

ORDINANCE # 3366

AN ORDINANCE ESTABLISHING THE SALARIES OF THE VARIOUS EMPLOYEES OF THE CITY OF NEW CASTLE, INDIANA BEGINNING JANUARY 1, 2004 AND CONTINUING 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

TEMPORARY/PART TIME/SEASONAL..... 6.00 PER HOUR

(II) CITY BUILDING

BUILDING CUSTODIANS..... 12.48 PER HOUR  
TEMPORARY/PART TIME/SEASONAL..... 6.00 PER HOUR

(III) ENGINEERING DEPARTMENT

TEMPORARY/PART TIME/SEASONAL..... 6.00 PER HOUR

(IV) BUILDING INSPECTOR'S OFFICE

OFFICE CLERKS..... 12.53 PER HOUR  
SECRETARIES - PLANNING COMMISSION AND  
BOARD OF ZONING APPEALS..... 600.00 ANNUAL  
VOTING MEMBERS OF PLANNING COMMISSION AND  
BOARD OF ZONING APPEALS... 50.00 PER MEETING  
(PER ATTENDED MEETING)

TEMPORARY/PART TIME/SEASONAL..... 6.00 PER HOUR

WORKING AS DESIGNATED GROUP LEADER.....ADD'L .25 PER HOUR

(V) POLICE DEPARTMENT

POLICE RECORDS CLERKS..... 12.53 PER HOUR  
INVESTIGATOR RECORDS CLERK..... 12.53 PER HOUR  
MECHANICS..... 13.27 PER HOUR  
TEMPORARY/ PART TIME/SEASONAL..... 6.00 PER HOUR

(VI) CEMETERY DEPARTMENT

OFFICE CLERKS..... 12.53 PER HOUR  
GROUNDS KEEPER I/CDI REQUIRED..... 12.87 PER HOUR  
GROUNDS KEEPER II..... 12.55 PER HOUR  
TEMPORARY/PART TIME/SEASONAL..... 6.00 PER HOUR

\*WORKING AS DESIGNATED GROUP LEADER..... ADD'L .50 PER HOUR  
(WITH SPECIAL DUTIES)

\*PROBATIONARY EMPLOYEES.....\$1.00 LESS THAN JOB POSTING



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(VII) PARK DEPARTMENT

<p>           GROUNDS KEEPER I/CDL REQUIRED.....            GROUNDS KEEPER II.....            PARK SECURITY.....            TEMPORARY/PART TIME/SEASONAL.....         </p>	<p>           12.87 PER HOUR            12.48 PER HOUR            6.00 PER HOUR            6.00 PER HOUR         </p>
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\*WORKING AS DESIGNATED GROUP LEADER..... ADD'L .25 PER HOUR

\*PROBATIONARY EMPLOYEES.....\$1.00 LESS THAN JOB POSTING

(VIII) FIRE DEPARTMENT

<p>           CLERKS.....            TEMPORARY/PART TIME/SEASONAL.....         </p>	<p>           12.53 PER HOUR            6.00 PER HOUR         </p>
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(IX) PUBLIC WORKS AND MOTOR VEHICLES DEPT.

<p>           PUBLIC WORKS OFFICE CLERKS.....            STREET DEPARTMENT CLERKS.....            MVH INVENTORY CLERKS.....            MECHANICS.....            MECHANICS HELPERS.....            EQUIPMENT OPERATORS.....            GARBAGE TRUCK DRIVERS.....            GARBAGE TRUCK HELPERS.....            LABORERS.....            TAR DISTRIBUTION SPRAYERS.....            TRUCK DRIVERS.....            TEMPORARY/PART TIME/SEASONAL.....         </p>	<p>           12.53 PER HOUR            12.53 PER HOUR            12.53 PER HOUR            13.27 PER HOUR            13.09 PER HOUR            13.27 PER HOUR            12.87 PER HOUR            12.67 PER HOUR            12.48 PER HOUR            13.27 PER HOUR            12.87 PER HOUR            6.00 PER HOUR         </p>
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\*WORKING AS DESIGNATED GROUP LEADER..... ADD'L .25 PER HOUR

\*PROBATIONARY EMPLOYEES.....\$1.00 LESS THAN JOB POSTING

(X) WATER DEPARTMENT

PLANT

<p>           MAINTENANCE OPERATORS I.....            MAINTENANCE OPERATORS II.....            INVENTORY CLERKS TOOL ROOM.....            PLUMBERS.....            LABORERS.....            HEAVY EQUIPMENT OPERATORS.....            TRUCK DRIVERS.....            JANITORS.....            WATER PLANT RECORDS CLERKS.....            MECHANICS.....            UTILITIES SECRETARIES.....         </p>	<p>           13.63 PER HOUR            13.27 PER HOUR            12.87 PER HOUR            13.27 PER HOUR            12.48 PER HOUR            13.27 PER HOUR            12.87 PER HOUR            12.48 PER HOUR            12.53 PER HOUR            13.27 PER HOUR            12.53 PER HOUR         </p>
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OFFICE (UTILITIES)

<p>           METER READERS.....            METER SERVICE &amp; REPAIR.....            METER REPAIR - SERVICE - READ.....            JANITORS.....            CASHIER/CLERKS.....            BILLING/CLERKS.....            ACCOUNTANT/CLERKS.....         </p>	<p>           12.80 PER HOUR            12.75 PER HOUR            12.83 PER HOUR            12.48 PER HOUR            12.53 PER HOUR            12.53 PER HOUR            13.50 PER HOUR         </p>
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PLANT & OFFICE

<p>           TEMPORARY/PART TIME/SEASONAL.....            *WORKING AS DESIGNATED GROUP LEADER.....            *PROBATIONARY EMPLOYEES.....         </p>	<p>           6.00 PER HOUR            ADD'L .25 PER HOUR            \$1.00 LESS THAN JOB POSTING         </p>
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\*WORKING AS A COMPETENT SAFETY PERSON.ADD'L.50 PER HOUR  
(SHALL NOT BE ENTITLED TO RECEIVE GROUP LEADER PAY, WORKS AT THE DISCRETION OF PLANT SUPERINTENDENT)



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WATER PLANT

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

GRADE WT1.....\$.60 PER HOUR ADDITIONAL  
GRADE WT2.....\$.75 PER HOUR ADDITIONAL  
GRADE WT3.....\$.90 PER HOUR ADDITIONAL

WATER DISTRIBUTION

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

GRADE DSS.....\$.60 PER HOUR ADDITIONAL  
GRADE DSM.....\$.60 PER HOUR ADDITIONAL  
GRADE DS-L.....\$1.05 PER HOUR ADDITIONAL

(XI) SEWAGE TREATMENT DEPARTMENT

UPON ACQUIRING CERTIFICATION FROM THE INDIANA STATE BOARD OF HEALTH, ALL OPERATING, MAINTENANCE, COLLECTION SYSTEMS AND LABORATORY PERSONNEL WILL RECEIVE PAY INCREASES AS FOLLOWS:

CLASS I.....\$.60 PER HOUR ADDITIONAL  
CLASS II......75 PER HOUR ADDITIONAL  
CLASS III..... 1.05 PER HOUR ADDITIONAL  
CLASS IV..... 1.35 PER HOUR ADDITIONAL

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. THE EMPLOYEE SHALL RECEIVE CERTIFICATION PAY PER HOUR AT THE ABOVE RATES FOR ALL PAYROLL PURPOSES, IN ADDITION TO THE HOURLY RATE OF THEIR CLASSIFICATION.

SEWAGE TREATMENT PLANT

MAINTENANCE OPERATORS I.....	13.63 PER HOUR
MAINTENANCE OPERATORS II.....	13.27 PER HOUR
SLUDGE PRESS OPERATORS.....	12.66 PER HOUR
LABORATORY TECHNICIANS I.....	13.63 PER HOUR
LABORATORY TECHNICIANS II.....	12.30 PER HOUR
JANITORS.....	12.48 PER HOUR
OFFICE CLERKS.....	12.53 PER HOUR
SEWER HELPERS.....	12.67 PER HOUR
LABORERS.-GROUNDSKEEPER.....	12.81 PER HOUR
LIGHT EQUIPMENT OPERATORS.....	12.81 PER HOUR
HEAVY EQUIPMENT OPERATORS.....	13.27 PER HOUR
VACTOR OPERATOR.....	13.27 PER HOUR
MAINTENANCE MECHANICS I.....	13.63 PER HOUR
MAINTENANCE MECHANICS II.....	13.27 PER HOUR
MASONRIES.....	13.27 PER HOUR
TOOL ROOM CLERKS.....	12.58 PER HOUR
TEMPORARY/ PART TIME/SEASONAL.....	6.00 PER HOUR

\*WORKING AS DESIGNATED GROUP LEADER..... ADD'L .25 PER HOUR  
\*PROBATIONARY EMPLOYEES.....\$1.00 LESS THAN JOB POSTING

\*MAINTENANCE MECHANIC/OPERATOR II WITH 10 YEARS SERVICE AT NEW CASTLE BECOMES CLASS I.

\*WORKING AS A COMPETENT SAFETY PERSON...ADD'L .50 PER HOUR (SHALL NOT BE ENTITLED TO RECEIVE GROUP LEADER PAY, WORKS AT THE DISCRETION OF PLANT SUPERINTENDENT)



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(XII) TRANSPORTATION DEPARTMENT

SECRETARIES.....	12.53 PER HOUR
MECHANICS.....	13.27 PER HOUR
DISPATCHER.....	12.81 PER HOUR
FULL TIME DRIVERS.....	12.81 PER HOUR
RELIEF DRIVERS.....	12.60 PER HOUR
PART TIME DRIVER.....	11.10 PER HOUR
TEMPORARY/PART TIME/SEASONAL.....	6.00 PER HOUR

\*WORKING AS DESIGNATED GROUP LEADER..... ADD'L .25 PER HOUR

\*PROBATIONARY EMPLOYEES.....\$1.00 LESS THAN JOB POSTING

(XIII) BOARD OF PUBLIC WORKS

TEMPORARY/PART TIME/SEASONAL..... 6.00 PER HOUR

(XIV) COMMON COUNCIL

TEMPORARY/PART TIME/SEASONAL..... 6.00 PER HOUR

(XV) FLSA

THE CLERK-TREASURER OF THE CITY OF NEW CASTLE SHALL HAVE AUTHORITY BY VIRTUE OF THE PASSAGE OF THIS ORDINANCE TO PAY OVERTIME TO EMPLOYEES COVERED BY THIS ORDINANCE PURSUANT TO THE PROVISIONS OF THE FAIR LABOR STANDARDS ACT.

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 RELATIONS, 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 THE PROVISIONS OF THE FAIR LABOR STANDARDS ACT.

(XVI) COMPENSATORY LEAVE - NON RELATED FLSA

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. THE MAXIMUM AMOUNT OF LEAVE UNUSED BY ANY NON-FLSA EMPLOYEE SHALL NOT EXCEED 16 HOURS.

(XVII) 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.

(XVIII) SICK DAYS AND VACATION ACCRUALS

ANY EMPLOYEE WHO IS OFF THE JOB FOR MORE THAN (30) CONSECUTIVE CALENDAR DAYS WILL NOT ACCUMULATE SICK-DAYS AND VACATION CREDITS DURING THE PERIOD OF ABSENCE. EMPLOYEES MAY ACCUMULATE 1 SICK DAY PER MONTH, TO A MAXIMUM OF 10 PER CALENDAR YEAR.

ELIGIBLE AMOUNT OF VACATION IS BASED ON THE NUMBER OF YEARS OF SENIORITY AS OF JANUARY 1ST.

(XIX) PAYMENT IN LIEU OF SICK/VACATION DAYS AT TERMINATION OF EMPLOYMENT

IF AN EMPLOYEE ENDS HIS EMPLOYMENT WITH THE CITY, THEY SHALL RECEIVE PAYMENT FOR ANY UNUSED SICK LEAVE/VACATION DAYS THAT THE EMPLOYEE HAS ACCUMULATED.

(XX) LEAVES (NON WORK RELATED ILLNESS, PREGNANCY, BOARD APPROVED)

NEW CASTLE CITY EMPLOYEES WITH ACCRUED SICK/VACATION DAYS WILL CONTINUE TO RECEIVE SALARIES AND BENEFITS. THEREAFTER, SALARY CONTINUATION WILL CEASE. FOR THE (26) WEEK MAXIMUM PERIOD NEXT FOLLOWING THE MONTH OF SALARY DISCONTINUANCE, MEMBERSHIP IN BLUE CROSS-BLUE SHIELD AND LIFE INSURANCE PLANS WILL BE CONTINUED AT COST SHARING AGREEMENTS OF CITY-EMPLOYEE CONTRACTS: THEREAFTER, CITY CONTRIBUTION TO BENEFITS WILL CEASE.

(XXI) LEAVES (WORK RELATED ILLNESSES)

NEW CASTLE CITY EMPLOYEES WILL CONTINUE TO RECEIVE BENEFITS WITH SICK-DAY AND VACATION ACCRUALS AND WORKMEN'S COMPENSATION WILL BE PAID BY INSURANCE. THE CITY PORTION OF BLUE CROSS-BLUE SHIELD AND LIFE INSURANCE WILL CONTINUE UNTIL THE INSURER MAKES A FINAL SETTLEMENT. THE EMPLOYEE RESERVES THE RIGHT TO EITHER USE OR RETAIN SICK DAYS AND VACATION DAYS PRIOR TO WORKERS COMPENSATION. AFTER FINAL SETTLEMENT IS MADE BY WORKERS COMPENSATION AND THE CITY HAS MADE FINAL PAYMENT ON ACCUMULATED SICK DAYS AND VACATION DAYS, THE EMPLOYEE WILL CONTINUE TO RECEIVE BLUE CROSS-BLUE SHIELD BENEFITS AS STATED IN THE CONTRACT.

(XXII) SUSPENSION FOR CAUSE

1. LESS THAN (2) WEEKS.  
PAY EQUAL TIME WORKED. BENEFITS CONTINUE.
2. (2) WEEKS TO (4) WEEKS.  
LOSS OF PAY, BENEFITS CONTINUE.
3. MORE THAN (4) WEEKS.  
LOSS OF PAY.

BLUE CROSS-BLUE SHIELD AND LIFE INSURANCE BENEFITS ARE CONTINUED THROUGH THE MONTH IN WHICH THE SUSPENSION STARTED. THE SUSPENDED EMPLOYEE MAY OPTION CONTINUATION OF BENEFIT MEMBERSHIP AT CITY COST, BUT MUST AUTHORIZE REPAYMENT BY PAYROLL DEDUCTION AND REPAYMENT IN A MAXIMUM (8) DAYS FOLLOWING REINSTATEMENT.

(XXIII) 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.



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(XXIV) CHRISTMAS BONUS

ALL FULL TIME CITY EMPLOYEES WILL BE PAID A \$100.00 CHRISTMAS BONUS.

(XXV) LIFE INSURANCE

LIFE INSURANCE IN THE AMOUNT OF \$20,000.00 WILL BE PROVIDED FOR FULL TIME EMPLOYEES BY THE CITY.

(XXVI) DISABILITY PLAN

A DISABILITY PLAN FOR EMPLOYEES IN THE AMOUNT OF \$100.00 A WEEK CONSISTING OF A 26 WEEK BENEFIT PERIOD TO BE EFFECTIVE ON THE 31ST DAY OF ABSENCE. PLAN TO BE CONDITIONED ON A POLICY AS ESTABLISHED BY THE BOARD OF PUBLIC WORKS AND SAFETY PERTAINING TO GUIDELINES OF ELIGIBILITY.

XXVII) LAYOFFS

FULL TIME EMPLOYEES WILL MAINTAIN SENIORITY FOR A PERIOD EQUAL TO HIRE IN DATE FOLLOWING LAYOFF WITH LESS THAN TWO (2) YEARS SENIORITY. ALL OTHER FULL TIME EMPLOYEES WILL MAINTAIN SENIORITY FOR A PERIOD OF TWO (2) YEARS FOLLOWING LAYOFF. HEALTH CARE COVERAGE WILL BE CONTINUED AT THE COST SHARING AGREEMENT ONE MONTHS COVERAGE FOR EACH YEAR OF SENIORITY FOR A MAXIMUM OF SIX (6) MONTHS OF BENEFITS CONTINUANCE.

(XXVIII) 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.

(XXIX) WAGES AND ECONOMIC CONDITIONS

WAGES, FRINGE BENEFITS AND ECONOMIC CONDITIONS FOR FULL TIME EMPLOYEES LISTED ON THIS SALARY SCHEDULE SHALL BE PAID AS PROVIDED FOR IN THE CONTRACT BETWEEN LOCAL 1478 AND THE CITY OF NEW CASTLE AND POLICY AS ESTABLISHED BY THE BOARD OF PUBLIC WORKS AND SAFETY. PURSUANT TO STATE STATUTE.

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, 2004).



ORDINANCE 3366

ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED.

ADOPTED BY THE COMMON COUNCIL OF THE CITY OF NEW CASTLE  
THIS 15th DAY OF Sept, 2003.

Sherman Boles  
SHERMAN BOLES, PRESIDING OFFICER  
COMMON COUNCIL, NEW CASTLE, IN

ATTEST:

Janice L. Lavarney  
JANICE L. LAVARNWAY, CLERK-TREASURER

AYE

NAY

Anna York  
Tommy Smith  
Max L. Luthersland  
Louise Price  
Tom J. Jipp  
Richard Hahn

Jeffrey Good  
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APPROVED BY ME THIS 15th DAY OF September, 2003.

Sherman Boles  
SHERMAN BOLES, MAYOR OF THE  
CITY OF NEW CASTLE, INDIANA