

ORDINANCE #3517

AN ORDINANCE ESTABLISHING THE SALARIES OF ADMINISTRATIVE AND MANAGEMENT EMPLOYEES OF THE CITY OF NEW CASTLE. THE FIRST PAY IN JANUARY, 2008 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

ADMINISTRATIVE SECRETARY.....	1155.00	BI-WEEKLY
PART TIME SECRETARIES.....	6.55	PER HOUR

(II) PUBLIC WORKS DEPARTMENT/PERSONNEL DIRECTOR

DIRECTOR OF PUBLIC WORKS.....	931.00	BI-WEEKLY
PERSONNEL DIRECTOR.....	931.00	BI-WEEKLY
ADMINISTRATIVE SECRETARY.....	260.00	BI-WEEKLY

(III) BUILDING COMMISSIONER'S OFFICE

BUILDING COMMISSIONERS CERTIFIED.....	1576.00	BI-WEEKLY
DEPUTY BUILDING COMMISSIONERS.....	1374.00	BI-WEEKLY

(IV)

POLICE DEPARTMENT

POLICE CHIEF.....	1901.00	BI-WEEKLY
DEPUTY CHIEF (1).....	1806.00	BI-WEEKLY
CODE ENFORCEMENT OFFICER.....	11.00	PER HOUR

(V)

CEMETERY DEPARTMENT

SUPERINTENDENT.....	1368.00	BI-WEEKLY
ASSISTANT SUPERINTENDENT.....	1170.00	BI-WEEKLY
TEMPORARY/PART TIME/SEASONAL FOREMAN (1).....	8.50	PER HOUR
*SUPT. WHO DOES NOT RESIDE AT CEMETERY.....	46.00	BI-WEEKLY

(VII) PARK AND RECREATION DEPARTMENT

SUPERINTENDENT.....	1570.00	BI-WEEKLY
ASSISTANT SUPERINTENDENT.....	1370.00	BI-WEEKLY
POOL/RECREATION MANAGER.....	350.00	PER WEEK
TEMPORARY/PART TIME/SEASONAL FOREMEN.....	8.00	PER HOUR
LIFE GUARDS.....	6.55	PER HOUR
RECREATIONAL EMPLOYEES.....	6.55	PER HOUR
CASHIERS.....	6.55	PER HOUR

(VIII)

FIRE DEPARTMENT

FIRE CHIEF.....	1901.00	BI-WEEKLY
DEPUTY CHIEF (1).....	1796.00	BI-WEEKLY

(IX) PUBLIC WORKS AND MOTOR VEHICLES DEPARTMENTS

PUBLIC WORKS COMMISSIONER.....	1856.00	BI-WEEKLY
ASSISTANT COMMISSIONER.....	1570.00	BI-WEEKLY
STREET FOREMAN (1).....	1299.00	BI-WEEKLY

(X) WATER DEPARTMENT

SUPERINTENDENT CERTIFIED.....	1858.00	BI-WEEKLY
WATER UTILITIES SUPERINTENDENT NON-CERTIFIED..	1582.00	BI-WEEKLY
WATER UTILITIES SUPERINTENDENT ASSISTANT.....	1381.00	BI-WEEKLY
UTILITY OFFICE MANAGER.....	1020.00	BI-WEEKLY
ACCOUNTANT.....	629.00	BI-WEEKLY
DIRECTOR OF PUBLIC WORKS.....	931.00	BI-WEEKLY
PERSONNEL DIRECTOR.....	931.00	BI-WEEKLY
BOOKKEEPER.....	336.00	BI-WEEKLY

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PAYROLL ADMINISTRATOR.....	336.00	BI-WEEKLY
ACCOUNTS PAYABLE & CLAIMS PROCESSOR.....	336.00	BI-WEEKLY
INSURANCE CLAIMS INVESTIGATOR & PROCESSOR....	336.00	BI-WEEKLY
GIS (GEOGRAPHICAL INFORMATION SYSTEM OPERATOR)	838.00	BI-WEEKLY
GIS ASSISTANT	587.00	BI-WEEKLY

(XI) SEWAGE TREATMENT DEPARTMENT

SUPERINTENDENT CERTIFIED.....	1858.00	BI-WEEKLY
SUPERINTENDENT NON-CERTIFIED.....	1652.00	BI-WEEKLY
MS-4 OPERATOR	1652.00	BI-WEEKLY
ACCOUNTANT.....	629.00	BI-WEEKLY
UTILITY OFFICE MANAGER	387.00	BI-WEEKLY
ASSISTANT SUPERINTENDENT NON-CERTIFIED.....	1354.00	BI-WEEKLY
LAB SUPERINTENDENT-COMPLIANCE OFFICER.....	1367.00	BI-WEEKLY
STREET FOREMAN.....	1286.00	BI-WEEKLY
PRE-TREATMENT COORDINATOR.....	1295.00	BI-WEEKLY
GIS (GEOGRAPHICAL INFORMATION SYSTEM OPERATOR)	838.00	BI-WEEKLY
GIS ASSISTANT	587.00	BI-WEEKLY

(XII) TRANSPORTATION DEPARTMENT

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

(XIII) BOARD OF PUBLIC WORKS

CITY ACCOUNTANT.....	597.00	BI-WEEKLY
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(XIV)

EMERGENCY FIRST AID UNIT

EMS CHIEF.....	1901.00	BI-WEEKLY
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(Clothing allotment as provided for Department)

SECTION II CERTIFICATION, PROFICIENCY AND LONGEVITY PAY SCHEDULE

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

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

PAID BI-ANNUALLY 50% IN JUNE AND DECEMBER RESPECTIVELY

(XV) SEWAGE TREATMENT DEPARTMENT

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

UPON PASSAGE OF CPA EXAMINATION FROM THE STATE OF INDIANA, THE UTILITIES ACCOUNTANT WILL RECEIVE CERTIFICATION PAY OF:

\$1,250.00 PER YEAR ADDITIONAL

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AN EMPLOYEE OF THE SEWER 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

(XVI) 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
ERT MEMBERS.....	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 \$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:

\$450.00 PAYABLE ON OR BEFORE DECEMBER 28TH EACH YEAR.

(XVII) 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 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:

\$450.00 PAYABLE ON OR BEFORE DECEMBER 28TH EACH YEAR.

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

(XVIII) 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.

(XIX) BUILDING COMMISSIONER'S OFFICE

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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,and 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
VACATION

MANAGEMENT PERSONNEL WILL RECEIVE VACATION DAYS AS FOLLOWS:

<u>YEARS EMPLOYED</u>	<u>VACATION LEAVE</u>
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

(XX) 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.

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.

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.

LEAVE POLICY - SALARY ADMINISTRATORS

A FULL TIME ADMINISTRATOR 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.

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

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 CITIES INSURANCE CARRIER, PROVIDED FURTHER THAT SAID EMPLOYEE PAYS THE FULL COST OF SUCH HEALTH CARE BENEFITS AFTER TERMINATION.

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 STANDARDS 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.

COMPENSATORY LEAVE SHALL BE ALLOWED FOR NON-FLSA EMPLOYEES FOR OVERTIME WORK PERFORMED IN UNUSUAL OR EMERGENCY SITUATIONS. TIME SHALL ACCRUE AT THE RATE OF ONE HOUR WORKED EQUALS ONE HOUR OF LEAVE EARNED.

CHRISTMAS BONUS

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

INSURANCE

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

RETIREMENT

SALARIES WILL BE PAID THROUGH 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.

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 EFFECTIVE 1985 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 STATUTE

ORDINANCE #3517
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, 2008).

ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED.

ADOPTED BY THE COMMON COUNCIL OF THE CITY OF NEW CASTLE
THIS _____ DAY OF _____, 2007.

THOMAS L. NIPP, PRESIDING OFFICER
COMMON COUNCIL, NEW CASTLE, IND.

ATTEST:

JANICE L. LAVARNWAY, CLERK-TREASURER

AYE	NAY
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APPROVED BY ME THIS _____ DAY OF _____, 2007

THOMAS L. NIPP, MAYOR OF THE
CITY OF NEW CASTLE, INDIANA