

ORDINANCE #3636

AN ORDINANCE ESTABLISHING THE WAGES OF THE VARIOUS EMPLOYEES OF THE CITY OF NEW CASTLE, INDIANA BEGINNING JANUARY 1, 2012 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 HOURLY WAGES AND/OR SALARIES FOR THE VARIOUS EMPLOYEES OF THE CITY OF NEW CASTLE, INDIANA.

(I) MAYOR'S OFFICE

TEMPORARY/PART TIME/SEASONAL.....FEDERAL MINIMUM WAGE PER HOUR

(II) CITY BUILDING

BUILDING CUSTODIANS..... 13.58 PER HOUR
TEMPORARY/PART TIME/SEASONAL.....FEDERAL MINIMUM WAGE PER HOUR

(III) PUBLIC WORKS ENGINEERING DEPARTMENT

TEMPORARY/PART TIME/SEASONAL.....FEDERAL MINIMUM WAGE PER HOUR

(IV) BUILDING INSPECTOR'S OFFICE

OFFICE CLERKS..... 13.63 PER HOUR
SECRETARIES - PLANNING COMMISSION AND
BOARD OF ZONING APPEALS..... 600.00 ANNUAL
TEMPORARY/PART TIME/SEASONAL.....FEDERAL MINIMUM WAGE PER HOUR
WORKING AS DESIGNATED GROUP LEADER.....ADD'L .25 PER HOUR

(V) POLICE DEPARTMENT

POLICE RECORDS CLERKS..... 13.63 PER HOUR
INVESTIGATOR RECORDS CLERK..... 13.63 PER HOUR
MECHANICS..... 14.37 PER HOUR
TEMPORARY/ PART TIME/SEASONAL.....FEDERAL MINIMUM WAGE PER HOUR
WORKING AS DESIGNATED GROUP LEADER.....ADD'L .25 PER HOUR

(VI) CEMETERY DEPARTMENT

OFFICE CLERKS..... 13.63 PER HOUR
GROUNDSKEEPER/EQUIPMENT OPERATOR..... 14.37 PER HOUR
GROUNDS KEEPER I/CDL REQUIRED..... 13.97 PER HOUR
GROUNDS KEEPER II..... 13.65 PER HOUR
TEMPORARY/PART TIME/SEASONAL..... FEDERAL MINIMUM WAGE PER HOUR

*WORKING AS A QUALIFIED SAFETY PERSON OR GEO SUPERVISOR ADD'L .60 PER HOUR(*Works at the discretion of Superintendent*)

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

(VII) PARKS DEPARTMENT

OFFICE CLERK 13.63 PER HOUR
GROUNDS KEEPER I/CDL REQUIRED..... 13.97 PER HOUR
GROUNDS KEEPER II..... 13.58 PER HOUR
PARK SECURITY..... FEDERAL MINIMUM WAGE PER HOUR
TEMPORARY/PART TIME/SEASONAL.....FEDERAL MINIMUM WAGE PER HOUR

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

*WORKING AS A QUALIFIED SAFETY PERSON OR GEO SUPERVISOR.ADD'L.60 PER HOUR(*Shall not be entitled to receive group leader pay, works at the discretion of superintendent.*)

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

(VIII) FIRE DEPARTMENT

CLERKS..... 13.63 PER HOUR
TEMPORARY/PART TIME/SEASONAL.....FEDERAL MINIMUM WAGE PER HOUR

(IX) UTILITIES DEPARTMENT

COLLECTION DIVISION

Utility Office
METER READERS..... 13.90 PER HOUR
METER SERVICE & REPAIR..... 13.85 PER HOUR
METER REPAIR - SERVICE - READ..... 13.93 PER HOUR
JANITORS..... 13.58 PER HOUR
CASHIER/CLERKS..... 13.63 PER HOUR
BILLING/CLERKS..... 13.63 PER HOUR
ACCOUNTANT/CLERKS..... 14.60 PER HOUR
TEMPORARY/PART TIME/SEASONAL. FEDERAL MINIMUM WAGE PER HOUR

*CASHIER/BILLING/ACCOUNTANT/CLERKS PERCENTAGE OF PAY BASED ON ORDINANCE #3620

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

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

*WORKING AS A QUALIFIED SAFETY PERSON OR GEO SUPERVISOR.ADD'L.60 PER HOUR(Shall not be entitled to receive group leader pay, works at the discretion of plant superintendent.)

WATERWORKS DIVISION

Plant
MAINTENANCE OPERATORS I..... 14.73 PER HOUR
MAINTENANCE OPERATORS II..... 14.37 PER HOUR
INVENTORY CLERKS TOOL ROOM..... 13.97 PER HOUR
PLUMBERS..... 14.37 PER HOUR
LABORERS..... 13.58 PER HOUR
HEAVY EQUIPMENT OPERATORS..... 14.37 PER HOUR
TRUCK DRIVERS..... 13.97 PER HOUR
JANITORS..... 13.58 PER HOUR
WATER PLANT RECORDS CLERKS..... 13.63 PER HOUR
MECHANICS..... 14.37 PER HOUR
UTILITIES SECRETARIES..... 13.63 PER HOUR
TEMPORARY/PART TIME/SEASONAL. FEDERAL MINIMUM WAGE PER HOUR

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

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

*WORKING AS A QUALIFIED SAFETY PERSON OR GEO SUPERVISOR.ADD'L.60 PER HOUR(Shall not be entitled to receive group leader pay, works at the discretion of plant superintendent.)

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

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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

SEWERWORKS DIVISION

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.....\$0.60 PER HOUR ADDITIONAL
CLASS II.....\$0.75 PER HOUR ADDITIONAL
CLASS III.....\$1.05 PER HOUR ADDITIONAL
CLASS IV.....\$1.35 PER HOUR ADDITIONAL

AN EMPLOYEE OF THE COLLECTION DIVISION, SEWERWORKS DIVISION OR WATERWORKS DIVISION 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.

Water Pollution Control

MAINTENANCE OPERATORS I	14.73 PER HOUR
MAINTENANCE OPERATORS II	14.37 PER HOUR
SLUDGE PRESS OPERATORS	13.77 PER HOUR
LABORATORY TECHNICIANS I	14.73 PER HOUR
LABORATORY TECHNICIANS II	13.40 PER HOUR
JANITORS	13.58 PER HOUR
OFFICE CLERKS	13.63 PER HOUR
SEWER HELPERS	13.77 PER HOUR
LABORERS.-GROUNDSKEEPER	13.91 PER HOUR
LIGHT EQUIPMENT OPERATORS	13.91 PER HOUR
COLLECTION SYSTEM EQUIPMENT OPERATORS	14.37 PER HOUR
HEAVY EQUIPMENT OPERATORS	14.37 PER HOUR
VACTOR OPERATOR	14.37 PER HOUR
MAINTENANCE MECHANICS I	14.73 PER HOUR
MAINTENANCE MECHANICS II	14.37 PER HOUR
MASONS	14.37 PER HOUR
TOOL ROOM CLERKS	13.68 PER HOUR
TEMPORARY/ PART TIME/SEASONAL	MINIMUM WAGE

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

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

*MAINTENANCE OPERATOR II WITH 5 YEARS SERVICE AS AN OPERATOR II BECOMES CLASS I.

*VACTOR CREW LOCATOR PERSON...ADD'L .50 PER HOUR (WORKS AT THE DISCRETION OF PLANT SUPERINTENDENT)

*WORKING AS A QUALIFIED SAFETY PERSON OR GEO SUPERVISOR...ADD'L .60 PER HOUR (SHALL NOT BE ENTITLED TO RECEIVE GROUP LEADER OR SAFETY PAY, WORKS AT THE DESCRETION OF PLANT SUPERINTENDENT.)

(X) SANITATION DEPARTMENT

SANITATION OFFICE CLERKS... 13.63 PER HOUR

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MECHANICS..... 14.37 PER HOUR
MECHANICS HELPERS..... 14.19 PER HOUR

GARBAGE TRUCK DRIVERS..... 13.97 PER HOUR
GARBAGE TRUCK HELPERS..... 13.77 PER HOUR
LABORERS..... 13.58 PER HOUR

TEMPORARY/PART TIME/SEASONAL....FEDERAL MINIMUM WAGE PER HOUR

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

*WORKING AS A QUALIFIED SAFETY PERSON OR GEO SUPERVISOR. ADD'L
.60 PER HOUR (*Shall not be entitled to receive group leader pay,
works at the discretion of superintendent.*)

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

(XI) MOTOR VEHICLES & HIGHWAY DEPARTMENT

MVH CLERKS..... 13.63 PER HOUR
MECHANICS..... 14.37 PER HOUR
MECHANICS HELPERS..... 14.19 PER HOUR
EQUIPMENT OPERATORS..... 14.37 PER HOUR
MASONS 14.37 PER HOUR
LABORERS..... 13.58 PER HOUR
SIGN/PAINT CLERK/COORDINATOR... 13.78 PER HOUR
(*Holder of SIGN/PAINT CLERK/COORDINATOR this position shall not
receive group leader pay. That pay has been incorporated
into the base pay.*)

TAR DISTRIBUTION SPRAYERS..... 14.37 PER HOUR
TRUCK DRIVERS..... 13.97 PER HOUR

TEMPORARY/PART TIME/SEASONAL....FEDERAL MINIMUM WAGE PER HOUR

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

*WORKING AS A QUALIFIED SAFETY PERSON OR GEO SUPERVISOR. ADD'L
.60 PER HOUR (*Shall not be entitled to receive group leader pay,
works at the discretion of superintendent.*)

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

(XII) TRANSPORTATION DEPARTMENT

SECRETARIES..... 13.63 PER HOUR
MECHANICS..... 14.37 PER HOUR
DISPATCHER..... 13.91 PER HOUR
FULL TIME DRIVERS..... 13.91 PER HOUR
RELIEF DRIVERS..... 13.70 PER HOUR
PART TIME DRIVER..... 11.70 PER HOUR
TEMPORARY/PART TIME/SEASONAL.... FEDERAL MINIMUM WAGE PER HOUR

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

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

(XII) BOARD OF PUBLIC WORKS

~~TEMPORARY/PART TIME/SEASONAL.....FEDERAL MINIMUM WAGE PER HOUR~~

(XIII) COMMON COUNCIL

~~TEMPORARY/PART TIME/SEASONAL.....FEDERAL MINIMUM WAGE PER HOUR~~

(XII) 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

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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.

(XIII) 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.

(XIV) PAID DAY OFF AND VACATION ACCRUALS

ANY EMPLOYEE WHO IS OFF THE JOB FOR MORE THAN (30) CONSECUTIVE CALENDAR DAYS WILL NOT ACCUMULATE PAID DAYS OFF (PDO's) AND VACATION CREDITS DURING THE PERIOD OF ABSENCE. EMPLOYEES MAY ACCUMULATE 1 PDO PER MONTH, TO A MAXIMUM OF 12 PER CALENDAR YEAR. ELIGIBLE AMOUNT OF VACATION IS BASED ON THE NUMBER OF YEARS OF SENIORITY AS OF JANUARY 1ST.

(XV) 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.

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

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

CONTRIBUTION TO BENEFITS WILL CEASE.

(XVII) 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 HEALTH 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

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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 HEALTH BENEFITS AS STATED IN THE CONTRACT.

(XVIII) 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.
HEALTH 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.

(XXI) RETIREMENT

WAGES 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.

(XXII) CHRISTMAS BONUS

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

(XXIII) LONGEVITY

EMPLOYEES WITH AT LEAST ONE YEAR OF SERVICE AS OF DECEMBER 1, 2008 SHALL RECEIVE LONGEVITY PAY IN THE AMOUNT OF \$23.00 PER YEAR OF SERVICE TO THE CITY. THE LONGEVITY PAY WILL BE MADE IN ONE LUMP SUM ON THE FIRST PAY DATE OF DECEMBER.

(XXIV) LIFE INSURANCE

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

(XXV) 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.

(XXVI) 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.

(XXVII) CONTINUATION OF INSURANCE AFTER TERMINATION OF EMPLOYMENT

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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.

(XXVIII) WAGES AND ECONOMIC CONDITIONS

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

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BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF NEW CASTLE, INDIANA, THAT SAID WAGES SO ESTABLISHED BE APPROVED AS TO AMOUNTS AND CONDITIONS BEGINNING THE FIRST PAY PERIOD IN JANUARY (JANUARY 1, **2012**).

ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED.

ADOPTED BY THE COMMON COUNCIL OF THE CITY OF NEW CASTLE
THIS _____ DAY OF _____, 20**11**.

JIM SMALL, PRESIDING OFFICER
COMMON COUNCIL, NEW CASTLE, IN

ATTEST:

JANICE L. LAVARNWAY, CLERK-TREASURER

AYE

NAY

APPROVED BY ME THIS _____ DAY OF _____, 20**11**.

JIM SMALL, MAYOR OF THE
CITY OF NEW CASTLE, INDIANA