ORDINANCE #3872

An ordinance establishing the wages of the various employees of the City of New Castle, Henry County, Indiana beginning January 1, 2022 and continuing thereafter.

Be it ordained by the Common Council of the City of New Castle, Indiana.

That the following shall be the hourly wages and/or salaries for the various employees of the City of New Castle, Indiana.

All Departments of the city are eligible for the following:

1. Part-Time/Seasonal/Temporary — See Management Salary Ordinance
2. Laborer — 16.00 hourly
3. Truck Driver — 17.15 hourly
4. Working as designated Group Leader — .25 hourly

(Assigned at the discretion of Department Head)

Negotiated Departments of the city are eligible for the following:

Safety Pay of $.60 hourly will be assigned per AFSCME Contract and will not be entitled to receive group leader pay.

City Building	
Building Custodians	16.00 hourly
Public Works Department	
Certified Diesel/Hydraulic Mechanics	19.68 hourly
Mechanics	17.19 hourly
Mechanics Helper	16.75 hourly
Building Inspector's Office	
Office Clerks	16.00 hourly
Special Duty Pay	
Secretary – Planning Commission and Board of Zoning Appeals	600.00 yearly
Secretary – Licensing Board	300.00 yearly
Police Department	
Office Clerks	16.00 hourly
Mechanic	17.19 hourly
Merit Board Secretary	600.00 yearly
Cemetery Department	
Office Clerk	16.00 hourly
Heavy Equipment Operators	17.19 hourly
Groundskeepers I	16.75 hourly
Parks Department	
Groundskeepers I	16.75 hourly
Utility Billing Office	
Meter Readers/Service Repair *(50/50 split between Water/Wastewater)*	16.75 hourly
Cashier Clerks	16.00 hourly
Billing Clerk	16.75 hourly
Collection Clerk	16.75 hourly

Utility Office Clerks percentage of pay based on revenue evaluated yearly to develop departmental wage responsibility. Figures are based on the first 6 months of previous year's revenue as established by Ordinance #3620. Breakdown for 2021 will be as follows:

Water	23%	Wastewater	58%	Sanitation	7%	Stormwater	12%

Waterworks Department

Office Clerk	16.00 hourly
Maintenance Operators I	17.19 hourly
Maintenance Operators II	16.32 hourly
Inventory Control	16.75 hourly
Heavy Equipment Operators	17.19 hourly
Meter Repair/Service/Readers	16.75 hourly
Locator/Water Helper	16.75 hourly
Laborer	15.58 hourly

Upon acquiring certification from the Indiana State Board of Health, **certified employees** will receive one certification pay increase in each group listed as follows:

Grade WT1	.60 per hour additional
Grade WT2	.75 per hour additional
Grade WT3	.90 per hour additional
Grade DSS	.60 per hour additional
Grade DSM	.60 per hour additional
Grade DS-L	1.05 per hour additional

Wastewater Department

Office Clerk	16.00 hourly
Maintenance Operators I	17.19 hourly
Maintenance Operators II	16.32 hourly
Maintenance Mechanics I	17.19 hourly
Maintenance Mechanics II	16.32 hourly
Laboratory Technicians I	17.19 hourly
Heavy Equipment Operators	17.19 hourly
Sludge Press Operator	16.75 hourly
Collection System Equipment Operators (Sweeper)	16.75 hourly
Collection System Maintenance Operators (Masons)	16.75 hourly
Vactor Operator	17.19 hourly
Janitor	15.38 hourly

A. Maintenance Operator II's with 5 years of service as an Operation II becomes Operator I.

Upon acquiring certification from the Indiana State Board of Health, **certified employees** will receive one certification pay increase 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 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.

Sanitation Department

Office Clerk	16.00 hourly
Sanitation Driver	17.19 hourly
Sanitation Helper	16.75 hourly

Motor Vehicles & Highway Department

Office Clerk	16.00 hourly
Truck Drivers	16.75 hourly

Transportation

Mechanic	17.19 hourly
Dispatcher/Clerk	16.00 hourly
Drivers	16.75 hourly
Support Drivers	16.00 hourly
Part-time Driver	12.35 hourly

VACATION DAYS

Employees will receive every January 1st, Vacation Days as follows:

YEARS EMPLOYED	VACATION LEAVE
Six Months to 1 year	1 week
1 – 4 years	2 weeks
5 – 9 years	3 weeks
10 and over	4 weeks

HOLIDAYS

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

SICK (PDO) DAYS

PDO days will be awarded 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.

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.

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.

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.

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 13 per calendar year. Eligible amount of vacation is based on the number of years of seniority as of January 1st.

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

If an employee with a hire date after 1/1/2014 ends employment with the city, they shall receive payment for any unused vacation days that the employee has accumulated. Any employee with a hire date prior to 1/1/2014 will follow the old policy of payment of their unused accumulated **sick and vacation** days.

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.

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.

LONGEVITY

All full time employees with at least 1 year of service as of December 1st of current year shall receive longevity pay in the amount of $30.00 per year of service to the city. The longevity pay will be calculated as follows: $30.00 divided by 52 pays, multiplied by the number of whole years of service.

INSURANCE

All full time employees will be covered by the same health and life insurance plans as available to the City of New Castle employees, at the cost sharing agreements.

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.

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.

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 five (5) years of seniority for a maximum of six (6) months of benefit continuance at the cost sharing agreements.

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.

ORDINANCE #3872

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 2022.

All ordinances in conflict herewith are hereby repealed.

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

_____, 2022

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

ATTEST:

_____
BRENDA GRIDER, CLERK TREASURER

AYE	NAY
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

APPROVED BY ME THIS _____DAY OF _____, 2022

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

ATTEST:

_____
BRENDA GRIDER, CLERK TREASURER