary Commissioners may employ, fix the compensation of, and assign the duties of engineers, architects, inspectors, superintendents, managers, collectors, attorneys, and other employees it considers necessary in the execution of its power and duties; and

WHEREAS, Indiana State Statute 36-9-25-32 states that the Board of Sanitary Commissioners shall provide money to pay all expenses of the Board, including Salaries of officers and employees; and

WHEREAS, the below listed bi-weekly salary ranges are set with minimum and maximum rates and salary employees with listed salary ranges will be compensated within the listed range; and

WHEREAS, from time to time a non-exempt employee may be required to work overtime and a premium rate of one and one half times the employees hourly rate will be compensated; and

WHEREAS, the amount of salary or hourly rate to be paid for a position is before longevity or differential pay is added to that position; and

WHEREAS, the calculation of the January 1, 2016 pay for the pay period from December 19, 2015 to January 2, 2016, paid on January 8, 2015 will be computed using the Year 2016 rates. Pay days will continue after January 1, 2016 at the Year 2015 rates every two weeks until duly changed and approved.

BE IT THEREFORE RESOLVED, that the Board of Sanitary Commissioners, having jurisdiction over the finances of the Muncie Sanitary District, do hereby fix the bi-weekly salary ranges, the bi-weekly salaries and hourly rates for the positions as set forth below, for the period beginning January 1, 2016, and continuing thereafter until duly changed and approved.

**ADMINISTRATIVE OFFICE (611-90):**

Board President/Special Projects Coordinator	712.86 Bi-weekly
Board Vice-President	619.86 Bi-weekly
Board Secretary	619.86 Bi-weekly
District Administrator	1,867.44 to 2,785.39
Financial Manager	1,867.44 to 2,580.73
Health Insurance Administrator	1,867.44 to 2,580.73
Health Insurance Secretary	16.81 Hourly
Administrative Office Manager	17.83 Hourly

**SANITATION DEPARTMENT (275-77):**

Sanitation Superintendent	1,867.44 to 2,580.73
Sanitation Supervisor	1,625.46 to 2,202.14
Code Enforcement Officer	17.81 Hourly
Office Manager	16.81 Hourly
Secretary	16.81 Hourly
CDL Driver	16.81 Hourly
Maintenance	16.54 Hourly
Laborer	15.79 Hourly
Receptionist	14.90 Hourly

**RECYCLING (275-79):**

Recycling Coordinator	1,867.44 to 2,580.73
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**STORM WATER MANAGEMENT (617-89):**

Stormwater/Recycling Educator	19.61 Hourly
Stormwater Inspector	20.57 Hourly
Laborer	15.79 Hourly
CNG Technician	17.81-20.81 Hourly

**ENGINEERING DEPARTMENT (611-81):**

Sewer Maintenance/Engineering Superintendent	1,867.44 to 2,580.73
District Engineer, PE	2,244.00 to 3,138.46
Assistant Engineer, PE	1,989.00 to 2,550.00
Administrative Manager	1,625.46 to 2,202.14
Surveyor	18.25 Hourly
CAD Draftsman	18.25 Hourly
Inspector	18.25 Hourly
Survey Crewmember	15.87 Hourly
Secretary	16.81 Hourly

**INFORMATION TECHNOLOGY (611-82):**

IT Administrator	1,867.44 to 2,580.73
Computer Operations Specialist	22.63 Hourly
Computer Network Specialist	23.15 Hourly
GIS Specialist	20.33 Hourly
GIS Tech	18.25 Hourly
Assistant Computer Operations Specialist	18.25 Hourly

**WATER POLLUTION CONTROL (611-84):**

Plant Superintendent	1,867.44 to 2,580.73
Maintenance Manager	1,625.46 to 2,202.14
Operations Manager	1,625.46 to 2,202.14
Administrative Manager	1,625.46 to 2,202.14
Electrician	20.54 Hourly
Welder/Metal Fabricator	16.51 to 20.51 Hourly
Secretary	16.81 Hourly
Plant Operator - No License	16.65 Hourly
Maintenance	16.65 Hourly
Solids Handling/Driver Operator	16.65 Hourly
Laborer	15.79 Hourly
CDL Driver	16.81 Hourly

**MAINTENANCE (611-85):**

Assistant Superintendent	1,625.64 to 2,202.14
Construction Manager	1,593.59 to 1,846.15
Camera Manager	1,593.59 to 1,846.15
Field Manager	19.15 Hourly
Certified Mechanic "A"	17.63 Hourly
Mechanic – Non-Certified	17.35 Hourly
Secretary	16.81 Hourly
Sewer Maintenance Crewmember	16.65 Hourly
Laborer	15.79 Hourly
CDL Driver	16.81 Hourly
Construction Crewmember	16.85 to 18.85 Hourly

**SEWAGE UTILITY OFFICE (611-86):**

Billing Manager	1,625.46 to 2,202.14
Working Foreman	17.83 Hourly
Account Specialist	16.81 Hourly

**BUREAU OF WATER QUALITY (611-87):**

Director	1,867.44 to 2,580.73
Surveillance Supervisor	1,625.46 to 2,202.14
Lab Manager	1,625.46 to 2,202.14
Biologist II	20.97 Hourly
Surveillance II	20.97 Hourly
Chemist	20.97 Hourly
Lab Analyst II	20.97 Hourly
Biologist I	19.71 Hourly
Surveillance I	19.71 Hourly
Lab Analyst I	19.71 Hourly
Secretary	16.81 Hourly

**LONGEVITY PAY:**

The District will pay longevity pay for continuous full time employment from last date of hire as follows:

After completion of:	Bi-Weekly	Hourly
Five (5) years of service	\$32.00	\$0.40
Ten (10) years of service	\$48.00	\$0.60
Fifteen (15) years of service	\$64.00	\$0.80
Twenty (20) years of service	\$80.00	\$1.00
Twenty Five (25) years of service	\$96.00	\$1.20

**DIFFERENTIAL PAYS:**

\$ .20 per hour – 2 <sup>nd</sup> Shift
\$ .30 per hour – 3 <sup>rd</sup> Shift
\$ .50 per hour – Cold Weather Pay
\$ .50 per hour – Crew Leader
\$1.00 to \$3.00 per hour – Working Foreman
\$1.00 to \$3.00 per hour – Office Manager

**Wastewater Operator Certification**

The Muncie Sanitary District recognizes the Indiana Department of Environmental Management's Wastewater Operator Certification. Employees of the Muncie Sanitary District whose job duties include knowledge of wastewater treatment in various forms are eligible for Wastewater Operator Certification. Eligibility for Operator's Certification is determined by the State via an application process which considers the relevance of the applicant's job responsibilities to wastewater treatment plant operation. These departments typically include the WPCF and BWQ. Employees must sit for the exam given by the Indiana Department of Environmental Management and pass with at least a 70% or higher. Each level of certification supersedes the previous level and pay will only be for the highest level achieved. All certifications must be kept up to date and the new licenses or certifications must be kept on file in the personnel records. It will be up to the certified operator to obtain enough contact hours to fulfill the necessary amount needed to renew their license. Each certification level will receive a pay rate of \$0.25 increase. Certificate pay will only be available if it pertains directly to your job as of 2015.

Wastewater Operator Class I License  
Wastewater Operator Class II License

Wastewater Operator Class III License  
Wastewater Operator Class IV License  
Mechanic "A" Certification

The Muncie Sanitary District recognizes the National Institute for Automotive Service Excellence (ASE) levels of certification. Technicians are tested and certified in both automobile and heavy-duty truck repair. All certifications must be kept up to date and the new licenses or certifications must be kept on file in the personnel records. It will be up to the certified mechanic to take the appropriate tests to renew their certifications. Each certification category and level will receive a pay rate of \$0.12.

Automobile and Light Truck Certification categories:

- A1 - Engine Repair
- A2 - Automatic Transmission/Transaxle
- A3 - Manual Drive Train and Axles
- A4 - Suspension and Steering
- A5 - Brakes
- A6 - Electrical/Electronic Systems
- A7 - Heating and Air Conditioning
- A8 - Engine Performance

The Medium-Heavy Truck Certification for vehicles over 10,000 pounds G.V.W. are:

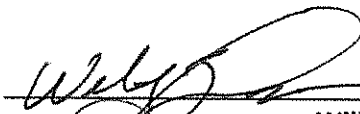
- T1 - Engine Repair – Gasoline
- T2 - Engine Repair - Diesel
- T3 - Drive Train
- T4 - Brakes & Braking Systems
- T5 - Suspension & Steering Systems
- T6 - Electrical Systems
- T7 - Heating, Ventilation and Air Conditioning (HVAC)
- T8 - Preventative Maintenance Inspection

**TEMPORARY EMPLOYMENT:**

Part Time with CDL	Up to 12.00 Hourly
Part Time Help	Up to 10.50 Hourly
Temporary Help	Up to 10.50 Hourly
Seasonal Help	Up to 10.50 Hourly

Approved this 24th day of November 2015.

Effective Date: January 1, 2016

  
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 William Smith, President

Michael Cline, P.E., Vice President

  
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 Joseph Evans, Secretary

  
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 Deborah Ervin, Financial Manager