

ORDINANCE #3783

An ordinance establishing the wages of the administrative and management employees of the City of New Castle, Henry County, Indiana beginning January 1, 2018 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 of the administrative and management employees of the City of New Castle, Indiana.

**All Departments of the city are eligible for the following:**

1. Part-Time/Seasonal/Temporary Federal Minimum Wage

**MAYOR'S OFFICE**

Mayor's Assistant	1192.00 bi-weekly
Mayor's HR Assistant	417.00 bi-weekly
File Clerk (PT)	Federal Minimum Wage

**PUBLIC WORKS PERSONNEL DEPARTMENT**

Director of Public Works and Safety	1055.50 bi weekly
Mayor's Assistant	299.00 bi weekly
Mayor's HR Assistant	1074.00 bi-weekly
IT Coordinator	1737.00 bi weekly
Grant/Web Administrator	1737.00 bi weekly

**BUILDING COMMISSIONER'S OFFICE**

Certified Building Commissioner	1955.00 bi weekly
Deputy Building Commissioners	1737.00 bi weekly
Building Inspection – Special Maintenance	153.00 bi weekly
On Call Building Inspectors	142.00 bi weekly
Code Enforcement Officer	11.00 hourly
Seasonal Foreman	8.50 hourly

**CAPITAL PROJECT/IMPROVEMENT DEPARTMENT**

Capital Projects Manager	1955.00 bi weekly
Capital Projects Specialist	1737.00 bi weekly

**POLICE DEPARTMENT**

Police Chief	2111.00 bi weekly
Deputy Police Chief	2012.00 bi weekly
Merit Board Members	300.00 annually

**FIRE DEPARTMENT**

Fire Chief	2111.00 bi weekly
Deputy Chief (1)	1889.00 bi weekly
Battalion Chiefs (3)	1889.00 bi weekly

**EMERGENCY MEDICAL SERVICES**

EMS Chief	2111.00 bi weekly
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**CEMETERY DEPARTMENT**

Superintendent	1737.00 bi weekly
Assistant Superintendent	1491.00 bi weekly
Public Safety Officer	250.00 bi weekly
Seasonal Foreman	8.50 hourly

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### **PARK DEPARTMENT**

Superintendent	1737.00 bi weekly
Assistant Superintendent	1491.00 bi weekly
Public Safety Officer	250.00 bi weekly
Seasonal Foreman	8.50 hourly

### **POOL DEPARTMENT**

Seasonal Pool Manager	1200.00 bi weekly
Group Leader Lifeguard	Federal Minimum Wage + .25 hourly
Pool Shift Manager	8.50 hourly
Concession Shift Manager	8.50 hourly

Lifeguards, Cashiers, Concession Federal Minimum Wage

\*\* **Lifeguards** returning for continuous multiple seasons receive \$.10 per hour for each continuous year

### **CITY COURT**

Judicial Assistant	619.00 bi weekly
Court Clerk	62.00 bi weekly
Court Bailiff	62.00 bi weekly

### **WATER UTILITY DEPARTMENT**

Certified Superintendent	1996.00 bi weekly
Non-Certified Superintendent	1955.00 bi weekly
Certified Assistant Water Superintendent (*)	1918.00 bi weekly
Non-Certified Assistant Superintendent	1737.00 bi weekly
Utility Office Manager	868.50 bi weekly
Director of Public Works and Safety	527.75 bi weekly
GIS (Geographical Information System Operator)	881.50 bi weekly

### **WASTEWATER UTILITY DEPARTMENT**

Certified Superintendent	1977.00 bi weekly
Non-Certified Superintendent	1955.00 bi weekly
Certified Assistant Superintendent (*)	1918.00 bi weekly
Non-Certified Assistant Superintendent	1737.00 bi weekly
Utility Office Manager	868.50 bi weekly
MS-4 Operator	1737.00 bi weekly
Pre-Treatment and Lab Compliance Officers	1737.00 bi weekly
Street Foreman	1491.00 bi weekly
Director of Public Works and Safety	527.75 bi weekly
GIS (Geographical Information System Operator)	881.50 bi weekly

(\*) *Certified Assistants receive biweekly certification pay of \$181.00 above Non-Certified Assistants per Ordinance #3676*

### **SANITATION DEPARTMENT**

Superintendent	25% of MVH Department Head
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### **PUBLIC WORKS DEPARTMENT**

Superintendent	25% of MVH Department Head
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### **MOTOR VEHICLE HIGHWAY DEPARTMENT**

MVH Commissioner	1955.00 bi weekly
Assistant MVH Commissioner	1737.00 bi weekly
Street Foreman	1491.00 bi weekly

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**TRANSPORTATION DEPARTMENT**

Transit Director 1955.00 bi weekly  
Assistant Transit Director 1491.00 bi weekly

**CERTIFICATION, PROFICIENCY AND LONGEVITY PAY SCHEDULE**

**Water Plant**

Upon acquiring certification from the Indiana State Board of Health, the Operation Management Personnel will receive certification pay as follows:

Grade WT-3 1250.00 yearly

**Water Distribution**

Upon acquiring certification from the Indiana State Board of Health, the Management Personnel will receive certification pay as follows:

Grade DS-L 1250.00 yearly

**Paid bi-annually 50% in June and December respectively.**

**Wastewater Department**

Upon acquiring certification from the Indiana State Board of Health, the Management Personnel will receive certification pay as follows:

Class I 250.00 yearly  
Class II 500.00 yearly  
Class III 750.00 yearly  
Class IV 1500.00 yearly

**Paid bi-annually 50% in June and December respectively.**

**An employee of the Wastewater and 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.**

**Utility Manager**

A Utility Manager that assumes the responsibility of Utility Ledger account balancing will receive \$150.00 special duty, bi-weekly pay. (Assigned by the Clerk Treasurer)

**Police Department**

**PROFICIENCY PAY**

Breath Analyzers \$25.00 bi weekly  
Voice Analyzers \$25.00 bi weekly  
Photographers \$25.00 bi weekly  
Drug Coordinators \$25.00 bi weekly  
IDAC Terminal Operations \$25.00 bi weekly  
Public Information Officers \$25.00 bi weekly  
Homicide Team Members \$25.00 bi weekly  
Certified Instructors \$25.00 bi weekly  
Field Training Officers \$25.00 bi weekly

**ONLY ONE PROFICIENCY COMPENSATION PER INDIVIDUAL**

On the first day 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 equal to the terms for ranked personnel. One year probationary period will be served with no clothing allotment consideration for new hires.

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## **Fire Department**

### 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 Tech	\$28.85 bi weekly

### ONLY ONE PROFICIENCY COMPENSATION PER INDIVIDUAL

On the first day of the month after the date of employment Fire Management personnel will receive the \$28.00 per month longevity pay for each three (3) years of continuous employment.

Clothing allotment will be equal to the terms for ranked personnel. One year probationary period will be served with no clothing allotment consideration for new hires.

Incentive pay of \$23.00 for members who maintain EMT-B Certification and \$27.00 for members who maintain a EMT-A Certification will be paid bi-weekly.

## **Emergency Medical Service**

### SPECIAL CERTIFICATION BI-WEEKLY PAY

PALS	\$22.50 bi weekly
Extrication Certification	\$22.50 bi weekly
Firefighter I	\$22.50 bi weekly
CPR Instructor	\$22.50 bi weekly
Advanced EMT	\$22.50 bi-weekly

### ONLY ONE PROFICIENCY COMPENSATION PER INDIVIDUAL

On the first day of the month after the date of employment EMS Management personnel will receive the \$23.50 per bi-weekly service pay for each three (3) years of continuous employment.

Clothing allotment will be equal to the terms for ranked personnel. One year probationary period will be served with no clothing allotment consideration for new hires.

## **Building Commissioners Office**

Upon acquiring and maintain a valid certification from Indiana Department of Fire and Building Services in at least one and two family dwellings. Certification pay will be made as follows:

<u>Certified Building Commissioner</u>	
Over three years verifiable experience	\$1250.00 yearly
Under three years verifiable experience	\$ 750.00 yearly
<u>Certified Deputy Commissioner</u>	
Over three years verifiable experience	\$ 500.00 yearly
Under three years verifiable experience	\$ 250.00 yearly

**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.

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**VACATION, SICK (PDO) DAYS, LEAVES AND BENEFITS**

**Employees will receive every January 1<sup>st</sup>, Vacation Days as follows:**

<u>YEARS EMPLOYED</u>	<u>VACATION LEAVE</u>
Six Months to 1 year	1 week
1 – 4 years	2 weeks
5 – 9 years	3 weeks
10 and over	4 weeks
Police, Fire and EMS Management Personnel 15 years and over	5 weeks

**Sick (PDO) Days**

Management Personnel (except Police and Fire) will receive 15 sick days annually and may accumulate up to 100 days. After said accumulation, days will be given as used (to a maximum of 15 days yearly) to maintain 100 days. In December of each year up to 5 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 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.

Police and Fire personnel 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.

**HOLIDAYS**

All full time employees will receive and be paid for the holidays established and recognized by the City.

**LEAVE (WORK RELATED )**

All full time employees will continue to receive benefits with sick days and vacation accruals and workmen’s compensation will be paid by insurance. The city portion of health benefits and life insurance will continue until final settlement is made by insurer. The employee reserves the right to either use or retain sick and vacation days prior to worker’s compensation. After final settlement is made by worker’s compensation and the city has made final payment on accumulated sick days and vacation accruals, the employee will continue to receive health benefits per city policy/ordinance. Employee is responsible for monthly employee share of health insurance premium.

**LEAVE POLICY-SALARY ADMINISTRATORS**

All full time employees positioned as bi-weekly salary shall receive salary continuation until sick and vacation pay is exhausted. After exhaustion of pay, employee shall receive 51% for a period of time equal to 1 month’s pay for each year of service to a maximum of 6 month’s pay. A fractional year shall be pro-rated.

The City’s share of health benefit and life insurance shall continue for a period of 6 months from date of exhaustion of sick and vacation pay. Cobra will be offered thereafter.

**FLSA POLICY, COMPENSATORY LEAVE AND NON RELATED FLSA POLICY**

The Clerk Treasurer of the City of New Castle shall have the authority by the passage of this ordinance to comply with all guidelines pursuant to the United States Department of Labor Standards for the implementation of the Fair Labor Standards Act provisions, United State Department of Labor Regulations and are approved by the Indiana State Board of Accounts in regard to “Exempt Employees” overtime and compensatory awards.

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

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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.

**RETIREMENT**

Salaries shall be paid through the last work day. Lump sum payments will be made for all eligible sick and vacation day accruals. Benefits continue under terms of the City policy.

**INSURANCE**

Full time employees will be covered by the same insurance plans as available to the City of New Castle employees, at the cost sharing agreements.

**PAYMENT IN LIEU OF SICK DAYS AT TERMINATION OF EMPLOYMENT**

If an employee ends employment with the City, they shall receive payment for any unused vacation days that the employee has accumulated. Accumulated sick days will only be paid out upon retirement, layoff or death.

**CONTINUATION OF INSURANCE AFTER TERMINATION OF EMPLOYMENT**

All full time employees upon termination of their employment with the City, for reasons 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.

**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 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 2018.

All ordinances in conflict herewith are hereby repealed.

ADOPTED BY THE COMMON COUNCIL OF THE CITY OF NEW CASTLE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017

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

ATTEST:

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CHRISTY YORK, CLERK TREASURER

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APPROVED BY ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017

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

ATTEST:

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CHRISTY YORK, CLERK TREASURER