

ORDINANCE # 3875

An ordinance establishing the salaries and compensation of the New Castle Emergency Medical Service (EMS) Unit. The first pay in January, 2022 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.

EMS UNIT

Captain/Paramedics	\$1,938.00 bi-weekly
Lieutenant/Paramedics	\$1,885.00 bi-weekly
Paramedics	\$1,831.00 bi-weekly
Emergency Medical Technicians	\$1,600.00 bi-weekly

SPECIAL CERTIFICATION BI-WEEKLY PAY (1 per full time employee)

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

PRN Paramedic	\$22.00 hourly
PRN EMT	\$13.00 hourly
PRN Firefighter EMT	\$15.00 hourly
Temporary/Part Time/Seasonal	Federal Minimum Wage

PRN Paramedics and PRN EMTs shall not receive other economic benefits except for the hourly pay rate set forth herein. Those benefits not available to PRN employees shall include certification pay, health and life insurance plans, disability insurance payments, sick/vacation time award and or accrual and non-FLSA compensatory leave. The only benefits available to PRN employees shall be those benefits mandated by applicable federal and state law.

The Board of Public Works and Safety shall establish positions, based on recommendations of the EMS Chief and approval by the Board of Public Works and Safety.

**SAID BENEFITS:** **Vacations, holidays and sick time** will be paid to employees of the EMS Unit as provided for in the Standard Operating Procedures Manual as approved by the Board of Public Works and Safety.

**Sick shift Accrual:** Each employee shall accrue sick time as follows: Ten (10) hours on the first day of each month with an additional five (5) hours accruing on June 1 and December 1 each year. Employees may accumulate a total of 650 hours of sick time. After said accumulation, a lump sum payment will be paid for all hours over 650 annual (not to exceed 130 hours annually).

**Attendance awards:** Each employee who works from January 1<sup>st</sup> until April 30<sup>th</sup> without using any sick time will be awarded twelve hours off with pay. Each employee who works from May 1<sup>st</sup> until August 31<sup>st</sup> without using any sick time will be awarded twelve hours off with pay. Each employee who works from September 1<sup>st</sup> until December 31<sup>st</sup> without using any sick time will be awarded twelve hours off with pay. This time off must be scheduled with management’s approval and will not be counted toward any payment of overtime.

**Holiday pay:** All full time employees shall be paid 2 work shifts (2-24 hour pays/Employees with less than 1 year shall have their holiday pay pro rated.) For holiday pay annually to be paid the last pay period in December of each year. Holiday pay will be paid at the non-overtime hourly rate.

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**Longevity:** On the first of the month after the date of employment each employee at the EMS Unit shall receive \$23.50 per bi-weekly service pay for each 3 years of continuous employment.

**Clothing Allotment:** Uniforms will be furnished to a new hire at the time he/she is hired. One year probationary period will be served with no clothing allotment consideration. Distribution of yearly clothing allotment will be paid via IRS approved voucher system per agreement established with the Board of Public Works and Safety. Upon termination uniforms become the property of the EMS Unit. Badges are city property and are to be returned to the Unit.

**Insurance:** The EMS Unit 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.

**Court time:** Shall be paid in accordance with the policy of the New Castle Police Department.

Certain benefits shall be paid to EMS Unit employees as provided for in the Standard Operating Procedures Manual as approved by the Board of Public Works and Safety.

All full time employees will be covered by: Workmen's compensation, unemployment, pension plan for retirement (PERF), medical insurance coverage (includes employee, spouse and dependent children), Ambulance Malpractice Professional Liability Insurance for medical professions during continuous employment.

### **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.

### **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 31<sup>st</sup> 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.

### **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.

### **COMPENSATORY LEAVE – NON RELATED FLSA**

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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 used by any non-FLSA employee shall not exceed 16 hours.

**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.

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

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

**CONTINUATION OF INSURANCE AFTER TERMINATION OF EMPLOYMENT**

All full time employees upon termination of their employment with the EMS Unit, 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.

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 2021.

All ordinances in conflict herewith are hereby repealed.

ADOPTED BY THE COMMON COUNCIL OF THE CITY OF NEW CASTLE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

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

ATTEST:

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BRENDA GRIDER, CLERK TREASURER

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APPROVED BY ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

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

ATTEST:

BRENDA GRIDER, CLERK TREASURER