

FILED

SEP 07 2012

CITY CLERK

SPECIAL ORDINANCE NO. 27, 2012

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, 2013.

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

SECTION 1. Commencing January 1, 2013, 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:	
Director of Public Affairs	\$ 45,000
Assistant to the Mayor	\$ 33,586
Secretary	\$ 29,015
CONTROLLER'S OFFICE:	
Controller	\$ 71,084
Assistant Controller	\$ 52,226
Payroll Manager	\$ 36,267
Financial Analyst	3 @ \$34,817
Accounts Payable Specialist	\$ 34,817
HUMAN RELATIONS	
Human Relations Director	\$ 43,519
CITY CLERK'S OFFICE:	
Deputy Clerk/Administrative Assistant to City Council	\$ 38,392
Assistant Clerk #1	\$ 31,096
Deputy Clerk	4 @ \$30,907
Records Clerk	\$ 26,296

CITY JUDGE'S OFFICE:

Court Reporter	\$ 31,496
Bailiff	\$ 31,160
Temp. Salaries/Pro Tempore	\$ 1,100

LEGAL OFFICE:

City Attorney	\$ 61,200
Human Resources Director	\$ 50,776
Paralegal	\$ 51,000
Administrative Assistant	\$ 33,366
Benefits Administrator	\$ 31,915
Secretary – Human Resources	\$ 30,465
Secretary (Part-time)	\$ 13,260

CITY HALL MAINTENANCE:

Superintendent (SEE: Cemetery Dept.)	\$ 25,388
(Superintendent's total salary will be \$50,776. \$25,388 to be paid from City Hall Maintenance & \$25,388 to be paid from Cemetery)	
Maintenance Superintendent	\$ 29,015

ENGINEERING DEPARTMENT:

City Engineer	\$ 78,337
Assistant City Engineer	\$ 67,797
Lead Inspector	\$ 46,424
Housing Inspector	2 @ \$ 34,817
Electrical Inspector	\$ 34,817
Office Manager	\$ 33,366

ENGINEERING NON-REVERTING:

Planner	\$ 58,028
Director of Asset Management	\$ 55,128
Staff Engineer Level II	\$ 57,377
Staff Engineer Level I	\$ 54,324
Project Coordinator	\$ 44,973
Transportation Infrastructure Manager	\$ 44,973
Director of Inspection	\$ 55,128
GIS Technician	\$ 36,267
Engineering Aide Level III	2 @ \$ 34,817
Engineering Aide Level II	\$ 31,915
Urban Forester	\$ 44,880
Part Time Employees	\$ 20,000
Seasonal Inspector	1 @ \$17.00/hr. \$ 25,000

STREET DEPARTMENT – SIGNAL DIVISION:

Traffic Signal Division Supervisor		\$ 47,872
Traffic Signal Technicians	2 @ \$ 36,267	\$ 72,534

STREET DEPARTMENT – MVH:

Transportation Director (SEE: Transportation Utility) (Director's total salary will be \$69,634, \$52,225 will be paid from Transit Utility and \$17,409 will be from Street Department – MVH Fund)		\$ 17,409
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FIRE DEPARTMENT - CIVILIANS:

Secretary	2 @ \$30,465	\$ 60,930
Data Entry Clerk		\$ 30,465

FIRE MERIT COMMISSION:

Secretary		\$ 4,686
Commissioners	4 @ \$3,186	\$ 12,744

FIRE PENSION:

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

Mechanic		\$ 44,999
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POLICE DEPARTMENT - CIVILIANS:

Merit Commissioners	3 @ \$3,000	\$ 9,000
Environmental Protection Director		\$ 34,783
Environmental Protection Officer	4 @ \$31,883	\$127,532
Clerk/Typist		\$ 30,435
Grass Mowing (Part-time, seasonal)	2 @ \$10/hr.	\$ 30,000

POLICE PENSION:

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

Administrator		\$ 37,718
Crossing Guards	@ \$15.00 per day	\$100,000
Board Members	5 @ \$2,400	\$ 12,000

INFORMATION TECHNOLOGY DEPARTMENT:

IT Director		\$ 63,832
Project Manager Specialist		\$ 43,520
Technical Support Specialist	2 @ \$ 39,170	\$ 78,340
Network/Systems Administrator	2 @ \$ 43,600	\$ 87,200
311/Web Administrator		\$ 33,457
Student Interns		\$ 8,000

BOARD OF ZONING APPEALS:

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

TRANSPORTATION UTILITY:

Transportation Director (SEE: Street Dept. – MVH Fund)		\$ 52,225
(Director's total salary will be \$69,634. \$52,225 will be paid from Transit Utility and \$17,409 will be from Street Dept. – MVH Fund)		
Assistant Manager		\$ 36,267
Office Manager		\$ 33,366
Bookkeeper		\$ 31,915
ADA Specialist		\$ 29,015
Custodian		\$ 29,015
Clerk		\$ 29,015
Part Time Custodian	1 @ \$9.20 per hour	\$ 16,270
Night Dispatcher	@ \$10.20 per hour	\$ 27,585

WASTEWATER UTILITY:

Wastewater Utility Director		\$ 72,534
Operations Supervisor		\$ 52,226
Pretreatment Supervisor		\$ 52,226
Safety Coordinator		\$ 43,519
Lab Technicians	3 @ \$21.52/hr; 1 @ \$22.32/hr.	\$162,480
Pretreatment Assistant		\$ 39,170
Clerk	2 @ \$29,015	\$ 58,030
Assistant Financial Analyst	2 @ \$33,366	\$ 66,732

CEMETERY DEPARTMENT:

Superintendent (SEE: City Hall Maintenance Dept.)		\$ 25,388
(Superintendent's total salary will be \$50,776. \$25,388 to be paid from City Hall Maintenance & \$25,388 to be paid from Cemetery)		
Clerk		\$ 29,015
Foreman		\$ 31,915
Assistant Clerk		\$ 21,761

Board of Cemetery Regents	4 @ \$500	\$ 2,000
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PARK & RECREATION DEPARTMENT:

Superintendent		\$ 65,282
Assistant Superintendent		\$ 43,519
Office Manager		\$ 35,493
Secretary		\$ 29,015
Accounts Payable Clerk		\$ 30,465
Board Members	4 @ \$900	\$ 3,600
Maintenance Director		\$ 42,070
Director of Safety and Operations		\$ 42,070
Director of Recreation		\$ 39,170
Assistant Director of Recreation		\$ 36,267
Curator, Native American Museum		\$ 31,915
Naturalist		\$ 31,915
Turner Community Center Secretary		\$ 29,015
Assistant Golf Pro - Hulman Links		\$ 29,578
Golf Operations Manager – Hulman Links & Rea Park		\$ 44,464
Golf Course Superintendents	2 @ \$47,333	\$ 94,666
Assistant Superintendent – Hulman Links		\$ 30,465
19 th Hole Manager		\$ 27,562
Seasonal and Temp. Maintenance & Parks Programs Employees not to exceed \$11.00/hr. Umpires	not to exceed \$20.00/game	

SECTION 2. Commencing January 1, 2013, 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, 2013. 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, 2013, 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, 2013. 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	January 1, 2013
Martin Luther King Jr.	January 21, 2013
President's Day	February 18, 2013
Good Friday	March 29, 2013
Memorial Day	May 27, 2013
Independence Day	July 4, 2013
Labor Day	September 2, 2013
Columbus Day	October 14, 2013
Veteran's Day	November 11, 2013
Thanksgiving	November 28, 2013
Day after Thanksgiving	November 29, 2013
Christmas Eve	December 24, 2013
Christmas	December 25, 2013

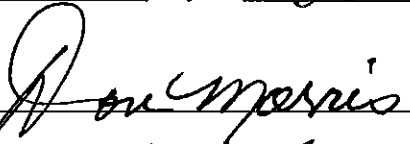
SECTION 6. Commencing January 1, 2013, the City of Terre Haute will provide to each benefit eligible employee, whose salary is established by this ordinance, Twenty Five Thousand Dollars (\$25,000.00) of life insurance coverage through December 31, 2013. The City will pay one hundred percent (100%) of 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, 2013.

Introduced by:  John Mullican, Councilman

Passed in open Council this 11th day of October, 2012.

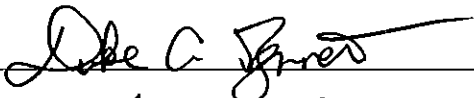
 Don Morris, President

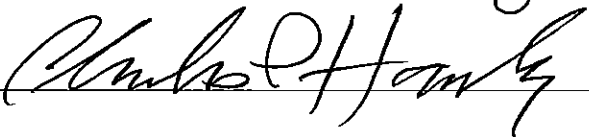
ATTEST:  Charles P. Hanley, City Clerk

Presented by me to the Mayor this 12th day of October, 2012.

 Charles P. Hanley, City Clerk

Approved by me, the Mayor, this 12th day of OCTOBER, 2012.

 Duke A. Bennett, Mayor

ATTEST:  Charles P. Hanley, City Clerk