



Clay Township Regional Waste District

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PERSONNEL & BENEFITS COMMITTEE MEETING

Monday, July 25, 2016 @ 7:30 A.M.
10701 N. College Ave, Suite A, Indianapolis, IN 46280

AGENDA

1. Roll Call
2. Public Comment
3. Staffing
 - a. Job Descriptions
 - b. Salary Ordinance 8.8.16
4. Safety Update
5. Payroll Software Update

Next Meeting: August 22, 2016 @ 7:30 A.M.



Memorandum

To: P&B Committee
From: Andrew Williams
Date: July 22, 2016
Subject: Job Descriptions

With the retirement of the Controller and the Customer Service Manager, the two positions are being combined and the title of Controller retained. Due to this consolidation of these two positions, the job descriptions for the customer service positions have been reviewed and many tasks reassigned. The management responsibilities of the CS Manager position are being moved to the Controller position. Payroll processing and other HR related tasks currently handled by the Controller are being assigned to Administrative Assistant positions. The processing of the monthly billing and many of the daily customer service responsibilities currently handled by the CS Manager are being moved to the Utility Billing Specialist position. I recommend this position be adjusted from the \$17.50 - \$24.64 pay slot to the \$23.05 - \$29.91 pay slot.

Also, with the elimination of a manager position, I am recommending the addition of the Utility Billing Assistant position to assist with billing and general customer service tasks. There will be no increase in the number of employees, just a reorganizing of positions and responsibilities.

During the review of the essential duties and responsibilities for the CS positions, it was noted that some of the job titles did not reflect the actual tasks performed by the employee in the position. The "Administrative Assistant – Data" position started as data entry but has evolved to include much more than data entry. I recommend the job title be changed to Administrative Support Assistant and the "Administrative Assistant – Clerical" position be changed to Administrative Assistant since this position also handles Human Resources and payroll tasks. In both cases I recommend the positions be adjusted from the \$15.22-\$21.47 pay slot to the \$17.40 - \$23.69 pay slot.

The proposed Salary Ordinance to change the titles and establish the pay ranges is attached.

Ordinance 08-08-2016 B

An Ordinance establishing updated positions and salaries for various Clay Township Regional Waste District (hereinafter "District") staff and other salary related matters.

WHEREAS, the District requires a staff of full and/or part time employees in order to carry out its mission and duties as a political subdivision of the State of Indiana and municipal corporation, and;

WHEREAS, the District Board of Trustees (hereinafter "Board") has adopted a number of ordinances, which have each pertained to salary matters for District staff; and;

WHEREAS, positions and salary ranges have been updated and need to be amended.

NOW THEREFORE, Be It Ordained by the Board that:

Effective August 13, 2016, the following position titles and ranges will be in force for the listed positions.

POSITION TITLE	Min. Hourly Rate	Max. Hourly Rate
Non-exempt Employees		
Utility Billing Specialist	\$ 23.05	\$ 29.91
Administrative Assistant	\$ 17.40	\$ 23.69
Administrative Support Assistant	\$ 17.40	\$ 23.69
Billing Assistant	\$ 15.22	\$ 21.47

In the event of a conflict between this ordinance and previous ordinances, the most recent ordinance terms will prevail. Executed this 8th day of August 2016.

CLAY TOWNSHIP REGIONAL WASTE DISTRICT by its Trustees:

By: _____
Marilyn Anderson

By: _____
Eric Hand

By: _____
Joseph Clark

By: _____
Carl Mills

By: _____
Jane Merrill

By: _____
Amanda Foley

By: _____
Michael McDonald

By: _____
Steve Pittman

By: _____
Chuck Ford



MEMORANDUM

To: P&B Committee
From: Loren Prange
Date: July 18, 2016
Subject: Safety Update

The District has had no reportable injuries and has gone 2,344 days without a loss time accident.

There following safety tailgate sessions were held:

06/28/16 Energized electrical equipment can be deadly
07/12/16 Don't be shocked by charged pipes

The annual inspection of the fire extinguishers in all buildings was completed this month.

Inspection of district vehicles was completed this month which included checking first aid kits and fire extinguishers.

The District is hosting the IWEA Safety Committee meeting at the WWTP on July 22.

The collections staff safely completed three confined space entries in order to gain access to manholes and valve vaults to complete scheduled maintenance.

The District purchased new DOT approved traffic cones to replace worn out cones.

2-Way Communication headsets with high attenuation hearing protection and a short range built-in communication radio were purchased to provide staff a safe way to communicate while working around the noise of the cleaning truck or other heavy equipment.



Memorandum

To: P&B Committee
From: Andrew Williams
Date: July 22, 2016
Subject: Payroll Software Update

The District currently uses Beyond Payroll to provide payroll services. Last week Beyond Payroll informed the District that they will no longer be providing payroll services and that they had worked with ADP to provide there clients a smooth transition to ADP's suite of services. ADP had also agreed to get the same pricing for 18 months. The District had spoken with ADP about a year ago about their payroll service. However, Beyond Payroll was in the process of rolling out system upgrades and the improvements were substantial enough that it was worth staying with them.

Ron Hansen and I will be meeting with the ADP representative next week to review their payroll system details and pricing.