

ORDINANCE # 3335

AN ORDINANCE ESTABLISHING THE SALARIES OF NON-REPRESENTED AND MANAGEMENT EMPLOYEES OF THE CITY OF NEW CASTLE. THE FIRST PAY IN JANUARY, 2003 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.

SECTION I. THAT THE FOLLOWING SHALL BE THE SALARIES FOR THE VARIOUS EMPLOYEES OF THE CITY OF NEW CASTLE, INDIANA.

(I) MAYOR'S OFFICE

ADMINISTRATIVE SECRETARY.....	1026.00	BI-WEEKLY
-------------------------------	---------	-----------

(II) PUBLIC WORKS / PERSONNEL DEPARTMENT

DIRECTOR OF PUBLIC WORKS.....	825.00	BI-WEEKLY
PERSONNEL DIRECTOR.....	825.00	BI-WEEKLY
ADMINISTRATIVE SECRETARY.....	231.00	BI-WEEKLY

(III) BUILDING COMMISSIONER'S OFFICE

BUILDING COMMISSIONERS CERTIFIED.....	1396.00	BI-WEEKLY
DEPUTY BUILDING COMMISSIONERS.....	1216.00	BI-WEEKLY
BUILDING INSPECTION-SPECIAL MAINTENANCE.....	136.00	BI-WEEKLY
ON CALL BUILDING INSPECTORS.....	127.00	BI-WEEKLY

(IV) POLICE DEPARTMENT

POLICE CHIEF.....	1690.00	BI-WEEKLY
DEPUTY CHIEF.....	1605.00	BI-WEEKLY

(V) CEMETERY DEPARTMENT

SUPERINTENDENT.....	1216.00	BI-WEEKLY
ASSISTANT SUPERINTENDENT.....	1046.00	BI-WEEKLY
*SUPT. WHO DOES NOT RESIDE AT CEMETERY.....	44.00	BI-WEEKLY

(VII) PARK AND RECREATION DEPARTMENT

SUPERINTENDENT.....	1396.00	BI-WEEKLY
ASSISTANT SUPERINTENDENT.....	1218.00	BI-WEEKLY
POOL MANAGER.....	350.00	PER WEEK
LIFE GUARDS.....	5.75	PER HOUR
RECREATIONAL EMPLOYEES.....	5.75	PER HOUR
CASHIERS.....	5.75	PER HOUR

(VIII) FIRE DEPARTMENT

FIRE CHIEF.....	1690.00	BI-WEEKLY
ASSISTANT FIRE CHIEFS	1500.00	BI-WEEKLY

(IX) PUBLIC WORKS AND MOTOR VEHICLE HIGHWAY DEPARTMENT

STREET COMMISSIONER.....	1651.00	BI-WEEKLY
ASSISTANT STREET COMMISSIONERS.....	1396.00	BI-WEEKLY
STREET FOREMEN.....	1155.00	BI-WEEKLY

ORDINANCE # 3335

(X) WATER DEPARTMENT

SUPERINTENDENT CERTIFIED.....	1651.00	BI-WEEKLY
WATER UTILITIES SUPERINTENDENT NON-CERTIFIED..	1406.98	BI-WEEKLY
WATER UTILITIES SUPERINTENDENT ASSISTANT.....	1216.00	BI-WEEKLY
OFFICE MANAGER.....	1203.00	BI-WEEKLY
ACCOUNTANT.....	1119.00	BI-WEEKLY
DIRECTOR OF PUBLIC WORKS.....	825.00	BI-WEEKLY
PERSONNEL DIRECTOR.....	825.00	BI-WEEKLY
DATA/COMPLIANCE MANAGER.....	1155.00	BI-WEEKLY
BOOKKEEPER.....	300.00	BI-WEEKLY
PAYROLL ADMINISTRATOR.....	300.00	BI-WEEKLY
ACCOUNTS PAYABLE & CLAIMS PROCESSOR.....	300.00	BI-WEEKLY
INSURANCE CLAIMS INVESTIGATOR & PROCESSOR....	300.00	BI-WEEKLY
GIS (GEOGRAPHICAL INFORMATION SYSTEM OPERATOR)	745.00	BI-WEEKLY

(XII) SEWAGE TREATMENT DEPARTMENT

SUPERINTENDENT CERTIFIED.....	1651.00	BI-WEEKLY
SUPERINTENDENT NON-CERTIFIED.....	1452.00	BI-WEEKLY
ASSISTANT SUPERINTENDENT NON-CERTIFIED.....	1216.00	BI-WEEKLY
LAB SUPERINTENDENT-COMPLIANCE OFFICER.....	1216.00	BI-WEEKLY
STREET FOREMAN.....	1176.00	BI-WEEKLY
PRE-TREATMENT COORDINATOR.....	1152.00	BI-WEEKLY
GIS (GEOGRAPHICAL INFORMATION SYSTEM OPERATOR)	745.00	BI-WEEKLY

(XIII) TRANSPORTATION DEPARTMENT

TRANSPORTATION MANAGER.....	1396.00	BI-WEEKLY
ASSISTANT TRANSPORTATION MANAGER.....	1093.00	BI-WEEKLY

(XIV) BOARD OF PUBLIC WORKS

CITY ACCOUNTANT.....	531.00	BI-WEEKLY
----------------------	--------	-----------

(X) EMERGENCY FIRST AID UNIT

ADMINISTRATOR EMT'S.....	1690.00	BI-WEEKLY
--------------------------	---------	-----------

(Clothing allotment as provided for Department)

(XI) CHRISTMAS BONUS

ALL MANAGEMENT AND NON-REPRESENTED PERSONNEL WILL BE PAID A
\$100.00 CHRISTMAS BONUS.

SECTION II CERTIFICATION, PROFICIENCY AND LONGEVITY PAY SCHEDULE

(XII) WATER PLANT

UPON ACQUIRING CERTIFICATION FROM THE INDIANA STATE BOARD OF
HEALTH, THE OPERATION MANAGEMENT PERSONNEL WILL RECEIVE PAY
INCREASES AS FOLLOWS:

GRADE WT-3..... 1000.00 PER YEAR ADDITIONAL

WATER DISTRIBUTION

UPON ACQUIRING CERTIFICATION FROM THE INDIANA STATE BOARD OF
HEALTH, THE DISTRIBUTION MANAGEMENT PERSONNEL WILL RECEIVE PAY
INCREASES AS FOLLOWS:

GRADE DS-L..... 1000.00 PER YEAR ADDITIONAL

PAID BI-ANNUALLY 50% IN JUNE AND DECEMBER RESPECTIVELY:

ORDINANCE # 3335

(XIII) SEWAGE TREATMENT DEPARTMENT

UPON ACQUIRING CERTIFICATION FROM THE INDIANA STATE BOARD OF HEALTH, MANAGEMENT PERSONNEL WILL RECEIVE PAY INCREASES AS FOLLOWS:

CLASS I.....	\$250.00 PER YEAR ADDITIONAL
CLASS II.....	500.00 PER YEAR ADDITIONAL
CLASS III.....	750.00 PER YEAR ADDITIONAL
CLASS IV.....	1500.00 PER YEAR ADDITIONAL

UPON PASSAGE OF CPA EXAMINATION FROM THE STATE OF INDIANA, THE UTILITIES ACCOUNTANT WILL RECEIVE CERTIFICATION PAY OF:

\$1,250.00 PER YEAR ADDITIONAL

AN EMPLOYEE OF THE SEWER OR 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.

PAID BI-ANNUALLY 50% IN JUNE AND DECEMBER RESPECTIVELY

(XIV) POLICE DEPARTMENT

PROFICIENCY PAY

BREATH ANALYZERS.....	19.22 BI-WEEKLY
VOICE ANALYZERS.....	19.22 BI-WEEKLY
PHOTOGRAPHERS.....	19.22 BI-WEEKLY
DRUG COORDINATORS.....	19.22 BI-WEEKLY
IDAC TERMINAL OPERATORS.....	19.22 BI-WEEKLY
PUBLIC INFORMATION OFFICERS.....	19.22 BI-WEEKLY
ERT MEMBERS.....	19.22 BI-WEEKLY
HOMICIDE TEAM MEMBERS.....	19.22 BI-WEEKLY
CERTIFIED INSTRUCTORS.....	19.22 BI-WEEKLY
FIELD TRAINING OFFICER.....	19.22 BI-WEEKLY

ONLY ONE PROFICIENCY COMPENSATION PER INDIVIDUAL.

ON THE FIRST OF THE MONTH AFTER THE DATE OF EMPLOYMENT POLICE MANAGEMENT PERSONNEL WILL RECEIVE \$25.00 PER MONTH LONGEVITY PAY FOR EACH THREE (3) YEARS OF CONTINUOUS EMPLOYMENT.

CLOTHING ALLOTMENT WILL BE BUDGETED AT \$350.00 PER MAN PAYABLE AS FOLLOWS: UNIFORMS WILL BE FURNISHED TO A NEW HIRE AT THE TIME HE IS HIRED. ONE-YEAR PROBATIONARY PERIOD WILL BE SERVED WITH NO CLOTHING ALLOTMENT CONSIDERATION. DISTRIBUTION OF THE CLOTHING ALLOTMENT WILL BE MADE AS FOLLOWS:

\$350.00 PAYABLE ON OR BEFORE DECEMBER 28TH EACH YEAR.

(XV) FIRE DEPARTMENT

EXTRA PAY FOR 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 ADVISORS.....	10.00 BI-WEEKLY

ON THE FIRST OF THE MONTH AFTER THE DATE OF EMPLOYMENT FIRE MANAGEMENT PERSONNEL WILL RECEIVE \$25.00 PER MONTH OF LONGEVITY PAY FOR EACH THREE (3) YEARS OF CONTINUOUS EMPLOYMENT.

ORDINANCE # 3335

FIRE DEPARTMENT (CONT.)

CLOTHING ALLOTMENT WILL BE BUDGETED AT \$300.00 PER MAN PAYABLE AS FOLLOWS: UNIFORMS WILL BE FURNISHED TO A NEW HIRE AT THE TIME HE 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 DECEMBER 28TH EACH YEAR.

(XVI) EMERGENCY UNIT

ON THE FIRST OF THE MONTH AFTER THE DATE OF EMPLOYMENT - EMERGENCY UNIT MANAGEMENT PERSONNEL WILL RECEIVE \$14.00 PER BI-WEEKLY SERVICE PAY FOR EACH 3 YEARS OF CONTINUOUS EMPLOYMENT.

(XVII) BUILDING COMMISSIONER'S OFFICE

UPON ACQUIRING AND MAINTAINING A VALID CERTIFICATION FROM INDIANA DEPARTMENT OF FIRE AND BUILDING SERVICES IN AT LEAST ONE AND TWO FAMILY DWELLINGS: PAY INCREASES AS FOLLOWS:

CERTIFIED BUILDING COMMISSIONER
Over three years verifiable experience.....750.00
Under three years verifiable experience.....500.00

CERTIFIED DEPUTY BUILDING COMMISSIONER
Over three years verifiable experience.....500.00
Under three years verifiable experience.....250.00

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,and 5.Uniform Building Code) Certified Building Commissioner shall mean certification in at least areas 1,2,3, and 4.

SECTION III VACATION, SICK DAYS, AND LEAVES
VACATION

MANAGEMENT PERSONNEL WILL RECEIVE VACATION DAYS AS FOLLOWS:

<u>YEARS EMPLOYED</u>	<u>VACATION LEAVE</u>
Six Months to One-Year	1 Week
One Year to Five Years	2 Weeks
Five Years to Ten Years	3 Weeks
Ten Years and Over	4 Weeks

(XVII) FIRE, POLICE & ADMINISTRATIVE EMT'S

Fifteen Years and Over 5 Weeks

VACATION LEAVE DOES NOT ACCRUE BEYOND THE CALENDAR YEAR IN WHICH EARNED.

SICK DAYS

MANAGEMENT PERSONNEL 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/VACATION 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.

FIRE & POLICE PERSONNEL

POLICEMEN OR FIREMEN 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.

LEAVE POLICY - SALARY ADMINISTRATORS

A FULL TIME ADMINISTRATOR ON LEAVE SHALL RECEIVE SALARY CONTINUATION UNTIL SICK DAYS AND VACATION PAY IS EXHAUSTED. AFTER EXHAUSTION OF SICK PAY AND VACATION PAY AN ADMINISTRATOR SHALL RECEIVE 51% PAY FOR A PERIOD OF TIME EQUAL TO ONE (1) MONTHS PAY FOR EACH YEAR OF SERVICE. MAXIMUM OF SIX (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 SIX (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

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 RELATION, 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 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.

INSURANCE

MANAGEMENT PERSONNEL WILL BE COVERED BY THE SAME INSURANCE PLANS AS AVAILABLE TO THEIR DEPARTMENTS AT THE COST SHARING AGREEMENTS.

RETIREMENT

SALARIES WILL BE PAID THROUGH LAST WORK DAY. LUMP SUM PAY WILL BE MADE FOR ALL ELIGIBLE SICK-DAY AND VACATION ACCRUALS. BENEFITS CONTINUE UNDER TERMS OF CITY EMPLOYEE CONTRACTS.

ORDINANCE # 3335

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 EFFECTIVE 1985 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 (JANUARY 1, 2003).

ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED.

ADOPTED BY THE COMMON COUNCIL OF THE CITY OF NEW CASTLE
THIS 16th DAY OF September, 2002.

SHERMAN BOLES, PRESIDING OFFICER
COMMON COUNCIL, NEW CASTLE, IND.

ATTEST:

Janice L. Lavarney
JANICE L. LAVARNWAY, CLERK-TREASURER

AYE

NAY

Dorothy Yon
Betty Good
Tom D. Fuge
Max L. Shults
Louise Pierce
Tom D. Fuge
Richard Baker

APPROVED BY ME THIS 16th DAY OF September, 2002

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