

TOWN OF GREENVILLE
ORDINANCE NO. 2012-WO-072

**ORDINANCE FOR MERIT AND COST OF LIVING INCREASES FOR
WATER UTILITY EMPLOYEES FOR THE YEAR 2013 OF THE
GREENVILLE MUNICIPAL WATER UTILITY OF GREENVILLE,
INDIANA**


WHEREAS, the Greenville Municipal Water Utility Council in an Executive Meeting held on November 19th, 2012 reviewed the performance appraisals for Water Utility Employees submitted by the Water Utility Superintendent for merit and cost of living increases to be reflective on their first pay period in January 2013;

THEREFORE, BE IT ORDAINED AS FOLLOWS:

1. Employee Gary Getrost, Water Utility Superintendent shall receive a 1.7 % increase over his current rate of compensation established by Resolution Agreement 2009-R-082 dated 12-14-2009 and Ordinance 2011-WO-066 dated 11-14-2011.
2. Employee Steven Schmitt, Assistant Water Utility Superintendent shall receive a 3.0 % increase over his current rate of compensation established by Ordinance 2011-WO-066 dated 11-14-2011.
3. Employee Amy Stone, Office Manager and Clerk shall receive a 3.0 % increase over her current rate of compensation established by Ordinance 2011-WO-066 dated 11-14-2011.
4. Employee Crystal Burkhart, Office Clerk shall receive a 6.15% increase over her current rate of compensation established by Ordinance 2011-WO-066 dated 11-14-2011.

ADOPTED BY THE TOWN COUNCIL AND WATER UTILITY COUNCIL
FOR THE TOWN OF GREENVILLE, INDIANA ON THE 10th DAY OF
DECEMBER, 2012.

PRESIDENT OF THE GREENVILLE
WATER UTILITY COUNCIL AND TOWN
COUNCIL OF GREENVILLE, INDIANA



JACK TRAVILLIAN,
CLERK/TREASURER



TALBOTTE RICHARDSON

PREPARED BY: RANDAL JOHNES

NOV. 09, 2012

To: GREENVILLE TOWN COUNCIL

Employee Evaluation: Amy Stone

Amy has been with the Utility for 9 years and 3 months and does an excellent job. She is a very conscientious employee as well as being very organized. Amy not only makes a point to know her job very well, she also makes a point to learn as much as possible about everyone else's job, which I believe is an advantage in the day to day operations of the Utility.

Amy continues to take on additional work to help the Clerk Treasurer as well as work with the Town Manager and members of the Town Council which makes everyone's job easier.

Amy has a great personality and is a big part of the professional and personal image that we thrive to maintain here at the Utility.

Amy received a .79 cents per hour increase on January 1, 2012 which brings her to \$18.34 per hour.

EMPLOYEE EVALUATION

From Date: 10/29/11 To: 11/8/12
 Name: Amy Stone Grade Level: _____
 Position: Office Manager Supervisor: G.W. Getrost - J. Travillian
 Years of Employment: 9 years & 4 mo. Reports To: " "
 Education: VARIOUS BUSINESS AND COMPUTER COURSES, DATA ENTRY
 Additional training or experience pertaining to present position: _____
Excellent with customers, Very Professional
 Personal Qualities: polite, dependable, organized

Level of Performance

	Excellent	Very Good	Good	Fair	Poor
Energy/Drive	✓				
Flexibility	✓				
Organization	✓				
Communication	✓				
Attendance/Tardiness	✓				
Questioning/Probing	✓				
Motivation	✓				
Accomplishing Goals	✓				
Numerical Perception		✓			
Mechanical Skills					
Leadership Traits		✓			
Time Management	✓				
Dependability	✓				
Honesty		✓			
Work Quality	✓				
Ability to Talk with customers	✓				

Employee Comments: _____

Employee Signature: _____

Supervisor Signature: Gary W. Getrost

NOV. 09, 2012

To: GREENVILLE TOWN COUNCIL

Employee Evaluation: Steven Schmitt

Steven has been with the Utility for 5 years and 9 months and continues to learn the ins and outs of the day to day operations of the water system. He is in charge of the installation of water meters as well as overseeing water leak repairs, flushing, water sampling and ordering inventory.

As we start our major projects (new water tank and pump station) it should be a good learning experience for Steven as the project continues to develop, Steven is somewhat involved in the inspections of the water line installation of the project.

Steven also collected all the data from our water suppliers in order to prepare and send out to all the customers our annual Consumer Confidence Report as required by the Environmental Protection Agency (EPA) and did a good job of it.

Steven is a dependable employee and comes to work every day, I wish Steven would ask more questions, knowing it would be a huge benefit to him in the future.

Steven received a .77 cents per hour increase on January 1, 2012 which brings him to \$17.77 per hour.

EMPLOYEE EVALUATION

From Date: 10/27/11 To: 11/8/12

Name: Steven Schmitt Grade Level: _____

Position: Assistant Water Supt Supervisor: GW Getrost

Years of Employment: 5 years & 9 mo. Reports To: GW Getrost

Education: high school - Received State Water Certification

Additional training or experience pertaining to present position: Attends CONTINUING educational courses

Personal Qualities: 15 working better with customers, dependable.

Level of Performance

	Excellent	Very Good	Good	Fair	Poor
Energy/Drive			✓		
Flexibility		✓			
Organization		✓			
Communication		✓			
Attendance/Tardiness		✓			
Questioning/Probing			✓		
Motivation			✓		
Accomplishing Goals		✓			
Numerical Perception		✓			
Mechanical Skills		✓			
Leadership Traits			✓		
Time Management		✓			
Dependability		✓			
Honesty		✓			
Work Quality		✓			
Ability to Talk with customers		✓			

Employee Comments: _____

Employee Signature: _____

Supervisor Signature: Gary W. Getrost

NOV. 9, 2012

To: GREENVILLE TOWN COUNCIL

Employee Evaluation: Crystal Burkhart

Crystal has been with the Utility for 3 years and 3 months and continues to do a very good job in all aspects of her job. She continues to improve in many different ways, Crystal has made major strides in dealing with customers on the phone as well as walk-in customers. In some instances customers are not so pleasant and refuse to understand. In her time here she has gained a lot of confidence in her ability to perform her duties in a more professional manner.

Crystal is a very quick learner and picks up on new duties very well. Crystal presently assists in the weekly meter reading without any complaints, it is my intentions in the near future to hire another person to help read meters so to utilize her ability entirely in the office.

Crystals attendance record is second to none and she actually struggles to use vacation days to keep from losing them, needless to say, she is a very dependable employee and a huge asset to this utility.

Crystal received a .72 cent per hour increase on January 1, 2012 which brings her to \$11.72 per hour.

EMPLOYEE EVALUATION

From Date: 10/27/11 To: 11/08/12
 Name: Crystal Burkhart Grade Level: _____
 Position: office clerk Supervisor: G.W. Getrost
 Years of Employment: 3 years + 3 mo. Reports To: A. Stone
 Education: High School
 Additional training or experience pertaining to present position: _____

Personal Qualities: Honest, polite, quick learner

Level of Performance

	Excellent	Very Good	Good	Fair	Poor
Energy/Drive	✓				
Flexibility	✓				
Organization	✓				
Communication		✓			
Attendance/Tardiness	✓				
Questioning/Probing	✓				
Motivation	✓				
Accomplishing Goals	✓				
Numerical Perception		✓			
Mechanical Skills					
Leadership Traits		✓			
Time Management		✓			
Dependability	✓				
Honesty	✓				
Work Quality	✓				
Ability to Talk with customers		✓			

Employee Comments: _____

Employee Signature: _____

Supervisor Signature: Gary W. Getrost

**Town of Greenville Water Utility
P.O. Box 188, 9706 Clark Street
Greenville, In. 47124
{812} 923-9128**

Date: 12-10-2012

To: Gary Getrost
Greenville Water Utility Superintendent

From: Greenville Water Utility Council

Subject: Cost of living increase in accordance with Ordinance 2012-WO-072 dated 12-10-2012.

Dear Gary,

The Greenville Water Utility Council wishes to express to you our appreciation for a job well done in your operation of the Greenville Water Utility. As you know we have challenges facing us in the upcoming year; One of those challenges is The Water Storage Tank Project. We are looking forward to working with you to accomplish these challenges in 2013.

We are pleased to inform you that in accordance with our agreement with you established by Resolution 2009-R-082 dated 12-14-2009 you will be receiving a 1.7 % cost of living increase effective on your first pay period in January of 2013.

Records indicate that your current rate is \$ 68,544.32 per year or \$ 2,636.32 bi-weekly. Your new yearly rate will be \$ 69,709.64 per year or \$ 2,681.14 bi-weekly.

Again please accept the thanks of the Greenville Water Utility Council for a job well done.

Talbotte Richardson
President Greenville Water Utility Council

**Town of Greenville Water Utility
P.O. Box 188, 9706 Clark Street
Greenville, In. 47124
{812} 923-9128**

Date: 12-10-2012

To: Crystal Burkhart
Assistant Greenville Water Utility Clerk

From: Greenville Water Utility Council

Subject: Cost of living and merit increases in accordance with Ordinance 2012-WO-072 dated 12-10-2012.

Dear Amy,

The Greenville Water Utility Council wishes to express to you our appreciation for a job well done in your responsibilities as Assistant Water Utility Clerk of the Greenville Water Utility. As you know we have challenges facing us in the upcoming year; One of those challenges is The Water Storage Tank Project. We are looking forward to working with you to accomplish these challenges in 2013.

We are pleased to inform you that in accordance with Ordinance 2012-WO-072 you shall receive a cost of living and merit increase effective on your first pay period in January of 2013.

Records indicate that your current rate is \$ 24,377.60 per year or \$ 937.60 {\$11.72 per hour} bi-weekly. Your new yearly rate will be \$ 25,875.20 per year or \$ 995.20 {\$12.44 per hour} bi-weekly.

Again please accept the thanks of the Greenville Water Utility Council for a job well done.

Talbotte Richardson
President Greenville Water Utility Council

**Town of Greenville Water Utility
P.O. Box 188, 9706 Clark Street
Greenville, In. 47124
{812} 923-9128**

Date: 12-10-2012

To: Amy Stone
Greenville Water Utility Office Manager / Clerk

From: Greenville Water Utility Council

Subject: Cost of living and merit increases in accordance with Ordinance 2012-WO-072 dated 12-10-2012.

Dear Amy,

The Greenville Water Utility Council wishes to express to you our appreciation for a job well done in your responsibilities as Office Manager / Clerk of the Greenville Water Utility. As you know we have challenges facing us in the upcoming year; One of those challenges is The Water Storage Tank Project. We are looking forward to working with you to accomplish these challenges in 2013.

We are pleased to inform you that in accordance with Ordinance 2012-WO-072 you shall receive a cost of living and merit increase effective on your first pay period in January of 2013.

Records indicate that your current rate is \$ 38,147.20 per year or \$ 1,467.20 {\$18.34 per hour} bi-weekly. Your new yearly rate will be \$ 39,291.20 per year or \$ 1,511.20 {\$18.89 per hour} bi-weekly.

Again please accept the thanks of the Greenville Water Utility Council for a job well done.

Talbotte Richardson
President Greenville Water Utility Council

**Town of Greenville Water Utility
P.O. Box 188, 9706 Clark Street
Greenville, In. 47124
{812} 923-9128**

Date: 12-10-2012

To: Steven Schmitt
Assistant Greenville Water Utility Superintendent

From: Greenville Water Utility Council

Subject: Cost of living and merit increases in accordance with Ordinance 2012-WO-072 dated 12-10-2012.

Dear Steven,

The Greenville Water Utility Council wishes to express to you our appreciation for a job well done in your responsibilities as Assistant Water Utility Superintendent of the Greenville Water Utility. As you know we have challenges facing us in the upcoming year; One of those challenges is The Water Storage Project. We are looking forward to working with you to accomplish these challenges in 2013.

We are pleased to inform you that in accordance with Ordinance 2012-WO-072 you shall receive a cost of living and merit increase effective on your first pay period in January of 2013.

Records indicate that your current rate is \$ 36,961.60 per year or \$ 1,421.60 {\$17.77 per hour} bi-weekly. Your new yearly rate will be \$ 38,064.00 per year or \$ 1,464.00 {\$18.30 per hour} bi-weekly.

Again please accept the thanks of the Greenville Water Utility Council for a job well done.

Talbotte Richardson
President Greenville Water Utility Council