

ORDINANCE NO. 2025 - 1

ORDINANCE ESTABLISHING RATES OF COMPENSATION FOR CHALMERS TOWN COUNCIL, CLERK
TREASURER, UTILITY CLERK, DEPUTY CLERK, STREET AND UTILITY OPERATIONS
SUPERINTENDENT, TOWN EMPLOYEES, TOWN MARSHAL, DEPUTY MARSHALS, AND TOWN
ATTORNEY

WHEREAS, the Town Council of the Town of Chalmers, Indiana, desires to establish the rates of compensation for the Chalmers Town Council, Clerk-Treasurer, Utility Clerk, Deputy Clerk, Street and Utility Operations Superintendent, Town Employees, Town Marshal, Deputy Marshals, and Town Attorney for the 2025 year; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CHALMERS, INDIANA THAT:

Section 1: The following compensation shall be paid from the Electric, Water, Wastewater, Storm Water, General Fund and MVH funds to the following persons for the 2025 year, commencing January 1, 2025:

Council President: \$3,500.00 annually (prorated for time served)

Council Members: \$2,700.00 annually (prorated for time served)

All Council Members to be paid from the following funds: **40% from Electric, 20% from General Fund, 20% from Wastewater, 10% from Water and 10% from Storm Water.** All Council Members shall be paid at the first Town Council meeting in December, 2025.

Clerk-Treasurer: \$29,000 annually to be paid from the **General Fund.**

Utility Clerk: \$12,000 annually to be paid from the following funds: **40% from Electric, 20% from Wastewater, 20% from General Fund 10% from Water and 10% from Storm Water.**

Deputy Clerk: \$14.00-\$17.50 per hour, to be paid from the following: **50% from General Fund, 15% from Electric, 15% from Wastewater, 10% from Water and 10% from Storm Water.**

Street and Utility Operations Superintendent: \$50,000 annually based on an 40-hour weekly pay period. Salary to be paid from the following funds: **40% from General Fund, 25% from Electric, 15% from Water, 10% from Wastewater, and 10% from MVH.**

Full-Time Town Employee: up to \$17.50 per hour based on a 40-hour weekly pay period.

Work hours: 7:00 am to 3:00 pm Monday-Friday.

Part-Time or Seasonal Town Employee: up to \$15.50 per hour based on a 25-hour work week, Monday-Friday. Full-Time, Part-Time or Seasonal Town Employees to be paid from the following funds: **40% from General Fund, 25% Electric, 15% Water, 10% Wastewater and 10% from MVH.**

Town Marshal: Up to \$21.00 per hour. This is a part time position.

Deputy Town Marshals: up to \$21.00 per hour. This is a part time position.

Town Marshal and Deputy Marshals shall provide 20-30 hours of police coverage per week for the Town of Chalmers. Minimum of 20 hours to be provided.

Town Marshal shall determine when/if the additional police coverage is needed and schedule officers accordingly.

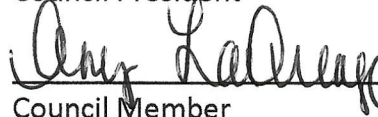
All Marshals to be paid from the **General Fund**.

Section 2. Said ordinance shall be in full force and effect from and after its passage, approval and publication according to law, and these figures will commence as of January 14, 2025.

Passed and adopted by the Town Council of the Town of Chalmers on the 14th day of January , 2025.



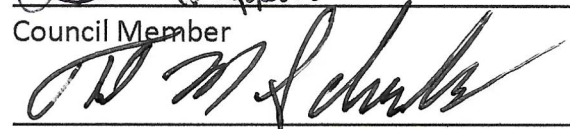
Council President



Council Member



Council Member



Council Member

Attested by: (



Renee Collier, Clerk-Treasurer

Council Member

Signed pending the corrections of to the smoking section as listed and

ADDENDUM TO EMPLOYEE HANDBOOK

Effective 1/14/2025

OVERVIEW: Every organization has certain guidelines which were developed to reflect good business practices. In establishing any rules of conduct, the Town has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On time and alert when scheduled to be at work
- Careful and conscientious in performance of duties
- Thoughtful and considerate of other people
- Courteous and helpful when dealing with customers, supplies and other employees.

INTRODUCTORY PERIOD FOR NEW EMPLOYEES: Full time employees newly hired are subject to a 90-day evaluation or introductory period to verify skills, capabilities and suitability for the Town. Likewise, this gives new employees the opportunity to evaluate the Town of Chalmers as a place to work.

The designation of this time frame does not constitute an obligation for the part of the Town to retain the employee until the end of the period specified. During this time, or at any time during employment, either the Town of Chalmers or the employee may terminate the working relationship without cause and without advance notice. At the end of the 90 days, the supervisor may extend the period for additional time at his or her direction.

ABSENTEEISM AND TARDINESS: The Town of Chalmers expects all employees to be at work and to work a full day. An employee who will be absent from work for any reason should call his/her supervisor to notify the supervisor of the reason and the time they will be absent. The supervisor shall notify the Town Clerk for documentation. Repeated absenteeism and/or tardiness may lead to disciplinary action up to and including termination.

SAFETY: The Town of Chalmers expects its employees to conduct themselves in a safe manner. Please use good judgment and common sense in matters of safety and observe any safety rules posted.

SMOKING: Smoking is not permitted at any time on the premises of the Town of Chalmers. This also pertains to all Town vehicles. *Smoking is not permitted in town vehicles or buildings and while smoking employees must be 8' from buildings.*

TOWN PROPERTY: An employee is expected to exercise due care in his/her use of Town property. Negligence in the care and use of Town property may be considered cause for suspension and/or termination.

PAID TIME OFF: PTO is an employer-provided benefit in which employees are compensated during their absence from work. PTO includes various reasons for taking time off, such as vacations, sick days and personal appointments. Paid time off will not be accumulated and cannot be carried forward to succeeding years. Salary reimbursement will not be issued on unused PTO. Time off may be taken at any time during the year, except they should be scheduled to avoid conflicts with other employee's vacation and during busy periods. Specific vacation dates must be approved by the employee's supervisor and notification sent to the Town Clerk.

Full Time Employees:

1st year: one (1) PTO day (8 hours) per quarter; total of 4 days PTO

2nd year: 10 days PTO

3rd -4th years: 15 days PTO

5 years: 20 days PTO

6-10 years: 25 days PTO

11+ years: 30 days PTO

PAYROLL: Regular payroll will be paid one week after the end of the pay period on Friday's.

OVERTIME: Employees will be reimbursed time and a half for all overtime and may choose between comp time and actual pay. The Clerk will present a bi-weekly report to the Town Council when overtime is present.

Council President: Pamela S Brown

Council Member: Angela L. Lally

Council Member: John A. Felt

Council Member: Lee Trappett

Council Member: _____

Attest:

Clerk Treasurer: Kim A. Allen

Date: 1-14-25