

SPECIAL ORDINANCE NO. 27, 2022

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, 2023.

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

SECTION 1. Commencing January 1, 2023, 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 @ \$ 40,696 \$ 81,392
CONTROLLER'S OFFICE:	
Controller	\$ 84,030
Deputy Controller	\$ 67,742
Senior Financial Analyst	\$ 62,279
Payroll Manager	\$ 43,945
Financial Analyst	\$ 43,578
Accounts Payable Specialist	\$ 43,578
HUMAN RELATIONS	
Human Relations Director	\$ 54,500
CITY CLERK'S OFFICE:	
Chief Deputy Clerk	\$ 49,921
Deputy Clerk	7 @ \$39,682 \$277,780

CITY JUDGE'S OFFICE:

Court Reporter		\$ 39,682
Bailiff		\$ 39,682
Court Clerk		\$ 37,298
Temp. Salaries/Pro Tempore		\$ 1,100

LEGAL OFFICE:

City Attorney		\$ 70,225
Paralegal		\$ 61,796
Human Resources Director		\$ 61,523
Human Resources / Benefits Administrator		\$ 57,984
Administrator		\$ 50,150

CITY HALL MAINTENANCE:

Facilities Manager		\$ 60,025
Maintenance		\$ 35,157
Part-Time Maintenance		\$ 20,000

ENGINEERING DEPARTMENT:

City Engineer		\$ 89,043
Assistant City Engineer		\$ 82,150
Urban Forester		\$ 58,240
Electrical Inspector		\$ 29,260
Housing Inspector	2 @ \$ 42,187	\$ 84,374
Plumbing Inspector		\$ 42,187
Office Manager		\$ 40,028
Project Coordinator		\$ 54,492
City Planner		\$ 69,522
Staff Engineer Level I		\$ 61,187
Director of Geographic Information Systems (GIS)		\$ 66,796

ENGINEERING NON-REVERTING:

Director of Inspection		\$ 66,796
Transportation Infrastructure Manager		\$ 44,521
Engineering Aide Level III	3 @ \$ 42,186	\$126,558

STREET DEPARTMENT – MVH:

Transportation Director		\$ 74,084
Administrative Assistant		\$ 40,020

FIRE DEPARTMENT - CIVILIANS:

Secretary	2 @ \$36,914	\$ 73,828
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Fire Merit Board Secretary		\$ 4,686
Fire Merit Board Commissioners	4 @ \$3,186	\$ 12,744
FIRE PENSION:		
Secretary		\$ 8,000
FIRE DEPARTMENT - EMS FUND:		
Lead Mechanic		\$ 61,296
Mechanic		\$ 54,525
Billing Clerk		\$ 36,914
Quartermaster		\$ 54,525
POLICE DEPARTMENT - CIVILIANS:		
Merit Commissioners	3 @ \$3,000	\$ 9,000
Environmental Protection Director		\$ 44,578
Environmental Protection Officer	6 @ \$38,632	\$231,792
Clerk/Typist		\$ 36,877
Groundskeeper		\$ 31,200
Seasonal Maintenance (Part-time)	not to exceed @ \$13/hr.	\$ 63,360
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		\$ 77,798
Senior Network/Systems Admin		\$ 73,798
Project Manager/Analyst		\$ 57,649
Technical Support Specialist	2 @ \$49,461	\$ 98,923
Systems Administrator		\$ 57,490
Citizen Engagement Coordinator		\$ 45,819
Intern (2)		\$ 10,000
BOARD OF ZONING APPEALS:		
Secretary		\$ 2,400
Board Members	4 @ \$750	\$ 3,000
TRANSPORTATION UTILITY:		
Transportation Director		\$ 54,500
Assistant Manager		\$ 43,944

Office Manager		\$ 40,427
Bookkeeper		\$ 38,670
ADA Specialist		\$ 35,156
Custodian		\$ 35,156
Part Time Custodian	1 @ \$11.00 per hour	\$ 19,324
Night Dispatcher	2 @ \$12.00 per hour	\$ 32,885

WASTEWATER UTILITY:

Wastewater Utility Director		\$ 85,745
Operations Supervisor		\$ 63,282
Pretreatment Supervisor		\$ 63,282
Plant Supervisor		\$ 74,566
Sewage Billing Supervisor		\$ 57,350
Lab Technicians	3 @ \$26.08/hr; 1 @ \$27.04/hr.	\$184,248
Pretreatment Assistant		\$ 50,174
Clerks (4)		\$142,674
Project Analyst		\$ 53,499
Safety Coordinator		\$ 47,736
Assistant Financial Analyst	4 @ \$40,428	\$161,712
Sanitary Board Commissioners	5 @ \$4,800	\$ 24,000

CEMETERY DEPARTMENT:

Department Head		\$ 54,500
Office Manager		\$ 39,625
Board of Cemetery Regents	4 @ \$500	\$ 2,000
Seasonal Hourly Employees not to exceed \$15.30/hr.		

PARK & RECREATION DEPARTMENT:

Superintendent		\$ 82,260
Maintenance Director		\$ 59,691
Assistant Director of Maintenance		\$ 48,075
Golf Course Superintendent		\$ 76,077
Director of Recreation		\$ 47,463
Hulman Links Golf Pro		\$ 46,816
Office Manager		\$ 45,503
Assistant to the Pro/Rea Park		\$ 43,950
Assistant Director of Recreation		\$ 43,944
Curator, Native American Museum		\$ 38,670
Naturalist		\$ 38,670
Accounts Payable Clerk		\$ 36,914
Assistant Superintendent – Hulman Links		\$ 36,914
Secretary		\$ 35,156
Turner Community Center Secretary		\$ 35,156
19 th Hole Manager		\$ 33,397

Board Members 4 @ \$900 \$ 3,600
Seasonal and Temp. Maintenance & Parks Programs Employees not to exceed \$15.00/hr.

SECTION 2. Commencing January 1, 2023, 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, 2023. 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, 2023, 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, 2023. 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 2, 2023
Martin Luther King Jr.	January 16, 2023
President's Day	February 20, 2023
Good Friday	April 7, 2023
Primary Election Day	May 2, 2023
Memorial Day	May 29, 2023
Juneteenth	June 19, 2023
Independence Day	July 4, 2023
Labor Day	September 4, 2023
Columbus Day	October 9, 2023
General Election Day	November 7, 2023
Veteran's Day	November 10, 2023

Thanksgiving
Day after Thanksgiving
Christmas Holiday

November 23, 2023
November 24, 2023
December 25-26, 2023

SECTION 6. Commencing January 1, 2023, 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, 2023. 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, 2023.

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

Passed in open Council this 6th day of October, 2022.

Cheryl Loudermilk Cheryl Loudermilk, President

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

Presented by me to the Mayor this 6th day of October, 2022.

Michelle L. Edwards Michelle L. Edwards,
City Clerk

Approved by me, the Mayor, this 6th day of OCTOBER, 2022.

Duke A. Bennett Duke A. Bennett, Mayor

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