



## TriCo Regional Sewer Utility

---

www.TriCo.eco Phone (317) 844-9200 Fax (317) 844-9203

### **JOINT PERSONNEL & BENEFITS COMMITTEE AND BOARD OF TRUSTEES MEETING**

Wednesday, October 25, 2023 @ 7:30 A.M.  
7236 Mayflower Park Drive, Zionsville, IN 46077

#### **AGENDA**

1. Public Comment
2. Safety Update
3. 2024 Range Adjustment / Salary Ordinance
4. 2024 Medical Insurance

Next Scheduled Meeting: Wednesday, November 22, 2023 @ 7:30 A.M.



## MEMORANDUM

---

**To:** P&B Committee  
**From:** Maggie Crediford  
**Date:** October 19, 2023  
**Subject:** Safety Update

---

No injuries reported this month, and we are at 625 days without a loss time accident.

Scot, Loren and Maggie attended the monthly IWEA Safety Committee meeting.

Cold Weather Stress, Fire/Fire Extinguisher/Evacuation, and basic PPE training with Safety Resources was completed this month.



## MEMORANDUM

---

**To:** Personnel and Benefits Committee  
**From:** Andrew Williams  
**Date:** October 18, 2023  
**Subject:** Salary Ordinance / Range Adjustment

---

At the September committee meeting, the members agreed to recommend a 4.5% increase to the salary range. The recommendation was forwarded to the Budget and Finance Committee for consideration with the overall operating budget.

Attached is the salary ordinance for 2024 that reflects a 4.5% range increase.

**Requested Action:** Recommend Board approval of Salary Ordinance 11-13-2023.

## Ordinance 11-13-2023

### **An Ordinance establishing updated positions and salaries for TriCo Regional Sewer Utility (hereinafter "Utility") staff and other salary related matters.**

**WHEREAS**, the Utility 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 Utility Board of Trustees (hereinafter "Board") has adopted prior ordinances pertaining to salary matters for the TriCo 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 December 23, 2023, the following amounts will be in force for exempt and non-exempt staff positions.

#### **POSITION TITLE**

#### **Non-exempt Employees**

	<b>Min. Hourly Rate</b>	<b>Max. Hourly Rate</b>
Chief Operator	\$ 36.69	\$ 51.38
Technical Specialist	\$ 36.69	\$ 51.38
Utility Billing Specialist	\$ 31.90	\$ 44.68
Laboratory Coordinator	\$ 31.90	\$ 44.68
Field Operation Specialist	\$ 31.90	\$ 44.68
Pretreatment Coordinator	\$ 30.33	\$ 40.96
Chief Locator	\$ 30.33	\$ 40.96
Operator	\$ 28.80	\$ 37.46
Main Line Inspector Lead	\$ 28.80	\$ 37.46
Service Inspector Lead	\$ 28.80	\$ 37.46
Billing Assistant	\$ 28.80	\$ 37.46
Administrative Support Specialist	\$ 28.80	\$ 37.46
Administrative Assistant HR	\$ 28.80	\$ 37.46
Customer Service Assistant	\$ 26.78	\$ 33.48
Field Operations Technician	\$ 26.78	\$ 33.48
Skilled Laborer	\$ 24.14	\$ 30.17
Laborer	\$ 20.48	\$ 25.60
Summer Intern	\$ 12.00	\$ 20.00

#### **Exempt Employees**

Utility Director	\$ 71.92	\$111.48
Engineering Manager	\$ 61.16	\$ 94.81
Controller	\$ 54.25	\$ 81.37
District Engineer	\$ 47.15	\$ 70.73
Plant Superintendent	\$ 47.15	\$ 70.73
Collections Superintendent	\$ 41.64	\$ 60.38

All TriCo personnel who are on-call during a pay period shall receive an additional \$4.00 per hour above their hourly pay rate.

All personnel working on the following holidays will be paid double time for the hours worked in addition to receiving the 7.5 hours of Holiday pay:

- Monday, January 1, 2024 – New Years Day
- Monday, January 15, 2024 - Martin Luther King Jr. Day
- Monday, May 27, 2024 - Memorial Day
- Thursday, July 4, 2024 - Independence Day
- Monday, September 2, 2024 - Labor Day
- Thursday, November 28, 2024 – Thanksgiving
- Wednesday, December 25, 2024 - Christmas Day

For all other holidays declared in the TriCo 2024 Holiday Schedule, personnel working will be paid time and one half for the hours worked in addition to receiving the 7.5 hours of Holiday pay.

Overtime compensation for full-time, part-time and temporary employees shall be paid in compliance with the federal Fair Labor Standards Act and the Utility's most current compensation ordinance as adopted by the Board of Trustees.

An employee may not carry over more than 30 days (225 hours) of PTO from one anniversary year to the next. Should the total accumulated PTO exceed 30 days (225 hours) on the employee's anniversary date, TriCo will pay the employee a rate equivalent to 50% of the employee's current rate of pay for the days over 30 (225 hours) and any remaining time/compensation will be forfeited. This payment will be made with the paycheck containing the employee's anniversary day. Upon termination of employment, an employee will be paid for all accrued unused PTO.

Employees that waive TriCo offered health insurance will receive an amount not-to exceed \$2,300 per year as set forth in the Health Insurance Waiver policy.

In the event of a conflict between this ordinance and previous ordinances, the most recent ordinance terms will prevail.

Executed this 13th day of November 2023  
TriCo Regional Sewer Utility by its Trustees:

By: \_\_\_\_\_  
Jeff Hill

By: \_\_\_\_\_  
Eric Hand

By: \_\_\_\_\_  
Amanda Foley

By: \_\_\_\_\_  
Carl Mills

By: \_\_\_\_\_  
Jane Merrill

By: \_\_\_\_\_  
Jeffrey Kimbell

By: \_\_\_\_\_  
Michael McDonald

By: \_\_\_\_\_  
Steve Pittman

By: \_\_\_\_\_  
Charles Ryerson



## MEMORANDUM

---

**To:** P&B Committee

**From:** Andrew Williams

**Date:** October 18, 2023

**Subject:** Medical Health Insurance

---

We have not received the renewal documents yet, but our agent has relayed that the Mutual of Omaha renewal for the LTD/STD and volunteer life had no increase, and the dental and basic life will see 5% increases. The Anthem IPEP health insurance plan will be a 5% increase. This is a pleasant turn of events as I had shown 10% in the proposed budget and data from the International Foundation of Employee Benefits Plans shows that U.S. Corporate employers are seeing a 7% rise in health insurance costs for 2024. Assuming nothing has changed in the coverage I recommend we accept the renewals. Hopefully we have all the documents by the committee meeting date.