

FILED

SEP 04 2014

CITY CLERK

SPECIAL ORDINANCE NO. 21, 2014

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, 2015.

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

SECTION 1. Commencing January 1, 2015, 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
MAYOR'S OFFICE:	
Public Relations Specialist	\$ 20,000
Administrative Assistant	\$ 34,770
Secretary	\$ 30,037
CONTROLLER'S OFFICE:	
Controller	\$ 71,795
Assistant Controller	\$ 54,067
Office Manager	\$ 38,000
Payroll Manager	\$ 37,546
Financial Analyst	2 @ \$36,044
Accounts Payable Specialist	\$ 36,044
HUMAN RELATIONS	
Human Relations Director	\$ 45,053
CITY CLERK'S OFFICE:	
Deputy Clerk/Administrative Assistant to City Council	\$ 41,352
Assistant Clerk #1	\$ 32,192
Deputy Clerk	5 @ \$31,997
	\$159,985

CITY JUDGE'S OFFICE:

Court Reporter	\$ 32,606
Bailiff	\$ 32,258
Temp. Salaries/Pro Tempore	\$ 1,100

LEGAL OFFICE:

City Attorney	\$ 61,812
Paralegal	\$ 52,798
Human Resources Director	\$ 52,565
Administrative Assistant	\$ 34,542
Benefits Administrator	\$ 33,040
Secretary -- Human Resources	\$ 31,539
Secretary (Part-time)	\$ 13,727

CITY HALL MAINTENANCE:

Maintenance	\$ 30,038
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ENGINEERING DEPARTMENT:

City Engineer	\$ 79,120
Assistant City Engineer	\$ 70,187
Office Manager	\$ 34,542

ENGINEERING NON-REVERTING:

Planner		\$ 60,074
Staff Engineer Level II		\$ 59,399
Director of Asset Management		\$ 57,071
Director of Inspection		\$ 57,071
Staff Engineer Level I		\$ 56,239
Facilities Manager		\$ 51,284
Lead Inspector		\$ 48,061
Project Coordinator		\$ 46,558
Transportation Infrastructure Manager		\$ 46,558
Urban Forester		\$ 46,462
GIS Coordinator		\$ 40,546
Engineering Aide Level III	2 @	\$ 36,044
Electrical Inspector		\$ 36,044
Housing Inspector	2 @	\$ 36,044
Engineering Aide Level II	2 @	\$ 33,040
Part Time Employees		\$ 20,000

STREET DEPARTMENT – SIGNAL DIVISION:

Traffic Signal Division Supervisor	\$ 49,560
Traffic Signal Technicians	\$ 37,546

STREET DEPARTMENT – MVH:

Transportation Director (SEE: Transportation Utility)	\$ 63,297
(Director's total salary is \$70,331: \$7,034 is paid from Transit Utility; \$63,297 is paid from Street Dept. – MVH Fund)	

FIRE DEPARTMENT - CIVILIANS:

Secretary	2 @ \$31,539	\$ 63,078
Data Entry Clerk (SEE: Fire EMS Fund Billing Clerk)		\$ 23,654
(Total salary: \$31,539; \$23,654 to be paid from Fire Civilians, \$7,885 to be paid from Fire EMS)		
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:

Mechanic	\$ 46,585
Billing Clerk (SEE: Fire Dept. Data Entry Clerk)	\$ 7,885
(Total salary: \$31,539; \$23,654 to be paid from Fire Civilians, \$7,885 to be paid from Fire EMS)	

POLICE DEPARTMENT - CIVILIANS:

Merit Commissioners	3 @ \$3,000	\$ 9,000
Environmental Protection Director		\$ 36,010
Environmental Protection Officer	4 @ \$33,007	\$132,028
Clerk/Typist		\$ 31,508
Seasonal Maintenance (Part-time)	not to exceed @ \$12/hr.	\$ 30,000

POLICE PENSION:

Secretary	\$ 8,000
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BOARD OF PUBLIC WORKS & SAFETY:

Administrator		\$ 39,048
Crossing Guards	@ \$15.00 per day	\$100,000
Board Members	5 @ \$2,400	\$ 12,000

INFORMATION TECHNOLOGY DEPARTMENT:

IT Director		\$ 64,470
Project Manager Specialist		\$ 45,054
Technical Support Specialist	2 @ \$ 40,550	\$ 81,100
Network/Systems Administrator	2 @ \$ 45,137	\$ 90,274
311/Web Administrator		\$ 34,636
Student Interns		\$ 5,000

BOARD OF ZONING APPEALS:

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

TRANSPORTATION UTILITY:

Transportation Director (SEE: Street Dept. – MVH Fund)		\$ 7,034
(Director's total salary is: \$70,331: \$7,034 is paid from Transit Utility & \$63,297 is paid from Street Dept. – MVH Fund)		
Assistant Manager		\$ 37,546
Office Manager		\$ 34,542
Bookkeeper		\$ 33,040
ADA Specialist		\$ 30,037
Custodian		\$ 30,037
Part Time Custodian	1 @ \$9.52 per hour	\$ 16,843
Night Dispatcher	@ \$10.57 per hour	\$ 29,034

WASTEWATER UTILITY:

Wastewater Utility Director		\$ 73,259
Operations Supervisor		\$ 54,067
Pretreatment Supervisor		\$ 54,067
Safety Coordinator		\$ 45,053
Lab Technicians	3 @ \$22.28/hr; 1 @ \$23.11/hr.	\$168,207
Pretreatment Assistant		\$ 40,550
Clerk	3 @ \$30,037	\$ 90,111
Assistant Financial Analyst	2 @ \$34,542	\$ 69,084
Seasonal Maintenance (part-time)	not to exceed \$14.00/hr.	\$ 47,000

CEMETERY DEPARTMENT:

Foreman		\$ 42,500
Clerk		\$ 30,037
Board of Cemetery Regents	4 @ \$500	\$ 2,000

PARK & RECREATION DEPARTMENT:

Superintendent		\$ 70,282
Maintenance Director		\$ 51,000
Director of Safety and Operations		\$ 51,000
Golf Course Superintendents	2 @ \$49,000	\$ 98,000
Golf Operations Manager – Hulman Links & Rea Park		\$ 46,032
Director of Recreation		\$ 40,552
Office Manager		\$ 38,878
Assistant Director of Recreation		\$ 37,546
Curator, Native American Museum		\$ 33,040
Naturalist		\$ 33,040
Accounts Payable Clerk		\$ 31,539

Assistant Superintendent – Hulman Links	\$ 31,539
Secretary	\$ 30,037
Torner Community Center Secretary	\$ 30,037
19 th Hole Manager	\$ 28,534
Board Members	4 @ \$900 \$ 3,600
Seasonal and Temp. Maintenance & Parks Programs Employees not to exceed \$15.00/hr.	

SECTION 2. Commencing January 1, 2015, the City of Terre Haute will provide to each department head and full time, permanent employee whose salary is established by this ordinance health and hospitalization insurance coverage through December 31, 2015. 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, 2015, 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, 2015. 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.

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:

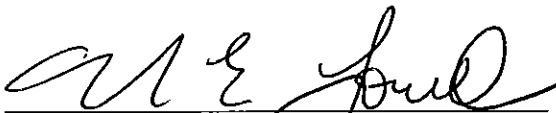
New Year's Day	January 1, 2015
Martin Luther King Jr.	January 19, 2015
President's Day	February 16, 2015
Good Friday	April 3, 2015
Election Day	May 5, 2015
Memorial Day	May 25, 2015
Independence Day	July 3, 2015
Labor Day	September 7, 2015
Columbus Day	October 12, 2015
Election Day	November 3, 2015
Veteran's Day	November 11, 2015

Thanksgiving	November 26, 2015
Day after Thanksgiving	November 27, 2015
Christmas Eve	December 24, 2015
Christmas	December 25, 2015

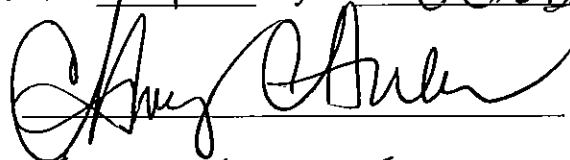
SECTION 6. Commencing January 1, 2015, the City of Terre Haute will provide to each benefit eligible employee, whose salary is established by this ordinance, Twenty Five Thousand Dollars (\$25,000.00) of life insurance coverage through December 31, 2015. The City will pay one hundred percent (100%) of the costs of such coverages.


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, 2015.

Introduced by:  Norman Loudermilk, Councilman

Passed in open Council this 9th day of October, 2014.

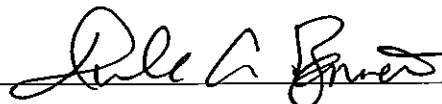
 Amy Auler, President

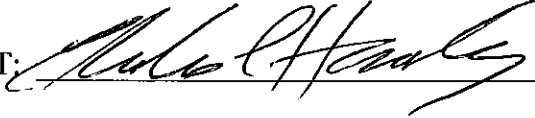
ATTEST:  Charles P. Hanley, City Clerk

Presented by me to the Mayor this 10th day of October, 2014.

 Charles P. Hanley, City Clerk

Approved by me, the Mayor, this 10th day of OCTOBER, 2014.

 Duke A. Bennett, Mayor

ATTEST:  Charles P. Hanley, City Clerk