

RESOLUTION 2017-22

SALARY RESOLUTION FOR 2018

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, 2018 pay for the pay period from December 17, 2017 to December 30, 2017 paid on January 5, 2018 will be computed using the Year 2018 rates. Pay days will continue after January 5, 2018 at the Year 2018 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, 2018, and continuing thereafter until duly changed and approved.

ADMINISTRATIVE OFFICE (611-90):

Board President	756.28 Bi-weekly
Board Vice-President	657.61 Bi-weekly
Board Secretary	657.61 Bi-weekly
District Administrator	1,981.16 to 2,955.02 Bi-weekly
Financial Manager	1,981.16 to 2,737.89 Bi-weekly
Health Insurance Administrator	1,981.16 to 2,737.89 Bi-weekly
Benefits Coordinator	17.83 Hourly
Secretary	17.83 Hourly
Administration Office Manager	18.91 Hourly
Data Entry	14.25 Hourly

SANITATION DEPARTMENT (275-77):

Sanitation Superintendent	1,981.16 to 2,737.89 Bi-weekly
Sanitation Supervisor	1,724.45 to 2,336.25 Bi-weekly
Code Enforcement Officer	18.89 Hourly
Office Manager	17.83 Hourly
Secretary	17.83 Hourly
CDL Driver	17.83 Hourly
Maintenance	17.55 Hourly
Laborer	16.75 Hourly
Receptionist	15.81 Hourly

RECYCLING (275-79):

Recycling Coordinator	1,981.16 to 2,737.89 Bi-weekly
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STORM WATER MANAGEMENT/CNG (617-89):

Stormwater/Recycling Educator	20.81 Hourly
Stormwater Inspector	21.83 Hourly
Laborer	16.75 Hourly
CNG Mechanical Sweeper Operator	17.66 Hourly
CNG Fuel System Technician	18.89-22.07 Hourly

ENGINEERING DEPARTMENT (611-81):

Sewer Maintenance/Engineering Superintendent	1,981.16 to 2,737.89 Bi-weekly
Assistant Superintendent	1,724.45 to 2,336.25 Bi-weekly
District Engineer, PE	2,380.66 to 3,329.59 Bi-weekly
Assistant Engineer, PE	2,110.13 to 2,705.30 Bi-weekly
Administrative Manager	1,724.45 to 2,336.25 Bi-weekly
Survey Manager	1,724.45 to 2,336.25 Bi-weekly
Surveyor	19.36 Hourly
CAD Draftsman	19.36 Hourly
Inspector	19.36 Hourly
Survey Crewmember	16.84 Hourly
Secretary	17.83 Hourly

INFORMATION TECHNOLOGY (611-82):

IT Administrator	1,981.16 to 2,737.89 Bi-weekly
Computer Operations Specialist	24.01 Hourly
Computer Network Specialist	24.56 Hourly
GIS Specialist	21.57 Hourly
GIS Tech	19.36 Hourly
Assistant Computer Operations Specialist	19.36 Hourly

WATER POLLUTION CONTROL (611-84):

Plant Superintendent	1,981.16 to 2,737.89 Bi-weekly
Maintenance Manager	1,724.45 to 2,336.25 Bi-weekly
Operations Manager	1,724.45 to 2,336.25 Bi-weekly
Administrative Manager	1,724.45 to 2,336.25 Bi-weekly
Welder/Metal Fabricator	17.52 to 21.76 Hourly
Electrician	21.79 Hourly
Secretary	17.83 Hourly
Plant Operator - No License	17.66 Hourly
Maintenance	17.66 Hourly
Solids Handling/Driver Operator	17.66 Hourly
Laborer	16.75 Hourly
CDL Driver	17.83 Hourly

SEWER MAINTENANCE (611-85):

Construction Manager	1,690.64 to 1,958.58 Bi-weekly
Camera Manager	1,690.64 to 1,958.58 Bi-weekly
Lead Mechanic	18.70 to 21.95 Hourly
Construction Crewmember	17.88 to 20.00 Hourly
Certified Mechanic "A"	18.70 Hourly

Mechanic – Non-Certified	18.41 Hourly
Secretary	17.83 Hourly
Sewer Maintenance Crewmember	17.66 Hourly
Laborer	16.75 Hourly

SEWAGE UTILITY OFFICE (611-86):

Billing Manager	1,724.45 to 2,336.25 Bi-weekly
Working Foreman	18.91 Hourly
Account Specialist	17.83 Hourly

BUREAU OF WATER QUALITY (611-87):

Director	1,981.16 to 2,737.89 Bi-weekly
Surveillance Supervisor	1,724.45 to 2,336.25 Bi-weekly
Lab Manager	1,724.45 to 2,336.25 Bi-weekly
Biologist II	22.25 Hourly
Surveillance II	22.25 Hourly
Chemist	22.25 Hourly
Lab Analyst II	22.25 Hourly
Biologist I	20.91 Hourly
Surveillance I	20.91 Hourly
Lab Analyst I	20.91 Hourly
Secretary	17.83 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 – 2nd Shift
- \$.30 per hour – 3rd Shift
- \$.50 per hour – Cold Weather Pay
- \$.50 per hour – Crew Leader
- \$.50 per hour – HHW Certification
- \$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:

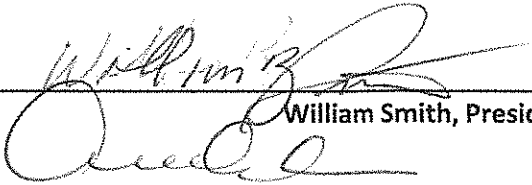
- T1 - Engine Repair – Gasoline
- T2 - Engine Repair - Diesel
- T3 - Drive Train
- T4 - Brakes & Braking Systems
- T5 - Suspension & Steering Systems
- T6 - Electrical Systems
- T7 - Heating, Ventilation and Air Conditioning (HVAC)
- T8 - Preventative Maintenance Inspection

TEMPORARY EMPLOYMENT:

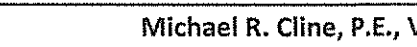
Part Time with CDL	Up to 12.73 Hourly
Part Time Help	Up to 11.14 Hourly
Seasonal Help	Up to 11.14 Hourly

The Muncie Sanitary District's Salary Resolution for 2018 has been approved this 8th day of November.

Effective Date: January 1, 2018



William Smith, President



Michael R. Cline, P.E., Vice President



Joseph Evans, Secretary



Deborah Ervin, Financial Manager