

St James Township Schedule of Wages

To Be Reviewed and Adopted Each Fiscal Year

DRAFT Proposed for Adoption: June 3, 2020

Employee Description		2020-2021 Fiscal Year	Notes
Hired (At-will) Employees			
F	Maintenance Director (Shared with Peaine Twp., Airport Commission, Transfer Station, Sewer)	Up to \$58,795.00/year	Job Description and Contract for current employee to be developed and agreed upon by Peaine Township
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
P-S	Parks & Rec Maintenance (This position eligible for COLA if same person holds position for consecutive years.)	\$17.27/hour	This is dependent on experience, knowledge, skills and abilities; range is from \$16.00 - \$20.00.
P-S	Harbormaster (This position eligible for COLA if same person holds position for consecutive years.)	\$17,000.00/year	This is dependent on experience, knowledge, skills and abilities; range is from \$21.00 - \$24.00. Current year is based on \$22.00/hour
P-S	Assistant Harbormaster (This position eligible for COLA if same person holds position for consecutive years.)		This is dependent on experience, knowledge, skills and abilities; range is from \$16.00 - \$20.00.
P-S	Marina Facilities Maintenance Assistant (This position eligible for COLA if same person holds position for consecutive years.)	\$19.00/hour	This is dependent on experience, knowledge, skills and abilities; range is from \$16.00 - \$20.00.
P-S	Dock Assistant (This position eligible for COLA if same person holds position for consecutive years.)	\$16.00/hour	This is base salary, year one dock assistant; range is from \$15.00 - \$19.00.
P-S	Cleaning Assistant (This position eligible for COLA if same person holds position for consecutive years.)	\$16.00/hour	This is base salary, year one cleaning assistant; range is from \$15.00 - \$19.00.
IC	Cleaning – Twp. Hall/Gov't Center	\$35.00/clean	
P-S	Parks & Rec Gardener	\$18.00/hour	This is dependent on experience, knowledge, skills and abilities; range is from \$15.00 - \$19.00.
P	Cemetery Sextant	\$500.00/year	Job Description and Contract to be developed
P	Zoning Administrator	\$8,030.00/year	Job Description and Contract to be developed
P	Planning Assistant		Job Description and Contract to be developed \$9,600.
P	Invasive Species Coordinator		Job Description and Contract to be developed \$7,500.
P IC	Assessor	\$1,200.00/month contractual, \$150.00/quarterly	Job Description and Contract to be developed
T	Temporary Clerical/Administrative/Grant Writing		This is dependent on work to be performed, and experience, knowledge, skills \$16.50 – \$27.50

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	\$16.50/hour	This is dependent on work to be performed, and experience, knowledge, skills; range is from \$15.00 - \$19.00.
	Zoning Board of Appeals	\$50.00/meeting	
	Deputy Supervisor	\$286.00/month	
	Deputy Clerk	\$286.00/month	
	Deputy Treasurer	\$286.00/month	
Elected Officials			
	Supervisor	\$18,546.00/year	<i>As approved by electors at Annual Meeting</i>
	Clerk	\$18,661.50/year	<i>As approved by electors at Annual Meeting</i>
	Treasurer	\$17,258.50/year	<i>As approved by electors at Annual Meeting</i>
	Trustee	\$6220.50/year	<i>As approved by electors at Annual Meeting</i>
	Work in Addition to Regular Duties	\$22.00/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.