

GENERAL ORDINANCE NO. 11, 2016

General Ordinance No. 11, 2016 is an ordinance that amends Article III of the City of Beech Grove's Personnel Manual pursuant to the Pay Plan.

WHEREAS, department heads are required to submit payroll documentation for employee compensation; and

WHEREAS, payroll records are subject to public viewing and records must be continually updated for proper compensation; and

WHEREAS, both the respective employee and the Clerk Treasurer's Office must make sure that proper compensation is administered and the consistent calculation of payments are administered.

NOW THEREFORE BE IT ORDAINED that the Common Council desires to amend Article III of the City of Beech Grove Personnel Manual pursuant to the pay plan for the City of Beech Grove.

NOW THEREFORE BE IT FURTHER ORDAINED that the Common Council desires that the following instructions be followed and the following amendment be added to Article III of the City of Beech Grove Personnel Manual.

DELETE ARTICLE III IN IT'S ENTIRETY AND REPLACE WITH THE FOLLOWING:

ARTICLE III. PAY PLAN

Section 1. Definition of Pay Period.

Bi-Weekly pay period begins on Saturday of the two week period and ends on Friday on the second week. Payments are made on the Friday after the reporting of the two week pay period unless otherwise instructed by the Clerk Treasurer. There are normally 26 pay periods per year.

Section 2. Classifications of Employees Pay Periods.

Bi-Weekly Pay Period

Department of Public Works
Police Department
Fire Department
Park Department

All other employees including part time employees are paid in the same manner as other employees in the department in which they are employed.

Section 3. Payroll Adjustments.

Any employee subject to a pay raise shall have paperwork submitted to the Board of Public Works and Safety for approval. At the beginning of each budget year, the department head must submit to the Clerk Treasurer all pay increases for their respective departments, increases presented throughout the year will not be implemented unless submitted to the Board of Public Works and Safety for approval and the Clerk Treasurer. The beginning of the year increases as a result of the passage of a salary ordinance by the Common Council does not need Board of Public Works and Safety approval.

Section 4. Payroll Documentation.

All departments shall submit their payroll forms to the Clerk Treasurer for payroll distribution in a timely manner. Included in the payroll documentation form shall be the number of vacation days taken, sick days taken, compensatory time taken, holiday returned time and holiday pay received.

NOW THEREFORE BE IT ORDAINED that the Common Council desires to amend Article III of the City of Beech Grove Personnel Manual.

NOW THEREFORE BE IT FURTHER ORDAINED that this ordinance only applies to Article III of the City of Beech Grove Personnel Manual.

NOW THEREFORE BE IT FURTHER ORDAINED that this ordinance shall go into effect immediately upon passage by the Common Council, signed by the Council President Pro-Tem, attested by the Clerk Treasurer and signed by the Mayor.