
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
   MAYOR'S ASSISTANT 1155.00 BI-WEEKLY
   PART-TIME SECRETARIES FEDERAL MINIMUM WAGE

II. PUBLIC WORKS DEPARTMENT/HUMAN RESOURCES
    DIRECTOR
    DIRECTOR OF PUBLIC WORKS 931.00 BI-WEEKLY
    HUMAN RESOURCES DIRECTOR 931.00 BI-WEEKLY
    MAYOR'S ASSISTANT 260.00 BI-WEEKLY

III. BUILDING COMMISSIONER'S OFFICE
     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

IV. POLICE DEPARTMENT
    POLICE CHIEF 1901.00 BI-WEEKLY
    DEPUTY CHIEF 1806.00 BI-WEEKLY
    CODE ENFORCEMENT OFFICER 11.00 PER HOUR

V. CEMETERY DEPARTMENT
   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

VI. PARK DEPARTMENT
    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

VII. POOL DEPARTMENT
     POOL/RECREATION MANAGER 350.00 PER WEEK
     LIFE GUARDS FEDERAL MINIMUM WAGE
     RECREATIONAL EMPLOYEES FEDERAL MINIMUM WAGE
     CASHIERS FEDERAL MINIMUM WAGE

VIII. FIRE DEPARTMENT
     FIRE CHIEF 1901.00 BI-WEEKLY
     DEPUTY CHIEF (1) 1688.00 BI-WEEKLY
     BATTALION CHIEFS (3) 1688.00 BI-WEEKLY

IX. BOARD OF PUBLIC WORKS
    CITY ACCOUNTANT 597.00 BI-WEEKLY

X. EMERGENCY FIRST AID UNIT
   EMS CHIEF 1901.00 BI-WEEKLY

XI. CITY COURT
    JUDICIAL ASSISTANT 576.00 BI-WEEKLY
    COURT CLERK 60.00 BI-WEEKLY
    COURT BAILIFF 60.00 BI-WEEKLY

XII. UTILITIES DEPARTMENT
     WATERWORKS DIVISION & COLLECTIONS DIVISION
     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
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 1299.00 BI-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

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

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**
ORDINANCE #3632

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 SEQUENCES: 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 SEQUENCES:

$450.00 PAYABLE ON OR BEFORE DECEMBER 28TH 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 SEQUENCES: 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 SEQUENCES:

$450.00 PAYABLE ON OR BEFORE DECEMBER 28TH EACH YEAR

INCENTIVE PAY OF $23.00 FOR MEMBERS WHO MAINTAIN EMT-B CERTIFICATION AND $27.00 FOR MEMBERS 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 SEQUENCES: 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 SEQUENCES:

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

VII. BUILDING COMMISSIONER’S OFFICE
ORDINANCE #3632

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:

YEARS EMPLOYED VACATION LEAVE
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

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.

(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 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 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 THOUGH 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 STATUTE.
ORDINANCE #3632

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:

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JANICE L. LAVARNWAY, CLERK-TREASURER

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APPROVED BY ME THIS _______________ DAY OF ________________, 2011.

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