

ORDINANCE # 3368

AN ORDINANCE ESTABLISHING THE SALARIES OF THE DEPARTMENT OF FINANCE (CLERK TREASURER'S OFFICE) OF THE CITY OF NEW CASTLE, INDIANA. THE FIRST PAY IN JANUARY, 2004 SHALL REFLECT 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:

SECTION 1. THAT THE FOLLOWING SHALL BE THE SALARIES FOR THE CLERK TREASURER'S EMPLOYEES OF THE CITY OF NEW CASTLE, INDIANA, BEGINNING THE FIRST PAY IN JANUARY, 2004 AND CONTINUING EVERY TWO WEEKS THEREAFTER:

BOOKKEEPER.....	\$790.00 BI-WEEKLY
PAYROLL ADMINISTRATOR.....	790.00 BI-WEEKLY
ACCOUNTS PAYABLE & CLAIMS PROCESSOR.....	790.00 BI-WEEKLY
INSURANCE CLAIMS INVESTIGATOR & PROCESSOR..	790.00 BI-WEEKLY
PART-TIME.....	6.00 HOURLY

SPECIAL DUTIES - ANNUALLY

CHIEF DEPUTY CLERK.....	74.00 BI-WEEKLY
1ST DEPUTY.....	31.00 BI-WEEKLY
DEPUTIES.....	14.00 BI-WEEKLY

SICK DAYS

EMPLOYEES WILL RECEIVE 10 SICK DAYS ANNUALLY AND MAY ACCUMULATE UP TO 100 DAYS . AFTER SAID ACCUMULATION, A LUMP SUM PAYMENT WILL BE PAID FOR ALL DAYS OVER 100 DAYS, ANNUALLY.

PAYMENT IN LIEU OF SICK DAYS AT TERMINATION OF EMPLOYMENT

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

LEAVES (NON WORK RELATED)

EMPLOYEES WITH ACCRUED SICK/VACATION DAYS WILL CONTINUE TO RECEIVE SALARIES AND BENEFITS. THEREAFTER, SALARY CONTINUATION WILL CEASE. FOR THE TWENTY SIX WEEK MAXIMUM PERIOD NEXT FOLLOWING THE MONTH OF SALARY DISCONTINUANCE, MEMBERSHIP IN BLUE CROSS AND BLUE SHIELD AND LIFE INSURANCE PLANS WILL BE CONTINUED AT COST SHARING AGREEMENTS. THEREAFTER, CITY CONTRIBUTION TO BENEFITS WILL CEASE.

LEAVES (WORK RELATED ILLNESS)

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 BLUE CROSS-BLUE SHIELD AND LIFE INSURANCE WILL CONTINUE UNTIL A FINAL SETTLEMENT IS MADE BY THE INSURER. THE EMPLOYEE RESERVES THE RIGHT TO EITHER USE OR RETAIN SICK DAYS AND 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 ACCRUALS, THE EMPLOYEE WILL CONTINUE TO RECEIVE BLUE CROSS-BLUE SHIELD BENEFITS AS PER CITY POLICY.

RETIREMENT

SALARIES SHALL BE PAID THROUGH THE LAST WORK DAY. LUMP SUM WILL BE MADE FOR ALL ELIGIBLE SICK DAYS AND VACATION ACCRUALS. BENEFITS CONTINUE UNDER TERMS OF THE CITY POLICY.

CHRISTMAS BONUS

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

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LIFE INSURANCE

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

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.

LEAVE POLICY-SALARY ADMINISTRATOR

FULL TIME EMPLOYEES POSITIONED AS SALARY ADMINISTRATORS ON LEAVE SHALL RECEIVE SALARY CONTINUATION UNTIL SICK PAY AND VACATION PAY IS EXHAUSTED. AFTER EXHAUSTION OF SICK AND VACATION PAY, AN ADMINISTRATOR SHALL RECEIVE 51% FOR A PERIOD OF TIME EQUAL TO 1 MONTHS PAY FOR EACH YEAR OF SERVICE. MAXIMUM OF 6 MONTHS PAY. A FRACTIONAL YEAR SHALL BE PRO-RATED.

THE CITY'S SHARE OF BLUE CROSS-BLUE SHIELD AND LIFE INSURANCE SHALL CONTINUE FOR A PERIOD OF 6 MONTHS FROM DATE OF EXHAUSTION OF SICK AND VACATION PAY.

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

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 PAY OVERTIME TO EMPLOYEES COVERED BY THIS ORDINANCE PURSUANT TO THE PROVISIONS OF THE FAIR 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 PROVISIONS, UNITED STATES 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 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.

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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 (JANUARY 1, 2004).

ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED.

ADOPTED BY THE COMMON COUNCIL OF THE CITY OF NEW CASTLE
THIS 15th DAY OF September, 2003.

Sherman Boles
SHERMAN BOLES, PRESIDING OFFICER
COMMON COUNCIL, NEW CASTLE, IN

ATTEST:

Janice L. Lavarney
JANICE L. LAVARNWAY, CLERK TREASURER

AYE

NAY

Jordan Yph
Tom D. [unclear]
Max L. Sutherland
Louise Price
Tom D. [unclear]
Richard Hahn

Betty [unclear]

APPROVED BY ME THIS 15th DAY OF September, 2003

Sherman Boles
SHERMAN BOLES, MAYOR OF THE
CITY OF NEW CASTLE, INDIANA