

**ORDINANCE #3554**

**AN ORDINANCE ESTABLISHING THE SALARIES OF THE NEW CASTLE EMERGENCY FIRST AID UNIT. THE FIRST PAY IN JANUARY, 2009 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.**

**EMERGENCY UNIT**

**CIVILIAN EMPLOYEES**

LIEUTENANT/PARAMEDIC.....1586.00 BI-WEEKLY  
PARAMEDICS.....1487.00 BI-WEEKLY  
EMERGENCY MEDICAL TECHNICIANS (EMT'S)...1345.00 BI-WEEKLY  
TEMPORARY/PART TIME/SEASONAL.....FEDERAL MINIMUM WAGE

THE BOARD OF PUBLIC WORKS AND SAFETY SHALL ESTABLISH POSITIONS, BASED ON RECOMMENDATIONS OF THE ADMINISTRATOR AND APPROVAL BY THE BOARD OF PUBLIC WORKS AND SAFETY.

SAID BENEFITS: VACATIONS, HOLIDAYS, AND SICK TIME BE PAID TO EMERGENCY UNIT EMPLOYEES AS PROVIDED FOR IN THE STANDARD OPERATING PROCEDURES MANUAL AS APPROVED BY THE BOARD OF PUBLIC WORKS AND SAFETY.

ALL EMPLOYEES SHALL BE PAID 2 - WORK SHIFTS - (2 - 24 HR. PAYS) FOR HOLIDAY PAY ANNUALLY TO BE PAID THE LAST PAY PERIOD IN DECEMBER OF EACH YEAR. FORMULA TO COMPUTE HOLIDAY PAY IS GROSS BI-WEEKLY PAY MULTIPLIED BY 2; DIVIDED BY 168 HOURS TO ESTABLISH HOURLY RATE. HOURLY RATE TIMES 48 TO ESTABLISH TOTAL HOLIDAY PAY.

ON THE FIRST OF THE MONTH AFTER THE DATE OF EMPLOYMENT EACH EMPLOYEE AT THE EMERGENCY UNIT - EMERGENCY MEDICAL PERSONNEL SHALL RECEIVE \$23.50 PER BI-WEEKLY SERVICE PAY FOR EACH 3 YEARS OF CONTINUOUS EMPLOYMENT.

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

CLOTHING ALLOTMENT WILL BE BUDGETED AT \$600.00 PER EMPLOYEE PAYABLE AS FOLLOWS: 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 THE CLOTHING ALLOTMENT WILL BE MADE AS FOLLOWS:

\$300.00 PAYABLE ON OR BEFORE JUNE 28TH EACH YEAR.  
\$300.00 PAYABLE ON OR BEFORE DECEMBER 28TH EACH YEAR.

UPON RETIREMENT OR TERMINATION OF EMPLOYMENT, UNIFORMS BECOME THE PROPERTY OF THE DEPARTMENT, ALL PARTIAL PAYMENTS WILL BE FIGURED ON \$1.64 PER DAY PRO RATA TO THE EFFECTIVE DATE OF TERMINATION. BADGES ARE CITY PROPERTY AND ARE TO BE RETURNED TO THE DEPARTMENT.

A HOSPITALIZATION PLAN SHALL BE PROVIDED WITH THE CITY PAYING 95% AND THE EMPLOYEE 5%.

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

ALL FULL TIME EMPLOYEES WILL BE COVERED BY: WORKERS COMPENSATION; UNEMPLOYMENT; PENSION PLAN FOR RETIREMENT-PERF; MEDICAL INSURANCE COVERAGE INCLUDES EMPLOYEE, SPOUSE AND DEPENDENT CHILDREN DURING CONTINUOUS EMPLOYMENT. EMPLOYEES WILL BE PROTECTED BY AMBULANCE MALPRACTICE PROFESSIONAL LIABILITY INSURANCE FOR MEDICAL PROFESSIONS.

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**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 CITY'S INSURANCE CARRIER, PROVIDED FURTHER THAT SAID EMPLOYEE PAYS THE FULL COST OF SUCH HEALTH CARE BENEFITS AFTER TERMINATION.

**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.

COURT TIME SHALL BE PAID IN ACCORDANCE WITH THE POLICY OF THE NEW CASTLE POLICE DEPARTMENT.

CERTAIN BENEFITS SHALL BE PAID TO EMERGENCY UNIT EMPLOYEES 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 ANNUALLY (NOT TO EXCEED 130 HOURS ANNUALLY.)

**PAYMENT IN LIEU OF SICK/VACATION SHIFTS AT TERMINATION OF EMPLOYMENT**

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

**FSLA**

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 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.

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**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.

**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.

**ATTENDANCE AWARDS**

EACH EMPLOYEE WHO WORKS FROM JANUARY 1ST UNTIL APRIL 30TH WITHOUT USING ANY SICK TIME WILL BE AWARDED TWELVE HOURS OFF WITH PAY. EACH EMPLOYEE WHO WORKS FROM MAY 1ST UNTIL AUGUST 31ST WITHOUT USING ANY SICK TIME WILL BE AWARDED TWELVE HOURS OFF WITH PAY. EACH EMPLOYEE WHO WORKS FROM SEPTEMBER 1ST UNTIL DECEMBER 31ST WITHOUT USING ANY SICK TIME WILL BE AWARDED TWELVE HOURS OFF WITH PAY. THIS TIME OFF MUST BE SCHEDULED WITH MANAGERMENTS APPROVAL AND WILL NOT BE COUNTED TOWARD ANY PAYMENT OF OVERTIME.

ORDINANCE PURSUANT TO STATE STATUTE.

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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, 2009.)

ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED.

ADOPTED BY THE COMMON COUNCIL OF THE CITY OF NEW CASTLE  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008.

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

ATTEST:

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JANICE L. LAVARNWAY, CLERK TREASURER

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APPROVED BY ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008.

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