

CITY OF WHITING BENEFITS MANUAL

General Administration

Exempt - Class 1 Job Titles

- Mayor
- Engineering Administrator
- Economic Development Director
- Community Development Director
- Building Commissioner
- City Attorney
- Code Enforcement Officer
- Special Events Director
- Planning and Zoning Administrator
- IT Manager

Exempt - Class 2 Job Titles

- Mayor's Administrative Assistant
- Engineering Coordinator

Non-Exempt - Class 3 Job Titles

- Head Janitor – City Hall
- Maintenance Worker
- Computer Operator/Clerk – City Hall
- Secretary – City Hall
- Engineering Assistant
- Special Events Coordinator

Non - Exempt – Part-Time Job Titles

- Part-time job titles scheduled to work 20-29 hours per week with hours averaged on an annual basis

Office of the Clerk-Treasurer

Exempt - Class 1 Job Titles

- Clerk-Treasurer

Exempt - Class 2 Job Titles

- Deputy Clerk-Treasurer

Non - Exempt - Class 3 Job Titles

- Assistant Deputy Clerk-Treasurer
- Court Clerk
- Computer Operator
- Water Clerk

Non - Exempt - Part-Time Job Titles

- Part-time job titles scheduled to work 20-29 hours per week with hours averaged on an annual basis

Street & Sanitation Department

Exempt - Class 1 Job Titles

- Street Commissioner
- Recycling Director

Exempt - Class 2 Job Titles

- Deputy Street Commissioner

Non - Exempt - Class 3 Job Titles

- Garage Dispatcher/Clerk
- Garage Secretary

Non - Exempt – Class 3 - Bargaining Unit Titles

- Crew Leader
- Lead Mechanic
- Mechanic
- Assistant Mechanic
- Heavy Equipment Operator
- CDL Driver
- Plumber
- Assistant Plumber
- Driver
- Two-Man Packer – Operator
- Garbage Collector
- Street & Sewer Laborer
- Electrician

Non - Exempt – Part-Time Job Title

- Part-time job titles scheduled to work 20-29 hours per week with hours averaged on an annual basis

Police Department

Exempt - Class 1 Job Titles

- Police Chief
- Acting Police Chief

Exempt - Class 2 Job Titles

- Public Safety Secretary

Non - Exempt - Class 3 Job Titles

- Computer Operator
- Maintenance Worker

Non - Exempt – Class 3 - Bargaining Unit Titles

- Captain (policy-making position)
- Lieutenant
- Sergeant
- Corporal
- Patrolman
- Probationary Patrolman

Non-Exempt – Part-time Job Titles

- Part-time job titles scheduled to work 20-29 hours per week with hours averaged on an annual basis
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Fire Department

Exempt - Class 1 Job Titles

- Fire Chief
- Acting Fire Chief

Exempt - Class 2 Job Titles

- None

Non - Exempt - Class 3 Job Titles

- None

Non - Exempt – Class 3 - Bargaining Unit Titles

- Captain (policy-making position)
- Lieutenant
- Driver
- Pipeman
- Probationary Pipeman

Non - Exempt – Part-Time Job Titles

- Part-time job titles scheduled to work 20-29 hours per week with hours averaged on an annual basis

Department of Parks & Recreation

Exempt - Class 1 Job Titles

- Superintendent

Exempt - Class 2 Job Titles

- Maintenance Director
- Recreation Director
- Assistant Park Superintendent

Non - Exempt - Class 3 Job Titles

- Park Secretary
- Maintenance Foreman
- Park Maintenance Worker

Non - Exempt – Part-Time Job Titles

- Part-time job titles scheduled to work 20-29 hours per week with hours averaged on an annual basis

Water Department

Exempt - Class 1 Job Titles

- Superintendent
- Utilities Director

Exempt - Class 2 Job Titles

- None

Non - Exempt - Class 3 Job Titles

- Water Secretary
- Operator
- Operator Helper
- Meter Reader

Non - Exempt - Class 3 Bargaining Unit Job Titles

- Plumber
- Assistant Plumber

Non-Exempt – Part-Time Job Titles

- Part-time job titles scheduled to work 20-29 hours per week with hours averaged on an annual basis

Detention Basin (Sewer Users) Department

Exempt - Class 1 Job Titles

- General Manager
- Superintendent
- Utilities Director

Exempt - Class 2 Job Titles

None

Non - Exempt - Class 3 Job Titles

- Group Leader
- Operator

Non - Exempt - Class 3 Bargaining Unit Job Titles

- Plumber
- Assistant Plumber

Non-Exempt- Part-Time Job Titles

- Part-time job titles scheduled to work 20-29 hours per week with hours averaged on an annual basis

Museums/Mascot Hall of Fame

Exempt - Class 1 Job Titles

- Executive Director

Exempt - Class 2 Job Titles

- Director of Business Development and Consumer Engagement
- Operations Manager

Non - Exempt - Class 3 Job Titles

- Special Events Coordinator
- Graphic Artist
- Office Manager

Non - Exempt – Part-Time Job Title

- Part-time job titles scheduled to work 20-29 hours per week with hours averaged on an annual basis

City of Whiting Employee Compensation and Benefits

Vacation

Unless otherwise noted, the vacation schedules listed below are for paid vacation.

Class 1:

Upon hire	3-weeks (15-days)
After 10-years' service	4-weeks (20-days)
After 15-years' service	5-weeks (25-days)

Note: An employee hired before July 1 will receive 3-weeks' vacation upon hire. An employee hired after July 1 will receive 2-weeks' vacation upon hire.

Class 1 - Police & Fire Department:

Refer to current collective bargaining agreements. The Fire Chief, if assigned to a 40 hour per week Monday through Friday schedule, shall be entitled to the vacation time schedule based on his/her years' of service as defined in the Police collective bargaining agreement to accommodate his 40-hour work schedule which is not clearly defined in the Fire collective bargaining agreement.

Class 2:

Upon hire	1-week (5-days)
After 1-year service	2-weeks (10-days)
After 5-years' service	3-weeks (15-days)
After 10-years' service	4-weeks (20-days)
After 15-years' service	5-weeks (25-days)

Class 3:

After 1-year service	2-weeks (10-days)
After 5-years' service	3-weeks (15-days)
After 10-years' service	4-weeks (20-days)
After 15-years' service	5-weeks (25-days)

Class 3 – Water Department Employees:

Current employees, whose vacation schedule would have been reduced by the implementation of this Benefits Manual in August 2004, are grandfathered at their previous vacation benefit until their next service advancement level. All newly hired employees will be bound by the new schedule.

Class 3 - Bargaining Unit Employees:
 Refer to current collective bargaining agreement.

Part-Time –

All part-time job titles scheduled to work between 20 and 29 hours per week
 (Hours averaged on an annual basis)

	Paid	Unpaid
After 1-year service	None	1-week (5-days)
After 3-years' service	2 days	3 days
After 5 years' service	1 – week (5-days)	1-week (5-days)
After 10-years' service	1.5-weeks (7.5-days)	1.5-weeks (7.5-days)
After 15-years' service	2-weeks (10-days)	2-weeks (10-days)

Class 1, Class 2 and non-exempt Class 3 employees in the Clerk's Office and the Mascot Hall of Fame may rollover (accumulate) vacation time to the next calendar year by reflecting the carryover on the Employee Service Record and obtaining the signature and approval of said carryover by the Mayor, Clerk or the respective department head on the service record. All other employees must take their vacation in the current calendar year unless otherwise defined in a bargaining agreement.

Effective January 1, 2022, vacation rollover(accumulation) shall be limited to no more than thirty (30) days. Any employee who has an accumulation of more than thirty (30) days on January 1, 2022, will be required to reduce that amount to no more than fifty (50) days by December 31, 2022, and then to further reduce the amount to no more than thirty (30) days by December 31, 2023. Reduction in vacation days may be accomplished either through vacation buy-back or use in 2022 and/or 2023 only.

Class 1 and Class 2 employees may elect to use any portion of their vacation time in one (1) day segments after receiving the approval of their immediate supervisor.

Class 3 employees and eligible Part-Time employees whom are not covered by a collective bargaining agreement may elect to use up to 1-week (5-days) of their vacation time in one (1) day segments after receiving the approval of their immediate supervisor.

In years' where an employee advances to a higher level of vacation benefit by virtue of his/her service anniversary, said employee shall be allowed to schedule the higher level of vacation at any time during the calendar year of the advancing anniversary date.

Example: Employee "X" will reach his 10th service anniversary on November 10, 2004 and will advance from 3-weeks to 4-weeks' vacation. Employee "X" may take his 4-weeks' vacation at any time in calendar year 2004.

Compensatory Time

Class 1 and Class 2:

Time-off with pay may be granted by the employee's immediate supervisor as compensation for time worked above and beyond the normal 40-hour work week. This benefit is not intended to provide additional compensation to an employee for hours worked in excess of 40-hours per week if such additional time commitment is described in an employee's job description, set forth by city ordinance or by state statute. Examples include attending mandatory meetings or participating on boards or commissions where additional compensation is already awarded. Refer to the City of Whiting Personnel Policy Manual for additional details.

Class 3:

Refer to the City of Whiting Personnel Policy Manual.

Class 3 - Bargaining Unit Employees:

Refer to current bargaining agreement.

Mascot Hall of Fame – all full-time employees who work on designated holiday shall receive 1.5 days compensatory time for working regular shift.

In general, compensatory time will not accumulate beyond the calendar year in which it was earned. The Mayor may authorize the accumulation or carryover whenever he/she deems it appropriate and/or for extraordinary circumstances.

Sick Leave

Class 1, Class 2, Class 3:

10 paid days	Accumulation allowed
Additional time may be granted by the Mayor for verified long-term illness or injury	

Class 1 - Police & Fire Department:

Refer to current collective bargaining agreements. The Fire Chief, if assigned to a 40 hour per week Monday through Friday schedule, shall be entitled to the same Sick Leave schedule as defined in the Police collective bargaining agreement to accommodate his 40-hour work schedule which is not clearly defined in the Fire collective bargaining agreement.

Class 3 - Bargaining Unit Employees:

Refer to current collective bargaining agreement.

Part-Time –

All part-time job titles scheduled to work between 20 and 30 hours per week (Hours averaged on an annual basis)

5 unpaid days	Accumulation allowed
2 paid days	Accumulation allowed
Additional unpaid time may be granted by the Mayor for verified long-term illness or injury	

An employee may elect to accumulate his/her sick leave beyond the current calendar year. The Clerk-Treasurer’s office will be responsible for documenting and tracking these accumulated days. This policy is effective with sick leave earned in calendar year 2009. There shall be no limit on the number of days an employee wishes to accumulate.

For all non-bargaining unit employees:

All employees hired before July 1 will be entitled to full sick leave benefits as described above for their first year of service. All newly hired employees hired after June 30 and before October 1 will be only entitled to 50% of the sick leave benefits described above for their first year of service. All employees hired after September 30 are not entitled to any sick leave benefits until the following calendar year.

Paid Leave for Public Health Emergency

NOTE: THIS BENEFIT IS REPEALED AS OF MAY 18, 2021

During any period when the Indiana Governor or Indiana State Department of Health (ISDH) has declared a public health emergency, such as the Coronavirus Disease 2019 Outbreak, employees will be eligible for paid emergency leave, exclusive of other accumulated leave, in the following situations:

1. The employee has been diagnosed with the coronavirus by a licensed physician.
2. The employee has a household member that has been diagnosed with the coronavirus by a licensed physician.
3. The employee has an FMLA-eligible family member that has been diagnosed with the coronavirus by a licensed physician.
4. The employee is required to self-quarantine by either the City, the county health department, the ISDH or a licensed physician.
5. The City has closed down the workplace or the City has advised the employee not to appear at the workplace and the employee cannot perform his/her duties remotely.

The paid leave for a public health emergency may be determined on a case-by-case basis depending on the individual circumstances and the duration of the public health emergency.

Short-Term Disability

Voluntary optional program as authorized by the Board of Public Works & Safety for all full-time employees.

Long-Term Disability

Benefit as authorized by the Board of Public Works & Safety for all full-time employees.

Funeral Leave

Class 1, 2 and 3:

Refer to the City of Whiting Personnel Policy Manual.

Class 3 - Bargaining Unit Employees:

Refer to current collective bargaining agreement.

Part-Time –All part-time job titles scheduled to work 20-29 hours per week
(Hours averaged on an annual basis)

Unpaid leave granted as outlined for Full-time employees in the City of Whiting Personnel Policy Manual.

Holiday Pay

All Classes 1, 2, and 3, not otherwise specified below:

All holidays approved by the Mayor where City Hall is closed.

Class 3 - Bargaining Unit Employees

Refer to current collective bargaining agreement.

Class 3 - Park Department and MHOF:

New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas.

Classes 2* and 3 - Detention Basin (Sewer Users):

New Year's Day, President's Day, Easter Sunday, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving, Christmas, Employee's Birthday.

*Effective for new hires after January 1, 2015

Mascot Hall of Fame – all full-time Class 1, 2 or 3 employees who work on designated holidays shall receive 1.5 days compensatory time for working regular shift on holiday.

Part-Time –

All part-time job titles scheduled to work 20-29 hours per week after completing 1-year of service (hours averaged on an annual basis).
New Year's Day, July 4th, Thanksgiving, Christmas Eve, Christmas.

Paid at the employee's regular rate of pay for 8 hours per holiday.

Hospitalization Insurance

Classes 1, 2, and 3:

All listed full-time employees are eligible to participate in this benefit program subject to contributing to the cost of the insurance premium as determined and approved by the Board of Public Works and Safety and the City Council. Employees are eligible for this benefit immediately upon hire.

Class 1 - Police and Fire Department:

Refer to current bargaining agreement.

Class 3 - Bargaining Unit Employees:

Refer to current bargaining agreement.

Dental and Vision Insurance

Classes 1, 2, and 3:

All listed full-time employees are eligible to participate in these benefit programs when they are made available by approval of the Board of Public Works and Safety. Participation is subject to contributing to the cost of the insurance premium as determined and approved by the BPW&S and the City Council. Employees are eligible for this benefit immediately upon hire.

Class 1 - Police and Fire Department:

Refer to current bargaining agreement.

Class 3 - Bargaining Unit Employees:

Refer to current bargaining agreement.

Life Insurance

Base life insurance benefit as authorized by the Board of Public Works & Safety for all full-time employees.

Optional additional portable life insurance for all employees to be purchased at employee discretion.

Flex Spending Account

Voluntary payroll deduction available for all eligible employees.

YMCA Membership Match

Membership fee reimbursement program as authorized by the Board of Public Works & Safety for all eligible employees.

Retirement Plan – PERF

Classes 1, 2, and 3:

All full-time employees in a PERF approved position are required to participate in this benefit program and shall contribute a portion of their salary to the plan as determined by PERF.

Employees may also make additional voluntary contributions to PERF based on a percentage of their gross salary determined by PERF.

457 Savings Plan

Optional 457 Savings Benefit Plan (including match policy) as approved by the Board of Public Works and Safety for all eligible employees.

Take-Home Vehicles

It is understood that a take-home vehicle and associated operating expenses are included as part of the total compensation package subject to the appropriate financial reporting procedures set forth by law for the following employees:

- Mayor
- Police Chief
- Fire Chief (marked vehicle)

Lunch Period

Class 1, 2 and 3:

One (1) hour paid lunch for full-time non-bargaining unit employees only.

Class 3 - Bargaining Unit Employees:

Refer to current bargaining agreement.

Class 3 - Water Department:

Paid - Taken within shift as conditions warrant.

Class 3 - Detention Basin (Sewer Users):

Paid - Taken within shift as conditions warrant.

Mascot Hall of Fame Employee Discount

All full time employees and all elected officials shall be entitled to a Ten Percent (10%) discount on purchases at the Mascot Hall of Fame gift shop and on the payment of regular admission price at the Mascot Hall of Fame.

Benefits Manual Revision History

January 18, 2005

1. Added new job classification for the Park Department, Office of the Mayor and Fire Department: Non-Exempt Part-Time Job Titles.
2. Revised vacation section to clarify vacation allowed for employees passing certain anniversary dates.
3. Revised vacation schedule to clarify current Water Department employee's vacation schedule.
4. Added new vacation benefits for Part-time Park Department, Office of the Mayor and Fire Department.
5. Broadened Mayor's authority for accumulation of Compensatory Days.
6. Added new sick leave benefits for Part-time Park Department, Office of the Mayor and Fire Department.
7. Clarified Funeral Leave for Part-time employees in the Park Department, Office of the Mayor and Fire Department.
8. Added new holiday benefits for Part-time Park Department, Office of the Mayor and Fire Department.

January 16, 2007

1. Added new job titles in the Office of the Mayor:
 - a. Economic Development Director
 - b. Assistant Community Development Director

April 19, 2009

1. Revised job titles for consistency with Salary Ordinance.
2. Revised reporting authority for Water Clerk.
3. Adjusted language to clarify the benefits of an Acting Fire Chief who is working the 24 on - 48 off rotating shift.
4. Added step to complete the Vacation Carry Over Request Form to vacation rollover procedure.
5. Revised to allow for the accumulation of sick leave.
6. Revised to clarify sick leave eligibility.
7. Added Christmas Eve as a paid holiday for select Park Department employees.
8. Added New Year's Day and Memorial Day as paid holidays for Class 3 - Police Department Radio Operators.

May 20, 2014

1. Added Job Titles of Code Enforcement Officer, Special Events Coordinator, Engineering Assistant, Secretary – City Hall, Lead Mechanic, Mechanic, CDL Driver, Two-Man Packer – Operator, Garbage Collector, Electrician, and Park Maintenance Worker – Field.
2. Eliminated Job Titles of Assistant Community Development Director, Floating Administrative Assistant, City Electrician, Two-Man Packer – Helper, Garbage Collector – Helper, and Park Maintenance Worker Level 1, 2 and 3.
3. Added Non-Exempt – Part –Time Job Titles to Office of Clerk, City Court, and Street Department.
4. Eliminated all references to Non-Exempt Class 4 Job Titles and benefits.
5. Amended definition of part-time job title hours.
6. Added qualified language to Class 1 vacation upon hire benefit.
7. Established eligibility for hospitalization, dental and vision insurance to be upon hire.

March 17, 2015

1. Added Exempt – Class 2 Job Title Engineering Coordinator
2. Eliminated 2 tier definition of part-time job titles and defined non-exempt part-time job titles as those scheduled to work 20-29 hours per week with hours averaged on an annual basis.
3. Added non-exempt part-time job category to each department.
4. Eliminated job title of Radio Operator from Police Department and eliminated all references to benefits for Radio Operator.
5. Added job titles of Plumber and Assistant Plumber to Water Department and Detention Basin.
6. Changed Group Leader in Detention Basin from Exempt Class 2 to Non-exempt Class 3.
7. Eliminated 2 tier benefits for part-time employees under vacation and sick leave.
8. Established single tier vacation benefit for part-times employees working 20-29 hours per week with hours averaged on an annual basis and added new eligibility for paid vacation time after 3 years of service.
9. Established single tier sick leave benefit for part-time employees and modified to permit accumulation of unpaid days authorized but not used.
10. Added voluntary optional short-term disability benefit and long-term disability benefit.
11. Revised reference in Holiday Pay and Lunch Period from Retention Basin to Detention Basin.
12. Added optional additional portable life insurance.
13. Added a Flex Spending Account for medical expenses.
14. Added wellness benefit of membership fee reimbursement for the Whiting YMCA.
15. Added 457 Savings Plan.

November 20, 2018

1. Amended Exempt – Class 1 General Administration titles to include Planning and Zoning Administrator and revised title of Special Events Coordinator to Special Events Director.
2. Added Deputy Street Commissioner as Exempt-Class 2 job title in Street & Sanitation Department.
3. Added Acting Police Chief to Exempt-Class 1 job titles and Public Safety Secretary to Exempt-Class 2 job titles in Police Department.
4. Added new department: Museums/Mascot Hall of Fame.
5. Amended to allow Mascot Hall of Fame employees to rollover unused vacation days.
6. Revised compensatory time language and holiday pay to grant compensatory time to full-time Mascot Hall of Fame employees who work regular shift on designated holidays.
7. Added personal days for Mascot Hall of Fame employees and new non-bargaining unit full-time employees hired after December 31, 2018.
8. Revised Retirement Plan language to reference PERF approved positions.
9. Revised lunch hour period to add unpaid ½ hour for full-time Mascot Hall of Fame employees and new full-time non-bargaining unit employees hired after December 31, 2018.

January 15, 2019

1. Added Mascot Hall of Fame discount.
2. Revise vacation carryover process.

August 20, 2019

1. Added New classification – Exempt Class 1A – reduced hour employee.
2. Added position of Economic Development Director – 32 hour Schedule to Class 1A
3. Added benefits for Exempt Class 1A (which are Class 1 benefits, less 20%).

March 17, 2020

1. Added paid leave for public health emergency.

March 2 and March 16, 2021

1. Removed all references to Class 1A employee and City Court.
2. Removed provision for ½ unpaid lunch for full-time non-bargaining unit employees, other than MHOF, hired after 12/31/2018.

3. Revised provision for park department Class 3 employees to grant 1 hour paid lunch.

May 18, 2021

1. Repealed benefit for Paid Leave for Public Health Emergency.

October 5, 2021

1. Capped number of days for vacation carryover and provided mechanism to reduce days over the cap in 2022 and 2023.

December 21, 2021

1. Eliminate Personal Days.
2. Eliminate unpaid lunch period for Mascot Hall of Fame employees who will now fall under the general lunch hour rules.
3. Revised the following job classifications:
 - a. IT Manager moves to Class 1 up from Class 2;
 - b. Water Clerk moves from Class 2 down to Class 3;
 - c. Assistant Park Superintendent moves from Class 1 to Class 2;
 - d. Mascot Hall of Fame Office Manager moves from Class 2 to Class 3.

July 19, 2022

1. Revise holidays for MHOF and Park to include MLK Day, President's Day and Day after Thanksgiving.