

SPECIAL ORDINANCE NO. 19, 2023

CITY CLERK

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, 2024.

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

SECTION 1. Commencing January 1, 2024, 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 @ \$ 41,917 \$ 83,834
CONTROLLER'S OFFICE:	
Controller	\$ 86,551
Deputy Controller	\$ 69,774
Senior Financial Analyst	\$ 64,147
Payroll Manager	\$ 45,263
Financial Analyst	\$ 44,885
Accounts Payable Specialist	\$ 44,885
HUMAN RELATIONS	
Human Relations Director	\$ 56,135
CITY CLERK'S OFFICE:	
Chief Deputy Clerk	\$ 53,419
Deputy Clerk	6 @ \$42,872 \$257,232
Clerical Clerk	\$ 35,000
CITY JUDGE'S OFFICE:	
Court Reporter	\$ 42,872
Bailiff	\$ 42,872
Court Clerk	\$ 41,622
Temp. Salaries/Pro Tempore	\$ 1,100

LEGAL OFFICE:

City Attorney		\$ 72,332
Paralegal		\$ 66,150
Human Resources Director		\$ 63,369
Human Resources / Benefits Administrator		\$ 59,724
Administrator		\$ 51,655

CITY HALL MAINTENANCE:

Facilities Manager		\$ 61,826
Maintenance		\$ 36,212
Part-Time Maintenance		\$ 20,000

ENGINEERING DEPARTMENT:

City Engineer		\$ 91,714
Assistant City Engineer		\$ 84,615
Urban Forester		\$ 59,987
Electrical Inspector		\$ 30,138
Housing Inspector	2 @ \$ 43,453	\$ 86,906
Plumbing Inspector		\$ 43,453
Office Manager		\$ 41,229
Project Coordinator		\$ 56,127
City Planner		\$ 71,608
Staff Engineer Level I		\$ 63,023
Director of Geographic Information Systems (GIS)		\$ 68,800

ENGINEERING NON-REVERTING:

Director of Construction & Asset Management		\$ 68,800
Right-of-Way Inspector		\$ 43,452
Construction Inspector II	2 @ \$ 48,602	\$ 97,204
Construction Inspector I		\$ 43,452

STREET DEPARTMENT – MVH:

Transportation Director		\$ 76,307
Administrative Assistant		\$ 41,221

FIRE DEPARTMENT - CIVILIANS:

Secretary	2 @ \$38,021	\$ 76,042
Fire Merit Board Secretary		\$ 4,686
Fire Merit Board Commissioners	4 @ \$3,186	\$ 12,744

FIRE PENSION:

Secretary		\$ 8,000
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FIRE DEPARTMENT - EMS FUND:

Lead Mechanic		\$ 63,135
Mechanic		\$ 56,161
Billing Clerk		\$ 38,021
Quartermaster		\$ 56,161
POLICE DEPARTMENT - CIVILIANS:		
Merit Commissioners	3 @ \$3,000	\$ 9,000
Environmental Protection Director		\$ 45,915
Environmental Protection Assistant Director		\$ 41,851
Environmental Protection Officer	5 @ \$39,791	\$198,955
Clerk/Typist		\$ 37,983
Groundskeeper		\$ 33,421
Seasonal Maintenance (Part-time)	not to exceed @ \$15/hr.	\$ 30,000
PUBLIC SAFETY LIT:		
Crossing Guards		\$ 94,500
POLICE PENSION:		
Secretary		\$ 8,000
BOARD OF PUBLIC WORKS & SAFETY:		
Board Members	5 @ \$2,400	\$ 12,000
INFORMATION TECHNOLOGY DEPARTMENT:		
IT Director/CIO		\$ 80,132
Senior Network/Systems Admin		\$ 76,012
Project Manager/Analyst		\$ 59,378
Technical Support Specialist	2 @ \$50,946	\$101,892
Systems Administrator		\$ 59,215
Citizen Engagement Coordinator		\$ 47,194
Intern (2)		\$ 15,000
BOARD OF ZONING APPEALS:		
Secretary		\$ 2,400
Board Members	4 @ \$750	\$ 3,000
TRANSPORTATION UTILITY:		
Transportation Director		\$ 56,135
Assistant Manager		\$ 45,262
Office Manager		\$ 41,640
Bookkeeper		\$ 39,830
ADA Specialist		\$ 36,211
Custodian		\$ 36,211
Part Time Custodian	1 @ \$15.00 per hour	\$ 19,924

Night Dispatcher 2 @ \$15.00 per hour \$ 33,872

WASTEWATER UTILITY:

Wastewater Utility Director		\$ 88,317
Assistant Plant Supervisor		\$ 65,180
Pretreatment Supervisor		\$ 65,180
Plant Supervisor		\$ 76,803
Sewage Billing Supervisor		\$ 59,071
Lab Technicians	2 @ \$26.86/hr; 1 @ \$27.85/hr.	\$169,000
Pretreatment Assistant		\$ 51,679
Clerks (4)		\$147,000
Project Analyst		\$ 55,104
Safety Coordinator		\$ 52,181
Assistant Financial Analyst	4 @ \$41,640	\$166,564
Sanitary Board Commissioners	5 @ \$4,800	\$ 24,000

CEMETERY DEPARTMENT:

Department Head		\$ 56,135
Office Manager		\$ 40,814
Board of Cemetery Regents	4 @ \$500	\$ 2,000
Seasonal Hourly Employees not to exceed \$15.30/hr.		

PARK & RECREATION DEPARTMENT:

Superintendent		\$ 84,728
Maintenance Director		\$ 61,482
Assistant Superintendent		\$ 51,000
Golf Course Superintendent		\$ 78,360
Director of Recreation		\$ 48,887
Hulman Links Golf Pro		\$ 48,221
Office Manager		\$ 46,868
Assistant to the Pro/Rea Park		\$ 45,269
Assistant Director of Recreation		\$ 45,262
Curator, Native American Museum		\$ 39,831
Naturalist		\$ 39,831
Accounts Payable Clerk		\$ 38,021
Assistant Superintendent – Hulman Links		\$ 38,021
Secretary		\$ 36,211
Torner Community Center Secretary		\$ 36,211
19 th Hole Manager		\$ 34,400
Board Members	4 @ \$900	\$ 3,600
Seasonal and Temp. Maintenance & Parks Programs Employees not to exceed \$15.00/hr.		

SECTION 2. Commencing January 1, 2024, 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 dependents, health and hospitalization insurance coverage through December 31, 2024. 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, 2024, 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, 2024. 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, 2024
Martin Luther King Jr.	January 15, 2024
President's Day	February 19, 2024
Good Friday	March 29, 2024
Primary Election Day	May 7, 2024
Memorial Day	May 27, 2024
Juneteenth	June 19, 2024
Independence Day	July 4, 2024
Labor Day	September 2, 2024
Columbus Day	October 14, 2024
General Election Day	November 5, 2024
Veteran's Day	November 11, 2024
Thanksgiving	November 28, 2024
Day after Thanksgiving	November 29, 2024
Christmas Holiday	December 24/25, 2024

SECTION 6. Commencing January 1, 2024, 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, 2024. 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, 2024.

Introduced by: Cheryl Loudermilk Cheryl Loudermilk, Councilperson

Passed in open Council this 5th day of October, 2023.

Curtis DeBaun Curtis DeBaun, President

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

Presented by me to the Mayor this 5th day of October, 2023.

Michelle L. Edwards Michelle L. Edwards,
City Clerk

Approved by me, the Mayor, this 5th day of OCTOBER, 2023.

Duke A. Bennett Duke A. Bennett, Mayor

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