

ORDINANCE #3632

AN ORDINANCE ESTABLISHING THE SALARIES OF ADMINISTRATIVE AND MANAGEMENT EMPLOYEES OF THE CITY OF NEW CASTLE. THE FIRST PAY IN JANUARY, 2012, 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.

<b>I. MAYOR'S OFFICE</b>	
MAYOR'S ASSISTANT	1155.00 BI-WEEKLY
PART-TIME SECRETARIES	FEDERAL MINIMUM WAGE
<b>II. PUBLIC WORKS DEPARTMENT/HUMAN RESOURCES DIRECTOR</b>	
DIRECTOR OF PUBLIC WORKS	931.00 BI-WEEKLY
HUMAN RESOURCES DIRECTOR	931.00 BI-WEEKLY
MAYOR'S ASSISTANT	260.00 BI-WEEKLY
<b>III. BUILDING COMMISSIONER'S OFFICE</b>	
BUILDING COMMISSIONERS CERTIFIED	1576.00 BI-WEEKLY
DEPUTY BUILDING COMMISSIONERS	1374.00 BI-WEEKLY
BUILDING INSPECTION-SPECIAL MAINTENANCE	153.00 BI-WEEKLY
ON CALL BUILDING INSPECTORS	142.00 BI-WEEKLY
<b>IV. POLICE DEPARTMENT</b>	
POLICE CHIEF	1901.00 BI-WEEKLY
DEPUTY CHIEF	1806.00 BI-WEEKLY
CODE ENFORCEMENT OFFICER	11.00 PER HOUR
<b>V. CEMETERY DEPARTMENT</b>	
SUPERINTENDENT	1368.00 BI-WEEKLY
ASSISTANT SUPERINTENDENT	1170.00 BI-WEEKLY
PUBLIC SAFETY OFFICER	250.00 BI-WEEKLY
TEMPORARY/PART-TIME/SEASONAL FOREMAN (1)	8.50 PER HOUR
*SUPT. WHO DOES NOT RESIDE AT CEMETERY	46.00 BI-WEEKLY
<b>VI. PARK DEPARTMENT</b>	
SUPERINTENDENT	1570.00 BI-WEEKLY
ASSISTANT SUPERINTENDENT	1370.00 BI-WEEKLY
PUBLIC SAFETY OFFICER	250.00 BI-WEEKLY
TEMPORARY/PART-TIME/SEASONAL FOREMEN	8.50 PER HOUR
<b>VII. POOL DEPARTMENT</b>	
POOL/RECREATION MANAGER	350.00 PER WEEK
LIFE GUARDS	FEDERAL MINIMUM WAGE
<del>RECREATIONAL EMPLOYEES</del>	<del>FEDERAL MINIMUM WAGE</del>
CASHIERS	FEDERAL MINIMUM WAGE
<b>VIII. FIRE DEPARTMENT</b>	
FIRE CHIEF	1901.00 BI-WEEKLY
DEPUTY CHIEF (1)	1688.00 BI-WEEKLY
BATTALION CHIEFS (3)	1688.00 BI-WEEKLY
<b>IX. BOARD OF PUBLIC WORKS</b>	
CITY ACCOUNTANT	597.00 BI-WEEKLY
<b>X. EMERGENCY FIRST AID UNIT</b>	
EMS CHIEF	1901.00 BI-WEEKLY
<b>XI. CITY COURT</b>	
JUDICIAL ASSISTANT	576.00 BI-WEEKLY
COURT CLERK	60.00 BI-WEEKLY
COURT BAILIFF	60.00 BI-WEEKLY
<b>XII. UTILITIES DEPARTMENT</b>	
<b>WATERWORKS DIVISION &amp; COLLECTIONS DIVISION</b>	
SUPERINTENDENT CERTIFIED	1858.00 BI-WEEKLY
WATER SUPERINTENDENT NON-CERTIFIED	1582.00 BI-WEEKLY
WATER SUPERINTENDENT ASSISTANT	1381.00 BI-WEEKLY
UTILITY OFFICE MANAGER	1020.00 BI-WEEKLY
CITY ACCOUNTANT	629.00 BI-WEEKLY
DIRECTOR OF PUBLIC WORKS	465.00 BI-WEEKLY

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HUMAN RESOURCES DIRECTOR	465.00 BI-WEEKLY
GIS (GEOGRAPHICAL INFORMATION SYSTEM OPERATOR)	838.00 BI-WEEKLY
GIS ASSISTANT	587.00 BI-WEEKLY

**SEWERWORKS DIVISION**

SUPERINTENDENT CERTIFIED	1858.00 BI-WEEKLY
SUPERINTENDENT NON-CERTIFIED	1652.00 BI-WEEKLY
MS-4 OPERATOR	1652.00 BI-WEEKLY
CITY ACCOUNTANT	629.00 BI-WEEKLY
UTILITY OFFICE MANAGER	387.00 BI-WEEKLY
ASSISTANT SUPERINTENDENT NON-CERTIFIED	1354.00 BI-WEEKLY
LAB SUPERINTENDENT – COMPLIANCE OFFICER	1367.00 BI-WEEKLY
STREET FOREMEN	1286.00 BI-WEEKLY
PRE-TREATMENT COORDINATOR	1295.00 BI-WEEKLY
GIS (GEOGRAPHICAL INFORMATION SYSTEM OPERATOR)	838.00 BI-WEEKLY
GIS ASSISTANT	587.00 BI-WEEKLY
DIRECTOR OF PUBLIC WORKS	466.00 BI-WEEKLY
HUMAN RESOURCES DIRECTOR	466.00 BI-WEEKLY

**XIII. MOTOR VEHICLES & HIGHWAY DEPARTMENT**

MVH COMMISSIONER	1856.00 BI-WEEKLY
ASSISTANT MVH COMMISSIONER	1570.00 BI-WEEKLY
MVH FOREMEN	1299.0 I-WEEKLY

**XIV. TRANSPORTATION DEPARTMENT**

TRANSPORTATION MANAGER	1581.00 BI-WEEKLY
ASSISTANT TRANSPORTATION MANAGER	1229.00 BI-WEEKLY

**\*TEMPORARY/PART-TIME/SEASONAL EMPLOYEES** **FEDERAL MINIMUM WAGE**

**SECTION II. CERTIFICATION, PROFICIENCY AND LONGEVITY PAY SCHEDULE.**

**I. 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	1250.00 PER YEAR ADDITIONAL
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**II. WATER DISTRIBUTION**

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

GRADE DS-L	1250.00 PER YEAR ADDITIONAL
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PAID BI-ANNUALLY 50% IN JUNE AND DECEMBER RESPECTIVELY.

**III. ~~WATER POLLUTION CONTROL 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 CITY ACCOUNTANT WILL RECEIVE CERTIFICATION PAY OF:

1250.00 PER YEAR ADDITIONAL

AN EMPLOYEE OF THE POLLUTION CONTROL 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.

**IV. POLICE DEPARTMENT**

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**PROFICIENCY PAY**

BREATH ANALYZERS	22.50 BI-WEEKLY
VOICE ANALYZERS	22.50 BI-WEEKLY
PHOTOGRAPHERS	22.50 BI-WEEKLY
DRUG COORDINATORS	22.50 BI-WEEKLY
IDAC TERMINAL OPERATORS	22.50 BI-WEEKLY
PUBLIC INFORMATION OFFICERS	22.50 BI-WEEKLY
HOMICIDE TEAM MEMBERS	22.50 BI-WEEKLY
CERTIFIED INSTRUCTORS	22.50 BI-WEEKLY
FIELD TRAINING OFFICER	22.50 BI-WEEKLY

ONLY ONE PROFICIENCY COMPENSATION PER INDIVIDUAL.

ON THE FIRST OF THE MONTH AFTER THE DATE OF EMPLOYMENT POLICE MANAGEMENT PERSONNEL WILL RECEIVE THE \$28.00 PER MONTH LONGEVITY PAY FOR EACH THREE (3) YEARS OF CONTINUOUS EMPLOYMENT.

CLOTHING ALLOTMENT WILL BE BUDGETED AT \$450.00 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:

\$450.00 PAYABLE ON OR BEFORE DECEMBER 28<sup>TH</sup> EACH YEAR

**V. 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/WMD TECHNICIANS	28.85 BI-WEEKLY

ON THE FIRST OF THE MONTH AFTER THE DATE OF THE EMPLOYMENT FIRE MANAGEMENT PERSONNEL WILL RECEIVE \$28.00 PER MONTH OF LONGEVITY PAY FOR EACH THREE (3) YEARS OF CONTINUOUS EMPLOYMENT.

CLOTHING ALLOTMENT WILL BE BUDGETED AT \$450.00 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:

\$450.00 PAYABLE ON OR BEFORE DECEMBER 28<sup>TH</sup> EACH YEAR

INCENTIVE PAY OF \$23.00 FOR MEMBERS WHO MAINTAIN EMT-B CERTIFICATION AND \$27.00 FOR MEMEBERS WHO MAINTAIN EMT-A CERTIFICATION WILL BE PAID BI-WEEKLY.

**VI. EMERGENCY UNIT**

ON THE FIRST OF THE MONTH AFTER THE DATE OF EMPLOYMENT – EMERGENCY UNIT MANAGEMENT PERSONNEL WILL RECEIVE \$23.50 PER BI-WEEKLY SERVICE PAY FOR EACH 3 YEARS OF CONTINUOUS EMPLOYMENT.

CLOTHING ALLOTMENT WILL BE BUDGETED AT \$600.00 PER EMPLOYEE PAYABLE AS FOLLOWS: UNIFORMS WILL BE FURNISHED TO A NEW HIRE AT THE TME 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 28<sup>TH</sup> EACH YEAR.  
\$300.00 PAYABLE ON OR BEFORE DECEMBER 28<sup>TH</sup> EACH YEAR.

**VII. BUILDING COMMISSIONER’S OFFICE**

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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	1250.00
UNDER THREE YEARS VERIFIABLE EXPERIENCE	750.00

**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, 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**

**I. VACATION**

**MANAGEMENT PERSONNEL WILL RECEIVE VACATION DAYS AS FOLLOWS:**

<b>YEARS EMPLOYED</b>	<b>VACATION LEAVE</b>
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

**FIRE, POLICE, & ADMINISTRATIVE EMT'S**

FIFTEEN YEARS AND OVER	5 WEEKS
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VACATION LEAVE DOES NOT ACCRUE BEYOND THE CALENDAR YEAR IN WHICH EARNED.

**II. SICK DAYS**

MANAGEMENT PERSONNEL (EXCEPT POLICE AND FIRE) 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.

(AMENDED PER ORDINANCE #3624)

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

IF AN EMPLOYEE ENDS HIS/HER EMPLOYMENT WITH NO LESS THAN 1 YEAR OF SERVICE 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.

**III. LEAVE POLICY – SALARY ADMINISTRATORS**

A FULL TIME ADMINSTRATOR 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 HEALTH AND LIFE INSURANCE SHALL CONTINUE FOR A PERIOD OF SIX (6) MONTHS FORM DATE OF EXHAUSTION OF SICK AND VACATION PAY.

**IV. 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.

**V. 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.

**VI. CHRISTMAS BONUS**

MANAGEMENT PERSONNEL WILL RECEIVE A \$100.00 CHRISTMAS BONUS PAID IN DECEMBER OF EACH CALENDAR YEAR.

**VII. INSURANCE**

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

**VIII. 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.

**IX. 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.

ORDINANCE PURSUANT TO STATE STATUE.

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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, 2012).

ALL ORDINANCES IN CONFLICT HEREWITH ARE HEREBY REPEALED.

ADOPTED BY THE COMMON COUNCIL OF THE CITY OF NEW CASTLE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.

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

ATTEST:

\_\_\_\_\_  
JANICE L. LAVARNWAY, CLERK-TREASURER

AYE	NAY

APPROVED BY ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.

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