

**SPECIAL ORDINANCE NO. 23, 2019
 AS AMENDED**

AN ORDINANCE SETTING THE MAXIMUM SALARIES OF ALL EMPLOYEES OF THE CITY OF TERRE HAUTE, INDIANA, EXCEPTING SOME MEMBERS OF THE TERRE HAUTE FIRE DEPARTMENT, THE TERRE HAUTE POLICE DEPARTMENT, THE TERRE HAUTE STREET DEPARTMENT, THE TERRE HAUTE CEMETERY DEPARTMENT, THE TERRE HAUTE WASTEWATER UTILITY, THE TERRE HAUTE TRANSPORTATION UTILITY, THE TERRE HAUTE PARK AND RECREATION DEPARTMENT, AND EXCLUDING ELECTED OFFICIALS AND IN SOME INSTANCES ESTABLISHING CERTAIN BENEFITS FOR THE ABOVE MENTIONED INCLUDED EMPLOYEES, EFFECTIVE JANUARY 1, 2020.

BE IT ORDAINED by the Common Council of the City of Terre Haute:

SECTION 1. Commencing January 1, 2020, the following salary schedule, not to exceed the amounts listed, shall be in full force and effect for the designated Municipal Employees of the City of Terre Haute by Department, as follows:

DEPARTMENT/POSITION	AMOUNT
MAYOR'S OFFICE:	
Administrative Assistants	2 @ \$ 37,246 \$ 74,492
CONTROLLER'S OFFICE:	
Controller	\$ 76,907
Deputy Controller	\$ 62,000
Senior Financial Analyst	\$ 57,000
Office Manager	\$ 40,000
Payroll Manager	\$ 40,219
Financial Analyst	\$ 39,500
Accounts Payable Specialist	\$ 39,500
HUMAN RELATIONS	
Human Relations Director	\$ 48,261
CITY CLERK'S OFFICE:	
Chief Deputy Clerk	\$ 44,297
Deputy Clerk	6 @ \$34,927 \$209,564
Deputy Clerk (1)	\$ 17,463
(½ salary paid from City Clerk GF / ½ from City Clerk N/R)	
<u>Part-time Deputy Clerk</u>	<u>not to exceed \$14.50/hr</u>

CITY CLERK'S N/R:

Deputy Clerk (1) (½ salary paid from City Clerk GF / ½ from City Clerk N/R)	\$ 17,464
CITY JUDGE'S OFFICE:	
Court Reporter	\$ 34,927
Bailiff	\$ 34,927
Temp. Salaries/Pro Tempore	\$ 1,100
LEGAL OFFICE:	
City Attorney	\$ 64,272
Paralegal	\$ 56,557
Human Resources Director	\$ 56,308
Human Resources / Legal Administrator	\$ 53,069
Administrator	\$ 45,898
CITY HALL MAINTENANCE:	
Facilities Manager	\$ 54,936
Maintenance	\$ 32,177
ENGINEERING DEPARTMENT:	
City Engineer	\$ 84,754
Assistant City Engineer	\$ 75,185
Lead Inspector	\$ 51,483
Urban Forester	\$ 56,774
Electrical Inspector	\$ 26,780
Housing Inspector	2 @ \$ 38,610
Office Manager	\$ 36,634
Project Coordinator	\$ 49,873
Staff Engineer Level II	\$ 63,628
Director of Asset Management	\$ 61,134
Staff Engineer Level II / GIS Coordinator	\$ 63,628
ENGINEERING NON-REVERTING:	
Director of Inspection	\$ 61,134
Transportation Infrastructure Manager	\$ 49,873
Engineering Aide Level III	3 @ \$ 38,610
STREET DEPARTMENT – SIGNAL DIVISION:	
Traffic Signal Division Supervisor	\$ 53,089
Traffic Signal Technicians	\$ 40,219
STREET DEPARTMENT – MVH:	
Transportation Director	\$ 67,804

FIRE DEPARTMENT - CIVILIANS:		
Secretary	2 @ \$33,784	\$ 67,568
Fire Merit Board Secretary		\$ 4,686
Fire Merit Board Commissioners	4 @ \$3,186	\$ 12,744
FIRE PENSION:		
Secretary		\$ 8,000
FIRE DEPARTMENT - EMS FUND:		
Mechanic		\$ 49,902
Billing Clerk		\$ 33,784
POLICE DEPARTMENT - CIVILIANS:		
Merit Commissioners	3 @ \$3,000	\$ 9,000
Environmental Protection Director		\$ 38,574
Environmental Protection Officer	6 @ \$35,357	\$212,142
Clerk/Typist		\$ 33,751
Seasonal Maintenance (Part-time)	not to exceed @ \$12/hr.	\$ 25,000
PUBLIC SAFETY LIT:		
Crossing Guards		\$ 65,000
POLICE PENSION:		
Secretary		\$ 8,000
BOARD OF PUBLIC WORKS & SAFETY:		
Board Members	5 @ \$2,400	\$ 12,000
INFORMATION TECHNOLOGY DEPARTMENT:		
Chief Information Officer (CIO)		\$ 71,203
Senior Network/Systems Admin		\$ 54,569
Project Manager/Analyst		\$ 48,262
Technical Support Specialist	2 @ \$ 43,438	\$ 86,875
Network/Systems Administrator	2 @ \$ 48,351	\$ 96,701
Intern		\$ 5,000
BOARD OF ZONING APPEALS:		
Secretary		\$ 2,400
Board Members	4 @ \$750	\$ 3,000
TRANSPORTATION UTILITY:		
Transportation Director		\$ 48,204
Assistant Manager		\$ 40,219
Office Manager		\$ 37,000
Bookkeeper		\$ 35,392

ADA Specialist		\$ 32,176
Custodian		\$ 32,176
Part Time Custodian	1 @ \$10.00 per hour	\$ 17,686
Night Dispatcher	2 @ \$10.89 per hour	\$ 29,905

WASTEWATER UTILITY:

Wastewater Utility Director		\$ 78,475
Operations Supervisor		\$ 57,917
Pretreatment Supervisor		\$ 57,917
Safety Coordinator		\$ 68,245
Supervisor – Sewage Billing Collections		\$ 52,489
Lab Technicians	3 @ \$23.87/hr; 1 @ \$24.75/hr.	\$175,374
Pretreatment Assistant		\$ 45,920
Clerk	2 @ \$33,438; 1 @ \$32,176	\$ 99,052
Project Analyst		\$ 47,133
Assistant Financial Analyst	4 @ \$37,001	\$148,004
Seasonal Maintenance (part-time)	not to exceed \$14.56/hr.	\$ 27,038
Sanitary Board Commissioners	5 @ \$4,800	\$ 24,000

CEMETERY DEPARTMENT:

Foreman		\$ 47,500
Clerk		\$ 32,176 - \$ 33,176
Board of Cemetery Regents	4 @ \$500	\$ 2,000

PARK & RECREATION DEPARTMENT:

Superintendent		\$ 75,286
Maintenance Director		\$ 54,631
Assistant Director of Maintenance		\$ 54,631
Golf Course Superintendent		\$ 69,628
Director of Recreation		\$ 43,440
Hulman Links Golf Pro		\$ 42,848
Office Manager		\$ 41,646
Assistant to the Pro/Rea Park		\$ 40,224
Assistant Director of Recreation		\$ 40,219
Curator, Native American Museum		\$ 35,392
Naturalist		\$ 35,392
Accounts Payable Clerk		\$ 33,784
Assistant Superintendent – Hulman Links		\$ 33,784
Secretary		\$ 32,176
Turner Community Center Secretary		\$ 32,176
19 th Hole Manager		\$ 30,566
Board Members	4 @ \$900	\$ 3,600
Seasonal and Temp. Maintenance & Parks Programs Employees not to exceed \$15.00/hr.		

SECTION 2. Commencing January 1, 2020, the City of Terre Haute will provide to each full time, permanent employee whose salary is established by this ordinance, and his or her eligible dependants, health and hospitalization insurance coverage through December 31, 2020. The City will pay seventy percent (70%) of the actual monthly premium.

The payment of the sums contemplated herein to be paid by the employee shall be by means of payroll deduction, through the Office of the City Controller of the City of Terre Haute, as insurance premiums are presently deducted in such office.

SECTION 3. Commencing January 1, 2020, the City of Terre Haute will provide to each department head and full time, permanent employee whose salary is established by this ordinance dental insurance coverage through December 31, 2020. The City will pay seventy percent (70%) of the actual monthly premium.

SECTION 4. The salaries of all municipal employees of the City of Terre Haute shall be fixed on an annual basis, weekly basis, or an hourly basis, as established in this Ordinance, but the salaries shall be paid bi-weekly in a manner determined by the Board of Public Works and Safety.

SECTION 5.

(A) VACATION DAYS

The following schedule for earning vacation time shall apply to all City employees covered by the City Hall Employees Salary Ordinance:

With less than five (5) years continuous employment with the City, an employee shall earn ten (10) days, earned at the rate of 1/12 per month or fractional part thereof from the first day of employment.

Beginning January 1 in the year during which the employee will attain five (5) years of continuous employment with the City, an employee shall earn fifteen (15) days, earned at the rate of 1/12 per month or fractional part thereof.

Beginning January 1 in the year during which the employee will attain fifteen (15) years of continuous employment with the City, an employee shall earn twenty (20) days, earned at the rate of 1/12 per month or fractional part thereof.

Beginning on the first date of employment, department heads shall earn fifteen (15) days, earned at the rate of 1/12 per month of fractional part thereof, and shall not earn additional days until January 1 of the year in which the department head shall attain fifteen (15) years of continuous employment as a department head, as set forth for all employees.

An employee may accumulate a maximum of thirty (30) vacation/personal days. At no time shall an employee's combined total of accrued vacation and personal time exceed thirty (30) days.

Upon termination, the administration shall calculate the number of days earned in the calendar year of the termination and the number of days taken during the calendar year of the termination; shall calculate any accumulated days; and shall adjust the employee's final wages accordingly.

(B) PERSONAL DAYS

Municipal employees of the City of Terre Haute covered by the City Hall employees Salary Ordinance shall earn four (4) paid personal leave days per year, earned at the rate of one (1) personal day per quarter.

(C) SICK DAYS

Municipal employees of the City of Terre Haute covered by the City Hall Employees Salary Ordinance shall earn eight (8) sick days per year earned at the rate of 1/12 per month or fractional part thereof from the first day of employment. Employees may accumulate a maximum of forty-five (45) sick days which shall carry over from year to year. Upon termination, unused sick days are lost.

Sick leave may be taken as required by illness or injury. In the event an employee is absent in excess of three (3) consecutive scheduled working days for any medical reason, the employee must furnish notification from his/her physician to his/her department head as proof of illness and as a release to return to work.

(D) HOLIDAYS

The following holidays shall be recognized as paid holidays:

New Year's Day	January 1, 2020
Martin Luther King Jr.	January 20, 2020
President's Day	February 17, 2020
Good Friday	April 10, 2020
Election Day	May 5, 2020
Memorial Day	May 25, 2020
Independence Day	July 3, 2020
Labor Day	September 7, 2020
Columbus Day	October 12, 2020
Election Day	November 3, 2020
Veteran's Day	November 11, 2020
Thanksgiving	November 26, 2020
Day after Thanksgiving	November 27, 2020

Christmas Holiday

December 24-25, 2020

SECTION 6. Commencing January 1, 2020, the City of Terre Haute will provide to each benefit eligible employee, whose salary is established by this ordinance, Twenty Five Thousand Dollars (\$25,000.00) of life insurance coverage through December 31, 2020. The City will pay one hundred percent (100%) of the costs of such coverage.

SECTION 7. Pay in addition to salaries or overtime pay may be paid to City employees for work which is extraordinary because of an emergency situation or because of the requirement of time in excess of that ordinarily contemplated in the job classification. Said pay must be requested by the Department Head of said employee or employees or the Mayor and approved by the Board of Public Works and Safety.

SECTION 8. This Ordinance shall be in full force and effect from and after its passage and shall be effective as in the salaries provided on and for January 1, 2020.

Introduced by: O. Earl Elliott O. Earl Elliott, Councilperson

Passed in open Council this 10TH day of OCTOBER, 2019.

Martha Cross Martha Crossen, President

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

Presented by me to the Mayor this 11TH day of OCTOBER, 2019.

Michelle L. Edwards Michelle L. Edwards,
City Clerk

Approved by me, the Mayor, this 11TH day of OCTOBER, 2019.

Duke A. Bennett Duke A. Bennett, Mayor

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

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ENGINEERING NON-REVERTING:

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Transportation Infrastructure Manager		\$ 49,873
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STREET DEPARTMENT – SIGNAL DIVISION:

Traffic Signal Division Supervisor		\$ 53,089
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STREET DEPARTMENT – MVH:

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Introduced by: *O. Earl Elliott* O. Earl Elliott, Councilperson

Passed in open Council this _____ day of _____, 2019.

_____ Martha Crossen, President

ATTEST: _____ Michelle L. Edwards, City Clerk

Presented by me to the Mayor this _____ day of _____, 2019.

_____ Michelle L. Edwards,
City Clerk

Approved by me, the Mayor, this _____ day of _____, 2019.

_____ Duke A. Bennett, Mayor

ATTEST: _____ Michelle L. Edwards, City Clerk