

## ORDINANCE # 3905

**An ordinance establishing the salaries and compensation to be paid to the Department of Finance (Clerk Treasurer Office) of the City of New Castle within the calendar year of 2024, and repealing any ordinance in conflict therein.**

**WHEREAS**, the Department of Finance and the Common Council of the City of New Castle, Indiana are required by various statutes now in effect to establish salaries and compensations for various department of the city; and,

**WHEREAS**, the Clerk Treasurer and the Common Council have fulfilled their statutory obligations with regard to establishing such salaries and compensation for said appointed officials and employees;

**NOW THEREFORE, IT BE ORDAINED**, by the Common Council of the City of New Castle, Indiana that the following:

**SALARY FOR THE DEPARTMENT OF FINANCE EMPLOYEES** – Shall be the bi-weekly salaries effective the first pay period in January 2024:

Bookkeeper	\$1436.00
50% from Clerk Treasurer budget, 25% from Water, 25% from Wastewater)	
Billing Administrator	\$1411.00
(100% from Clerk Treasurer budget)	
Accounts Payable & Claims Processor	\$1411.00
(50% from Clerk Treasurer budget, 25% from Water, 25% from Wastewater)	
Payroll Administrator	\$1436.00
(50% from Clerk Treasurer budget, 25% from Water, 25% from Wastewater)	
Utility Account Administrator	\$1436.00
(50% from Water, 50% from Wastewater)	

**SPECIAL DUTY PAY** - Shall be paid from the Clerk Treasurer budget bi-weekly effective the first pay period in January 2024:

Chief Deputy	\$ 100.00
1 <sup>st</sup> Deputies	\$ 75.00
Deputies	\$ 50.00

### **SICK/PERSONAL DAYS**

The Department of Finance employees will receive 10 sick days annually and may accumulate up to 60 days. After said accumulation, days will be awarded monthly within the year up to 10 days, not to exceed 60 days in any year. (No payouts will be made for days over 60.) Employees will receive 5 personal days, annually, these days will not accumulate nor can they be sold.

### **VACATION DAYS**

Employees will receive every January 1<sup>st</sup>; Vacation Days as follows:

## ORDINANCE # 3905

### YEARS EMPLOYED

Six Months to 1 year  
1 – 4 years  
5 – 9 years  
10 and over

### VACATION LEAVE

1 week  
2 weeks  
3 weeks  
4 weeks

### **HOLIDAYS**

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

### **INSURANCE**

The Department of Finance will be covered by the same insurance plans as available to the City of New Castle employees, at the cost sharing agreements.

### **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.

### **FAMILY MEDICAL LEAVE POLICY**

All full-time employees positioned as bi-weekly salary shall receive salary continuation until sick and vacation pay is exhausted. After exhaustion of pay, employee shall receive 51% for a period of time equal to 1 month's pay for each year of service to a maximum of 6 month's pay. A fractional year shall be pro-rated.

The City's share of health benefit and life insurance shall continue for a period of 6 months from date of exhaustion of sick and vacation pay. Cobra will be offered thereafter.

### **LEAVE POLICY – SALARIED PERSONNEL**

Full time 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 health and life insurance plans will be continued at cost sharing agreements. Thereafter, city contribution to benefits will cease and Cobra will be offered.

### **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

## ORDINANCE # 3905

Regulations and are approved by the Indiana State Board of Accounts in regard to "Exempt Employees" overtime and compensatory awards.

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.

### **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 Department of Finance, 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 Department of Finance, 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 city's insurance carrier, provided further that said employee pays the full cost of such health care benefits after termination.

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 2024.

All ordinances in conflict herewith are hereby repealed.

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

\_\_\_\_\_, 2023.

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

ORDINANCE # 3905

ATTEST:

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BRENDA GRIDER, CLERK TREASURER

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APPROVED BY ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

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

ATTEST:

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BRENDA GRIDER, CLERK TREASURER