

**SPECIAL ORDINANCE NO. 33, 2010  
AS AMENDED**

AN ORDINANCE SETTING THE 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, 2011.

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

**SECTION 1.** Commencing January 1, 2011, the following salary schedule 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
<b>MAYOR'S OFFICE:</b>	
Director of Public Affairs	\$ 49,440
Assistant to the Mayor	\$ 31,930
Secretary	\$ 27,585
<b>CONTROLLER'S OFFICE:</b>	
Controller	\$ 67,581
Assistant Controller	\$ 49,652
Senior Financial Analyst	\$ 35,859
Payroll Manager	\$ 34,480
Financial Analyst 3 @ \$33,101	\$ 99,303
Accounts Payable Specialist	\$ 33,101
Assistant Financial Analyst 2 @ \$31,722	\$ 63,444
<b>HUMAN RELATIONS</b>	
Human Relations Director	\$ 41,375
<b>CITY CLERK'S OFFICE:</b>	
Deputy Clerk/Administrative Assistant to City Council	\$ 36,500
Assistant Clerk #1	\$ 29,563
Deputy Clerk 4 @ \$29,384	\$117,536
Records Clerk	\$ 25,000

**CITY JUDGE'S OFFICE:**

Court Reporter	\$ 29,943
Bailiff	\$ 29,625
Temp. Salaries/Pro Tempore	\$ 1,100

**LEGAL OFFICE:**

City Attorney	\$ 57,926
Human Resources Director	\$ 48,273
Paralegal (Part-time)	\$ 33,101
Administrative Assistant	\$ 31,722
Benefits Administrator	\$ 30,342
Secretary (Part-time)	\$ 12,587

**CITY HALL MAINTENANCE:**

Superintendent (SEE: Cemetery Dept.)	\$ 24,137
(Superintendent's total salary will be \$48,274. \$24,137 to be paid from City Hall Maintenance & \$24,137 to be paid from Cemetery)	
Maintenance Superintendent	\$ 27,585
Custodian	\$ 26,204

**ENGINEERING DEPARTMENT:**

City Engineer	\$ 74,477
Assistant City Engineer	\$ 64,456
Administrative Assistant	\$ 28,964
Lead Inspector	\$ 44,136
Housing Inspector	2 @ \$ 33,101
Electrical Inspector	\$ 33,101
Office Manager	\$ 31,722
Urban Forester	\$ 42,756

**ENGINEERING NON-REVERTING:**

Planner	\$ 55,168
Director of Asset Management	\$ 52,411
Staff Engineer Level II	\$ 49,652
Staff Engineer Level I	\$ 46,893
Project Coordinator	\$ 42,756
Transportation Infrastructure Manager	\$ 42,756
Director of Inspection	\$ 52,411
GIS Technician	\$ 34,480
Engineering Aide Level III	2 @ \$33,101
Engineering Aide Level II	2 @ \$30,342

**STREET DEPARTMENT – SIGNAL DIVISION:**

Traffic Signal Division Supervisor	\$ 45,514
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Traffic Signal Technicians	2 @ \$34,480	\$ 68,960
<b>STREET DEPARTMENT – MVH:</b>		
Transportation Director (SEE: Transportation Utility)		\$ 16,551
(Director's total salary will be \$66,203, \$49,652 will be paid from Transit Utility and \$16,551 will be from Street Department – MVH Fund)		
<b>FIRE DEPARTMENT - CIVILIANS:</b>		
Chief Secretary		\$ 28,964
Clerk / Typist		\$ 28,964
Data Entry Clerk		\$ 28,964
<b>FIRE MERIT COMMISSION:</b>		
Secretary		\$ 4,686
Commissioners	4 @ \$3,186	\$12, 744
<b>FIRE PENSION:</b>		
Secretary		\$ 8,000
<b>FIRE DEPARTMENT - EMS FUND:</b>		
EMS Billing Clerk		\$ 31,722
<b>POLICE DEPARTMENT - CIVILIANS:</b>		
Merit Commissioners	3 @ \$3,000	\$ 9,000
Environmental Protection Director		\$ 33,101
Environmental Protection Officer	4 @ \$30,342	\$121,368
Clerk/Typist		\$ 28,964
<b>POLICE PENSION:</b>		
Secretary		\$ 8,000
<b>BOARD OF PUBLIC WORKS &amp; SAFETY:</b>		
Administrator		\$ 35,859
Crossing Guards	@ \$15.00 per day	\$100,000
Board Members	5 @ \$2,400	\$ 12,000
<b>INFORMATION TECHNOLOGY DEPARTMENT:</b>		
IT Director		\$ 60,686
Project Manager/Analyst		\$ 41,376
Technical Support Specialist	2 @ \$37,240	\$ 74,480
Systems Administrator	3 @ \$39,997	\$119,991
Administrative Assistant/ Web Administrator		\$ 30,383

Student Interns		\$ 8,000
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**BOARD OF ZONING APPEALS:**

Secretary		\$ 2,400
Board Members	4 @ \$750	\$ 3,000

**TRANSPORTATION UTILITY:**

Transportation Director (SEE: Street Dept. – MVH Fund)		\$ 49,652
(Director's total salary will be \$66,203. \$49,652 will be paid from Transit Utility and \$16,551 will be from Street Dept. – MVH Fund)		
Assistant Manager		\$ 34,480
Office Manager		\$ 31,722
Bookkeeper (Multi-Modal)		\$ 28,964
Bookkeeper (Transit)		\$ 30,342
ADA Specialist		\$ 27,585
Custodian		\$ 27,585
Part Time Custodian	2 @ \$8.75 per hour	\$ 29,500
Part Time Attendant	3 @ \$7.75 per hour	\$ 33,325
Night Dispatcher	@ \$11.33 per hour	\$ 23,566

**WASTEWATER UTILITY:**

Wastewater Utility Director		\$ 68,960
Operations Supervisor		\$ 49,652
Pretreatment Supervisor		\$ 49,652
Safety Coordinator		\$ 41,375
Lab Technicians	4 @ \$38,618	\$154,472
Pretreatment Assistant		\$ 37,240
Clerk	2 @ \$27,585	\$ 55,170

**CEMETERY DEPARTMENT:**

Superintendent (SEE: City Hall Maintenance Dept.)		\$ 24,137
(Superintendent's total salary will be \$48,274. \$24,137 to be paid from City Hall Maintenance & \$24,137 to be paid from Cemetery)		
Clerk		\$ 27,585
Foreman		\$ 30,342
Assistant Clerk		\$ 20,689
Board of Cemetery Regents	4 @ \$500	\$ 2,000

**PARK & RECREATION DEPARTMENT:**

Superintendent		\$ 62,065
Assistant Superintendent		\$ 41,375
Office Manager		\$ 33,743
Secretary		\$ 27,585

Accounts Payable Clerk		\$ 28,964
Board Members	4 @ \$900	\$ 3,600
Maintenance Director		\$ 39,997
Assistant Director of Maintenance		\$ 37,240
Director of Recreation		\$ 37,240
Assistant Director of Recreation		\$ 34,480
Curator, Native American Museum		\$ 30,342
Naturalist		\$ 30,342
Golf – Hulman Links		\$ 35,000
Assistant Golf Pro - Hulman Links		\$ 28,120
Golf Pro- Rea Park		\$ 35,000
Golf Course Superintendents	2 @ \$ 45,000	\$ 90,000
Assistant Superintendent – Hulman Links		\$ 28,964
19 <sup>th</sup> Hole Manager		\$ 26,204
Seasonal and Temp. Maintenance & Parks Programs Employees		not to exceed \$11.00 per hour.
Umpires		not to exceed \$20.00 per game

**SECTION 2.** Commencing January 1, 2011, the City of Terre Haute will provide to each full time, permanent employee whose salary is established by this ordinance health and hospitalization insurance coverage through December 31, 2011. 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, 2011, the City of Terre Haute will provide to each full time, permanent employee whose salary is established by this ordinance dental insurance coverage through December 31, 2011. 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 semi-monthly 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 or 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.

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.

Upon termination any unused personal days are lost. In the event a comparison of the number of personal days earned in the last calendar year of employment to the number of personal days used in the last calendar year of employment reveals the employee has used more paid personal days than have been earned, the employee's final wages shall be adjusted accordingly.

#### **(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	December 31, 2010
Martin Luther King Jr.	January 17, 2011
President's Day	February 21, 2011
Good Friday	April 22, 2011
Primary Election Day	May 3, 2011
Memorial Day	May 30, 2011
Independence Day	July 4, 2011
Labor Day	September 5, 2011
Columbus Day	October 10, 2011
Election Day	November 8, 2011
Veteran's Day	November 11, 2011
Thanksgiving	November 24, 2011
Day after Thanksgiving	November 25, 2011
Christmas Eve	December 23, 2011
Christmas	December 26, 2011

**SECTION 6.** The illegality or invalidity, for any reason, of any of the sections of this Ordinance or parts thereof, shall invalidate only such section or sections as are so determined to be illegal or invalid, and any such invalidity shall have no effect on the remaining sections of this Ordinance.


**SECTION 7.** All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

**SECTION 8.** 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 9.** 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, 2011.

Introduced by:  George Azar, Councilman

Passed in open Council this 28<sup>th</sup> day of September, 2010.

 Neil Garrison, President

ATTEST: Charles P. Hanley Charles P. Hanley, City Clerk

Presented by me to the Mayor this 29<sup>th</sup> day of September, 2010.

Charles P. Hanley Charles P. Hanley, City Clerk

Approved by me, the Mayor, this 29<sup>th</sup> day of SEPTEMBER, 2010.

Duke A. Bennett Duke A. Bennett, Mayor

ATTEST: Charles P. Hanley Charles P. Hanley, City Clerk