

AN ORDINANCE ESTABLISHING THE SALARIES OF ADMINISTRATIVE AND MANAGEMENT EMPLOYEES OF THE CITY OF NEW CASTLE. THE FIRST PAY IN JANUARY, 2013, SHALL BE THE RATE AS ESTABLISHED BY THIS ORDINANCE AND CONTINUE BI-WEEKLY THEREAFTER.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF NEW CASTLE, INDIANA.

SECTION I. THAT THE FOLLOWING SHALL BE THE SALARIES FOR THE VARIOUS EMPLOYEES OF THE CITY OF NEW CASTLE, INDIANA.

I.	MAYOR'S OFFICE MAYOR'S ASSISTANT PART-TIME SECRETARIES	1155.00 BI-WEEKLY FEDERAL MINIMUM WAGE
II.	PUBLIC WORKS DEPARTMENTS/HUMAN RESOURCES DIRECTOR DIRECTOR OF PUBLIC WORKS HUMAN RESOURCES DIRECTOR MAYOR'S ASSISTANT CITY CODE ENFORCEMENT OFFICER	931.00 BI-WEEKLY 931.00 BI-WEEKLY 260.00 BI-WEEKLY 1516.00 BI-WEEKLY
III.	BUILDING COMMISSIONER'S OFFICE BUILDING COMMISSIONERS CERTIFIED DEPUTY BUILDING COMMISSIONERS BUILDING INSPECTION-SPECIAL MAINTENANCE ON CALL BUILDING INSPECTORS	1576.00 BI-WEEKLY 1374.00 BI-WEEKLY 153.00 BI-WEEKLY 142.00 BI-WEEKLY
IV.	POLICE DEPARTMENT POLICE CHIEF DEPUTY CHIEF	1901.00 BI-WEEKLY 1806.00 BI-WEEKLY
V.	CEMETERY DEPARTMENT SUPERINTENDENT ASSISTANT SUPERINTENDENT PUBLIC SAFETY OFFICER TEMPORARY/PART-TIME/SEASONAL FOREMAN (1) *SUPT. WHO DOES NOT RESIDE AT CEMETERY	1368.00 BI-WEEKLY 1170.00 BI-WEEKLY 250.00 BI-WEEKLY 8.50 PER HOUR 46.00 BI-WEEKLY
VI.	PARK DEPARTMENT SUPERINTENDENT ASSISTATANT SUPERINTENDENT PUBLIC SAFETY OFFICER TEMPORARY/PART-TIME/SEASONAL FOREMEN	1570.00 BI-WEEKLY 1370.00 BI-WEEKLY 250.00 BI-WEEKLY 8.50 PERHOUR
VII.	POOL DEPARTMENT POOL/RECREATION MANAGER LIFE GUARDS HEAD CASHIER (1) CASHIERS	1200.00 BI-WEEKLY FEDERAL MINIMUM WAGE 8.50 PER HOUR FEDERAL MINIMUM WAGE
VIII.	FIRE DEPARTMENT FIRE CHIEF DEPUTY CHIEF (1) BATTALION CHIEFS (3)	1901.00 BI-WEEKLY 1688.00 BI-WEEKLY 1688.00 BI-WEEKLY
IX.	EMERGENCY FIRST AID UNIT EMS CHIEF	1901.00 BI-WEEKLY
X.	CITY COURT JUDICIAL ASSISTANT COURT CLERK COURT BAILIFF	576.00 BI-WEEKLY 60.00 BI-WEEKLY 60.00 BI-WEEKLY

XI. UTILITIES DEPARTMENT

KII. SANITATION DEPARTMENT

SUPERINTENDENT	928.00 BI-WEEKLY
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XIII. MOTOR VEHICLES & HIGHWAY DEPARTMENT

MVH COMMISSIONER	1856.00 BI-WEEKLY
ASSISTANT MVH COMMISSIONER	1570.00 BI-WEEKLY
MVH FOREMEN	1286.00 BI-WEEKLY

XIV. TRANSPORTATION DEPARTMENT

TRANSPORTATION MANAGER	1581.00 BI-WEEKLY
ASSISTANT TRANSPORTATION MANAGER	1229.00 BI-WEEKLY

*TEMPORARY/PART-TIME/SEASONAL EMPLOYEES	FEDERAL MINIMUM WAGE
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
33	34
35	36
37	38
39	40
41	42
43	44
45	46
47	48
49	50
51	52
53	54
55	56
57	58
59	60
61	62
63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

SECTION II. CERTIFICATION, PROFICIENCY AND LONGEVITY PAY SCHEDULE.

I. WATER PLANT

UPON ACQUIRING CERTIFICATION FROM THE INDIANA STATE BOARD OF HEALTH, THE OPERATION MANAGEMENT PERSONNEL WILL RECEIVE PAY INCREASES AS FOLLOWS:

GRADE WT-3 1250.00 PER YEAR ADDITIONAL

II. WATER DISTRIBUTION

UPON ACQUIRING CERTIFICATION FROM THE INDIANA STATE BOARD OF HEALTH, THE MANAGEMENT PERSONNEL WILL RECEIVE PAY INCREASES AS FOLLOWS:

GRADE DS-L	1250.00 PER YEAR ADDITIONAL
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PAID BI-ANNUALLY 50% IN JUNE AND DECEMBER RESPECTIVELY.

III. WATER POLLUTION CONTROL

UPON ACQUIRING CERTIFICATION FROM THE INDIANA STATE BOARD OF HEALTH, MANAGEMENT PERSONNEL WILL RECEIVE PAY INCREASES AS FOLLOWS:

CLASS I	250.00 PER YEAR ADDITIONAL
CLASS II	500.00 PER YEAR ADDITIONAL
CLASS III	750.00 PER YEAR ADDITIONAL
CLASS IV	1500.00 PER YEAR ADDITIONAL

ORDINANCE #3651

AN EMPLOYEE OF THE POLLUTION CONTROL OR WATER UTILITY SHALL NOT RECEIVE MORE THAN ONE CERTIFICATION PAY IN EACH CATEGORY. THE EMPLOYEE SHALL ONLY RECEIVE THE PAY FOR THE HIGHEST CERTIFICATION OBTAINED.

PAID BI-ANNUALLY 50% IN JUNE AND DECEMBER RESPECTIVELY.

EMPLOYEE ASSUMING THE RESPONSIBILITY OF UTILITY LEDGER ACCOUNT BALANCING WILL RECEIVE \$150.00 SPECIAL DUTY PAY, PER PAY. (ASSIGNED BY CLERK TREASURER)

IV. POLICE DEPARTMENT

PROFICIENCY PAY

BREATH ANALYZERS	22.50 BI-WEEKLY
VOICE ANALYZERS	22.50 BI-WEEKLY
PHOTOGRAPHERS	22.50 BI-WEEKLY
DRUG COORDINATORS	22.50 BI-WEEKLY
IDAC TERMINAL OPERATORS	22.50 BI-WEEKLY
PUBLIC INFORMATION OFFICERS	22.50 BI-WEEKLY
HOMICIDE TEAM MEMBERS	22.50 BI-WEEKLY
CERTIFIED INSTRUCTORS	22.50 BI-WEEKLY
FIELD TRAINING OFFICER	22.50 BI-WEEKLY

ONLY ONE PROFICIENCY COMPENSATION PER INDIVIDUAL.

ON THE FIRST OF THE MONTH AFTER THE DATE OF EMPLOYMENT POLICE MANAGEMENT PERSONNEL WILL RECEIVE THE \$28.00 PER MONTH LONGEVITY PAY FOR EACH THREE (3) YEARS OF CONTINUOUS EMPLOYMENT.

CLOTHING ALLOTMENT WILL BE BUDGETED AT \$450.00 PER MAN PAYABLE AS FOLLOWS: UNIFORMS WILL BE FURNISHED TO A NEW HIRE AT THE TIME HE IS HIRED. ONE-YEAR PROBATIONARY PERIOD WILL BE SERVED WITH NO CLOTHING ALLOTMENT CONSIDERATION. DISTRIBUTION OF THE CLOTHING ALLOTMENT WILL BE MADE AS FOLLOWS:

V. FIRE DEPARTMENT

EXTRA PAY FOR EXTRA DUTY – BI-WEEKLY PAY

OPERATIONS OFFICERS	28.85 BI-WEEKLY
CLERICAL RECORDS	15.38 BI-WEEKLY
MECHANICS	28.85 BI-WEEKLY
SAFETY OFFICER	28.85 BI-WEEKLY
PURCHASING OFFICER	15.38 BI-WEEKLY
HAZARDOUS MATERIAL/WMD TECHNICIANS	28.85 BI-WEEKLY

ON THE FIRST OF THE MONTH AFTER THE DATE OF THE EMPLOYMENT FIRE MANAGEMENT PERSONNEL WILL RECEIVE \$28.00 PER MONTH OF LONGEVITY PAY FOR EACH THREE (3) YEARS OF CONTINUOUS EMPLOYMENT.

CLOTHING ALLOTMENT WILL BE BUDGETED AT \$450.00 PER MAN PAYABLE AS FOLLOWS: UNIFORMS WILL BE FURNISHED TO A NEW HIRE AT THE TIME HE IS HIRED. ONE YEAR PROBATIONARY PERIOD WILL BE SERVED WITH NO CLOTHING ALLOTMENT CONSIDERATION. DISTRIBUTION OF THE CLOTHING ALLOTMENT WILL BE MADE AS FOLLOWS:

\$225.00 PAYABLE ON OR BEFORE JUNE 28TH EACH YEAR
\$225.00 PAYABLE ON OR BEFORE DECEMBER 28TH EACH YEAR

INCENTIVE PAY OF \$23.00 FOR MEMBERS WHO MAINTAIN EMT-B CERTIFICATION AND \$27.00 FOR MEMEBERS WHO MAINTAIN EMT-A CERTIFICATION WILL BE PAID BI-WEEKLY.

VI. EMERGENCY UNIT

ON THE FIRST OF THE MONTH AFTER THE DATE OF EMPLOYMENT – EMERGENCY UNIT MANAGEMENT PERSONNEL WILL RECEIVE \$23.50 PER BI-WEEKLY SERVICE PAY FOR EACH 3 YEARS OF CONTINUOUS EMPLOYMENT.

ORDINANCE #3651

CLOTHING ALLOTMENT WILL BE BUDGETED AT \$600.00 PER EMPLOYEE PAYABLE AS FOLLOWS: UNIFORMS WILL BE FURNISHED TO A NEW HIRE AT THE TME HE/SHE IS HIRED. ONE YEAR PROBATIONARY PERIOD WILL BE SERVED WITH NO CLOTHING ALLOTMENT CONSIDERATION. DISTRIBUTION OF THE CLOTHING ALLOTMENT WILL BE MADE AS FOLLOWS:

\$300.00 PAYABLE ON OR BEFORE JUNE 28TH EACH YEAR.
\$300.00 PAYABLE ON OR BEFORE DECEMBER 28TH EACH YEAR.

VII. BUILDING COMMISSIONER’S OFFICE

UPON ACQUIRING AND MAINTAINING A VALID CERTIFICATION FROM INDIANA DEPARTMENT OF FIRE AND BUILDING SERVICES IN AT LEAST ONE AND TWO FAMILY DWELLINGS: PAY INCREASES AS FOLLOWS:

CERTIFIED BUILDING COMMISSIONER

OVER THREE YEARS VERIFIABLE EXPERIENCE	1250.00
UNDER THREE YEARS VERIFIABLE EXPERIENCE	750.00

CERTIFIED DEPUTY BUILDING COMMISSIONER

OVER THREE YEARS VERIFIABLE EXPERIENCE	500.00
UNDER THREE YEARS VERIFIABLE EXPERIENCE	250.00

PAID BI-ANNUALLY 50% IN JUNE AND DECEMBER RESPECTIVELY.

CERTIFICATION PAY WILL BE MADE IN THE APPROPRIATE BRACKET OF UNDER/OVER YEARS OF EXPERIENCE WITH ONE FIFTH (1/5) OF THE TOTAL AMOUNT BEING PAID AS EACH AREA OF CERTIFICATION IS ACQUIRED. (1. BUILDING, 2. ELECTRICAL, 3. MECHANICAL, 4. PLUMBING, 5. UNIFORM BUILDING CODE.) CERTIFIED BUILDING COMMISSIONER SHALL MEAN CERTIFICATION IN AT LEAST AREAS 1, 2, 3, AND 4.

SECTION III. VACATION, SICK DAYS, AND LEAVES

I. VACATION

MANAGEMENT PERSONNEL WILL RECEIVE VACATION DAYS AS FOLLOWS:

YEARS EMPLOYED	VACATION LEAVE
SIX MONTHS TO ONE YEAR	1 WEEK
ONE YEAR TO FIVE YEARS	2 WEEKS
FIVE YEARS TO TEN YEARS	3 WEEKS
TEN YEARS AND OVER	4 WEEKS

FIRE, POLICE, & ADMINISTRATIVE EMT’S

FIFTEEN YEARS AND OVER	5 WEEKS
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VACATION LEAVE DOES NOT ACCRUE BEYOND THE CALENDAR YEAR IN WHICH EARNED.

II. SICK DAYS

MANAGEMENT PERSONNEL (EXCEPT POLICE AND FIRE) WILL RECEIVE 10 SICK DAYS ANNUALLY AND MAY ACCUMULATE UP TO 100 DAYS. AFTER SAID ACCUMULATION, A LUMP SUM PAYMENT WILL BE PAID FOR ALL DAYS OVER 100 DAYS ANNUALLY. AMENDED LANGUAGE PER ORDINANCE #3624 CONTINUES THAT...*Additionally, in December of each year up to 30 of said accumulated days may, upon request of the employee, and at the sole discretion of the City, be purchased or surrendered for payment. The surrender of days annually shall not prohibit the employee from being paid for those additional 10 days or a portion thereof accumulated in that year or in subsequent years. The time, manner, method, and willingness to purchase said days prior to the employee’s retirement shall be determined by the City on a case by case basis after review of the existing budget and consideration of the existing financial condition of the City and shall be at its sole discretion and option.*

PAYMENT IN LIEU OF SICK/VACATION DAYS AT TERMINATION OF EMPLOYMENT

IF AN EMPLOYEE ENDS HIS/HER EMPLOYMENT WITH NO LESS THAN 1 YEAR OF SERVICE WITH THE CITY, THEY SHALL RECEIVE PAYMENT FOR ANY UNUSED SICK/VACATION DAYS THAT THE EMPLOYEE HAS ACCUMULATED.

FIRE & POLICE PERSONNEL

POLICEMEN OR FIREMEN RECEIVE SICK LEAVE WITH REGULAR PAY AS NEEDED, WITH EXTENDED ILLNESS OR DISABILITY REQUIRING CERTIFICATION FROM A PHYSICIAN. SICK LEAVE IS CONTINUED UNTIL SUCH TIME AS THE POLICEMEN OR FIREMEN ARE PLACED ON TEMPORARY OR PERMANENT DISABILITY PENSION.

III. LEAVE POLICY – SALARY ADMINISTRATORS

A FULL TIME ADMINSTRATOR ON LEAVE SHALL RECEIVE SALARY CONTINUATION UNTIL SICK DAYS AND VACATION PAY IS EXHAUSTED. AFTER EXHAUSTION OF SICK PAY AND VACATION PAY AN ADMINISTRATOR SHALL RECEIVE 51% PAY FOR A PERIOD OF TIME EQUAL TO ONE (1) MONTHS PAY FOR EACH YEAR OF SERVICE. MAXIMUM OF SIX (6) MONTHS PAY. A FRACTIONAL YEAR SHALL BE PRO-RATED.

THE CITY’S SHARE OF HEALTH AND LIFE INSURANCE SHALL CONTINUE FOR A PERIOD OF SIX (6) MONTHS FORM DATE OF EXHAUSTION OF SICK AND VACATION PAY.

IV. CONTINUATION OF INSURANCE AFTER TERMINATION OF EMPLOYMENT

ALL CITY EMPLOYEES UPON TERMINATION OF THEIR EMPLOYMENT WITH THE CITY, FOR ANY REASON EXCEPT RETIREMENT, (PURSUANT TO INDIANA CODE) SHALL BE ENTITLED TO ONLY THOSE HEALTH CARE BENEFITS PROVIDED FOR BY THE FEDERAL COBRA OPTION, AVAILABLE THROUGH THE CITY’S INSURANCE CARRIER, PROVIDED FURTHER THAT SAID EMPLOYEE PAYS THE FULL COST OF SUCH HEALTH CARE BENEFITS AFTER TERMINATION.

V. FLSA POLICY, COMPENSATORY LEAVE AND NON RELATED FLSA POLICY

IT IS FURTHER ORDAINED THAT THE BOARD OF PUBLIC WORKS AND SAFETY SHALL DEVELOP GUIDELINES PURSUANT TO UNITED STATES DEPARTMENT OF LABOR STANDARDS FOR THE IMPLEMENTATION OF THE FAIR LABOR STANDARDS ACT AND PREPARE FORMS WHICH COMPLY WITH THE FAIR LABOR STANDARDS ACT PROVISIONS, UNITED STATES DEPARTMENT OF LABOR RELATION, AND ARE APPROVED BY THE INDIANA STATE BOARD OF ACCOUNTS.

IT IS FURTHER ORDAINED THAT THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF NEW CASTLE SHALL AMEND ITS POLICY REGARDING THE PAYMENT OF OVERTIME TO CONFORM TO FUTURE AMENDMENTS TO THE FAIR LABOR STATNDARDS ACT AS PASSED BY THE UNITED STATES CONGRESS AND REGULATED BY THE UNITED STATES DEPARTMENT OF LABOR. THAT THE BOARD OF PUBLIC WORKS AND SAFETY AND THE CLERK TREASURER OF THE CITY OF NEW CASTLE SHALL, BY THE PASSAGE OF THIS ORDINANCE, BE AUTHORIZED AND DIRECTED TO MAKE POLICY, KEEP RECORDS, AND MAKE PAYMENTS WHICH WILL PROVIDE FOR THE COMPLIANCE OF THE CITY OF NEW CASTLE WITH PROVISIONS OF THE FAIR LABOR STANDARDS ACT.

VI. CHRISTMAS BONUS

MANAGEMENT PERSONNEL WILL RECEIVE A \$100.00 CHRISTMAS BONUS PAID IN DECEMBER OF EACH CALENDAR YEAR.

VII. INSURANCE

MANAGEMENT PERSONNEL WILL BE COVERED BY THE SAME INSURANCE PLANS AS AVAILABLE TO THEIR DEPARTMENTS AT THE COST SHARING AGREEMENTS.

VIII. RETIREMENT

SALARIES WILL BE PAID THOUGH LAST WORK DAY. LUMP SUM PAY WILL BE MADE FOR ALL ELIGIBLE SICK-DAY AND VACATION ACCRUALS. BENEFITS CONTINUE UNDER TERMS OF CITY EMPLOYEE CONTRACTS.

IX. MUNICIPAL VEHICLES

BE IT ORDAINED THAT THE BOARD OF PUBLIC WORKS AND SAFETY SHALL ESTABLISH AND INSTITUTE POLICY ON THE USE OF MUNICIPAL VEHICLES. THAT THE BOARD OF PUBLIC WORKS AND SAFETY SHALL ESTABLISH RULES AND REGULATIONS TO CONFORM TO THE IRS RULING PERTAINING TO EMPLOYER PROVIDED VEHICLES.

THE CLERK-TREASURER OF THE CITY OF NEW CASTLE SHALL HAVE AUTHORITY BY VIRTUE OF THE PASSAGE OF THIS ORDINANCE TO MAINTAIN AND REPORT TAXATION REQUIREMENTS IN COMPLIANCE WITH IRS REGULATIONS IN REFERENCE TO EMPLOYER PROVIDED VEHICLES.

ORDINANCE PURSUANT TO STATE STATUE.

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF NEW CASTLE, INDIANA, THAT SAID SALARIES SO ESTABLISHED, BE APPROVED AS TO AMOUNTS AND CONDITIONS BEGINNING THE FIRST PAY PERIOD IN JANUARY (JANUARY 1, 2013).

ALL ORDINANCES IN CONFLICT HEREWITH ARE HEREBY REPEALED.

ADOPTED BY THE COMMON COUNCIL OF THE CITY OF NEW CASTLE THIS _____ DAY OF _____, 2012.

GREG YORK, PRESIDING OFFICER
COMMON COUNCIL, NEW CASTLE, IN

ATTEST:

CHRISTY YORK, CLERK-TREASURER

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APPROVED BY ME THIS _____ DAY OF _____, 2012.

GREG YORK, MAYOR OF THE
CITY OF NEW CASTLE, INDIANA