

St James Township Schedule of Wages

To Be Reviewed and Adopted Each Fiscal Year

Proposed for Adoption: May 1, 2019

Employee Description		2018 – 2019 Fiscal Year	Notes
Hired (At-will) Employees			
F	Maintenance Director (Shared with Peaine Twp., Airport Commission, Transfer Station, Sewer)	Up to \$53,450.00/year	Job Description and Contract for current employee to be developed <i>2.8% cola increase from prior year</i>
P	Sewer Monitoring	Up to \$32.94/hour	Currently 7 hours a week Job Description and Contract for current employee to be developed
P	Sewer Bookkeeper	\$120.00/month	Job Description and Contract for current employee to be developed <i>\$20.00 per month increase from prior year</i>
P-S	Parks & Rec Maintenance/Cleaning (This position eligible for COLA if same person holds position for consecutive years.)	\$17.50/hour	This is dependent on experience, knowledge, skills and abilities; range is from \$15.00 - \$18.00. <i>2.8% cola increase from prior year</i>
S	Harbormaster (This position eligible for COLA if same person holds position for consecutive years.)	\$22.60/hour	This is dependent on experience, knowledge, skills and abilities; range is from \$19.00 - \$22.60. <i>2.8% cola increase from prior year</i>
S	Assistant Harbormaster (This position eligible for COLA if same person holds position for consecutive years.)	\$18.40/hour	This is dependent on experience, knowledge, skills and abilities; range is from \$15.00 - \$18.00. <i>2.8% cola increase from prior year</i>
S	Dock Assistant (This position eligible for COLA if same person holds position for consecutive years.)	\$15.00/hour	This is base salary, year one dock assistant; range is from \$14.00 - \$16.00.
P-S	Dock Assistant – Restrooms Cleaning	\$20.00/day	Job Description and Contract to be developed
IC	Cleaning – Twp. Hall/Gov't Center	\$35.00/clean	
P-S	Parks & Rec Gardener	\$15.00/hour	This is dependent on experience, knowledge, skills and abilities; range is from \$14.00 - \$17.00.
P	Cemetery Sextant	\$500.00/year	Job Description and Contract to be developed
P	Zoning Administrator	\$7,300.00/year	Job Description and Contract to be developed <i>2.8% cola increase from prior year</i>
P IC	Assessor	\$1,200.00/month contractual, \$150.00 payroll/quarterly	Job Description and Contract to be developed
T	Temporary Clerical/Administrative	\$15.00 - \$25.00/hour	This is dependent on work to be performed, and experience, knowledge, skills

Employee Description		2018 – 2019 Fiscal Year	Notes
Board Appointed Positions			
	Board of Review	\$15.00/hour	
	Election Inspectors (Requires Certification)	\$15.00/hour	
	Election Chairperson (Requires Certification)	\$17.00/hour	This is dependent on experience, knowledge, skills and abilities; range is from \$15.00 - \$18.00.
	Planning Commission	\$50.00/meeting	Review this to establish varied payment for levels of training completed.
	Planning Commission Secretary	\$15.00/hour	This is dependent on work to be performed, and experience, knowledge, skills; range is from \$15.00 - \$18.00.
	Zoning Board of Appeals	\$50.00/meeting	
	Deputy Supervisor	\$260.00/month	<i>2.8% cola increase from prior year</i>
	Deputy Clerk	\$260.00/month	<i>2.8% cola increase from prior year</i>
	Deputy Treasurer	\$260.00/month	<i>2.8% cola increase from prior year</i>
Elected Officials			
	Supervisor	\$16,860.00/year	<i>As approved by electors at Annual Meeting</i>
	Clerk	\$16,965.00/year	<i>As approved by electors at Annual Meeting</i>
	Treasurer	\$15,935.00/year	<i>As approved by electors at Annual Meeting</i>
	Trustee	\$5,655.00/year	<i>As approved by electors at Annual Meeting</i>
	Work in Addition to Regular Duties	\$20.00/hour	If authorized by board motion

Employment Definitions:

1. **Full-time employee (F)** is an employee hired to work at least 40 hours per week year round.
 - a. These employees are entitled to health insurance, paid holidays and vacation days per specific contract between the township(s) and the employee.
2. **Part-time employee (P)** is an employee hired to work a regular or irregular schedule of hours less than a full-time employee.
 - a. These employees are not entitled to health insurance, paid holidays and vacation days, unless a specific contract is in place between the township and the employee.
3. **Temporary employee (T)** is an employee hired for a specific task or for a specific time.
 - a. These employees are not entitled to any benefits in excess of their wage.
4. **Seasonal employee (S)** is an employee hired for a specific season as determined by the Employer. Ordinarily, seasonal employees are hired to work during a calendar season. The summer season for example, may run from May 15 through September 15.
 - a. These employees are not entitled to any benefits in excess of their wage.
5. **Independent Contractor (IC)** is not an employee of the township, but hired as an independent worker.