

SPECIAL ORDINANCE NO. 12, 2020

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, 2021.

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

SECTION 1. Commencing January 1, 2021, 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 @ \$ 38,364 | \$ 76,728 |
| CONTROLLER'S OFFICE: | |
| Controller | \$ 79,214 |
| Deputy Controller | \$ 63,860 |
| Senior Financial Analyst | \$ 58,710 |
| Office Manager | \$ 41,200 |
| Payroll Manager | \$ 41,426 |
| Financial Analyst | \$ 40,685 |
| Accounts Payable Specialist | \$ 40,685 |
| HUMAN RELATIONS | |
| Human Relations Director | \$ 49,925 |
| CITY CLERK'S OFFICE: | |
| Chief Deputy Clerk | \$ 45,626 |
| Deputy Clerk 6 @ \$35,975 | \$215,850 |
| Deputy Clerk (1) (½ salary paid from City Clerk GF / ½ from City Clerk N/R) | \$ 17,988 |
| CITY CLERK'S N/R: | |
| Deputy Clerk (1) (½ salary paid from City Clerk GF / ½ from City Clerk N/R) | \$ 17,988 |

CITY JUDGE'S OFFICE:

| | |
|----------------------------|-----------|
| Court Reporter | \$ 35,975 |
| Bailiff | \$ 35,975 |
| Court Clerk | \$ 33,727 |
| Temp. Salaries/Pro Tempore | \$ 1,100 |

LEGAL OFFICE:

| | |
|--|-----------|
| City Attorney | \$ 66,200 |
| Paralegal | \$ 58,254 |
| Human Resources Director | \$ 57,997 |
| Human Resources / Benefits Administrator | \$ 54,661 |
| Administrator | \$ 47,275 |

CITY HALL MAINTENANCE:

| | |
|--------------------|-----------|
| Facilities Manager | \$ 56,584 |
| Maintenance | \$ 33,142 |

ENGINEERING DEPARTMENT:

| | |
|---|---------------|
| City Engineer | \$ 87,297 |
| Assistant City Engineer | \$ 77,441 |
| Lead Inspector | \$ 53,027 |
| Urban Forester | \$ 58,477 |
| Electrical Inspector | \$ 27,583 |
| Housing Inspector | 2 @ \$ 39,769 |
| Office Manager | \$ 37,733 |
| Project Coordinator | \$ 51,369 |
| Staff Engineer Level II | \$ 57,680 |
| Director of Asset Management | \$ 62,968 |
| Staff Engineer Level II / GIS Coordinator | \$ 65,537 |

ENGINEERING NON-REVERTING:

| | |
|---------------------------------------|---------------|
| Director of Inspection | \$ 62,968 |
| Transportation Infrastructure Manager | \$ 41,970 |
| Engineering Aide Level III | 3 @ \$ 39,768 |

STREET DEPARTMENT – SIGNAL DIVISION:

| | |
|------------------------------------|-----------|
| Traffic Signal Division Supervisor | \$ 54,682 |
| Traffic Signal Technicians | \$ 41,426 |

STREET DEPARTMENT – MVH:

| | |
|-------------------------|-----------|
| Transportation Director | \$ 69,838 |
|-------------------------|-----------|

FIRE DEPARTMENT - CIVILIANS:

| | | |
|--|--------------------------|-----------|
| Secretary | 2 @ \$34,797 | \$ 69,594 |
| 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 | | \$ 51,399 |
| Billing Clerk | | \$ 34,798 |
| POLICE DEPARTMENT - CIVILIANS: | | |
| Merit Commissioners | 3 @ \$3,000 | \$ 9,000 |
| Environmental Protection Director | | \$ 39,731 |
| Environmental Protection Officer | 6 @ \$36,418 | \$218,506 |
| Clerk/Typist | | \$ 34,764 |
| 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) | | \$ 73,339 |
| Senior Network/Systems Admin | | \$ 64,569 |
| Project Manager/Analyst | | \$ 49,710 |
| Technical Support Specialist | 2 @ \$ 44,741 | \$ 89,482 |
| Network/Systems Administrator | | \$ 49,710 |
| Citizen Engagement Coordinator | | \$ 42,250 |
| Intern | | \$ 5,000 |
| BOARD OF ZONING APPEALS: | | |
| Secretary | | \$ 2,400 |
| Board Members | 4 @ \$750 | \$ 3,000 |
| TRANSPORTATION UTILITY: | | |
| Transportation Director | | \$ 49,650 |
| Assistant Manager | | \$ 41,426 |
| Office Manager | | \$ 38,110 |
| Bookkeeper | | \$ 36,454 |

| | | |
|---------------------|----------------------|-----------|
| ADA Specialist | | \$ 33,141 |
| Custodian | | \$ 33,141 |
| Part Time Custodian | 1 @ \$10.00 per hour | \$ 18,217 |
| Night Dispatcher | 2 @ \$10.89 per hour | \$ 31,000 |

WASTEWATER UTILITY:

| | | |
|---|---------------------------------|-----------|
| Wastewater Utility Director | | \$ 80,830 |
| Operations Supervisor | | \$ 59,655 |
| Pretreatment Supervisor | | \$ 59,655 |
| Safety Coordinator | | \$ 70,292 |
| Supervisor – Sewage Billing Collections | | \$ 54,063 |
| Lab Technicians | 3 @ \$24.59/hr; 1 @ \$25.49/hr. | \$180,635 |
| Pretreatment Assistant | | \$ 47,298 |
| Clerk | 2 @ \$34,441; 1 @ \$33,141 | \$102,023 |
| Project Analyst | | \$ 48,547 |
| Assistant Financial Analyst | 4 @ \$38,111 | \$152,444 |
| Seasonal Maintenance (part-time) | not to exceed \$14.56/hr. | \$ 26,000 |
| Sanitary Board Commissioners | 5 @ \$4,800 | \$ 24,000 |

CEMETERY DEPARTMENT:

| | | |
|---------------------------|-----------|-----------|
| Foreman | | \$ 48,925 |
| Clerk | | \$ 34,171 |
| Board of Cemetery Regents | 4 @ \$500 | \$ 2,000 |

PARK & RECREATION DEPARTMENT:

| | | |
|---|---------------------------|-----------|
| Superintendent | | \$ 77,545 |
| Maintenance Director | | \$ 56,270 |
| Assistant Director of Maintenance | | \$ 56,270 |
| Golf Course Superintendent | | \$ 71,717 |
| Director of Recreation | | \$ 44,743 |
| Hulman Links Golf Pro | | \$ 44,133 |
| Office Manager | | \$ 42,895 |
| Assistant to the Pro/Rea Park | | \$ 41,431 |
| Assistant Director of Recreation | | \$ 41,425 |
| Curator, Native American Museum | | \$ 36,454 |
| Naturalist | | \$ 36,454 |
| Accounts Payable Clerk | | \$ 34,798 |
| Assistant Superintendent – Hulman Links | | \$ 34,798 |
| Secretary | | \$ 33,141 |
| Torner Community Center Secretary | | \$ 33,141 |
| 19 th Hole Manager | | \$ 31,483 |
| Board Members | 4 @ \$900 | \$ 3,600 |
| Seasonal and Temp. Maintenance & Parks Programs Employees | not to exceed \$15.00/hr. | |

SECTION 2. Commencing January 1, 2021, 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, 2021. 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, 2021, 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, 2021. 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, 2021 |
| Martin Luther King Jr. | January 18, 2021 |
| President's Day | February 15, 2021 |
| Good Friday | April 2, 2021 |
| Memorial Day | May 31, 2021 |
| Independence Day | July 5, 2021 |
| Labor Day | September 6, 2021 |
| Columbus Day | October 11, 2021 |
| Veteran's Day | November 11, 2021 |
| Thanksgiving | November 25, 2021 |
| Day after Thanksgiving | November 26, 2021 |
| Christmas Holiday | December 23-24, 2021 |

SECTION 6. Commencing January 1, 2021, 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, 2021. 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, 2021.

Introduced by: _____ O. Earl Elliott, Councilperson

Passed in open Council this _____ day of _____, 2020.

_____ George Azar, President

ATTEST: _____ Michelle L. Edwards, City Clerk

Presented by me to the Mayor this _____ day of _____, 2020.

_____ Michelle L. Edwards,
City Clerk

Approved by me, the Mayor, this _____ day of _____, 2020.

_____ Duke A. Bennett, Mayor

ATTEST: _____ Michelle L. Edwards, City Clerk