

SEP 27 2016

**SPECIAL ORDINANCE NO. 23, 2016
AS AMENDED**

CITY CLERK

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, 2017.

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

SECTION 1. Commencing January 1, 2017, 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:	
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	\$ 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
Benefits Administrator	\$ 0
Human Resources / Legal Administrator	\$ 49,542
Secretary (Part-time)	\$ 15,000

CITY HALL MAINTENANCE:

Maintenance	\$ 30,038
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ENGINEERING DEPARTMENT:

City Engineer	\$ 79,120
Assistant City Engineer	\$ 70,187
Planner	\$ 60,074
Lead Inspector	\$ 48,061
Urban Forester	\$ 53,000
Electrical Inspector	\$ 36,044
Housing Inspector	2 @ \$ 36,044
Office Manager	\$ 34,200

ENGINEERING NON-REVERTING:

Staff Engineer Level II	\$ 59,399
Director of Asset Management	\$ 57,071
Director of Inspection	\$ 57,071
Facilities Manager	\$ 51,284
Project Coordinator	\$ 46,558
Transportation Infrastructure Manager	\$ 46,558
Engineering Aide Level III	2 @ \$ 36,044
Engineering Aide Level II	2 @ \$ 33,040
Staff Engineer Level II / GIS Coordinator	\$ 59,399

STREET DEPARTMENT – SIGNAL DIVISION:

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

STREET DEPARTMENT – MVH:

Transportation Director (SEE: Transportation Utility) (Director's total salary is \$70,331: \$7,034 is paid from Transit Utility; \$63,297 is paid from Street Dept. – MVH Fund)	\$ 63,297
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FIRE DEPARTMENT - CIVILIANS:		
Secretary	2 @ \$31,539	\$ 63,078
Fire Merit Board Secretary		\$ 4,686
Fire Merit Board Commissioners	4 @ \$3,186	\$ 12,744
FIRE PENSION:		
Secretary		\$ 8,000
FIRE DEPARTMENT - EMS FUND:		
Mechanic		\$ 46,585
Billing Clerk		\$ 31,539
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
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		\$ 66,470
Project Manager Specialist		\$ 45,054
Technical Support Specialist	2 @ \$ 40,550	\$ 81,100
Network/Systems Administrator	3 @ \$ 45,137	\$135,411
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	2 @ \$10.57 per hour	\$ 29,034

WASTEWATER UTILITY:

Wastewater Utility Director		\$ 73,259
Operations Supervisor		\$ 54,067
Pretreatment Supervisor		\$ 54,067
Safety Coordinator		\$ 54,000
Supervisor – Sewage Billing Collections		\$ 49,000
Lab Technicians	3 \$22.28/hr; 1 @ \$23.11/hr.	\$168,207
Pretreatment Assistant		\$ 90,111 \$ 40,555
Clerk	3 @ \$30,037	\$ 90,111
Project Analyst		\$ 44,000
Assistant Financial Analyst	4 @ \$34,542	\$138,168
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
Director of Recreation		\$ 40,552
Hulman Links Golf Pro		\$ 40,000
Office Manager		\$ 38,878
Assistant to the Pro/Rea Park		\$ 37,550
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, 2017, 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, 2017. 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, 2017, 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, 2017. 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.

(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, 2017
Martin Luther King Jr.	January 16, 2017
President's Day	February 20, 2017
Good Friday	April 14, 2017
Election Day	May 9, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017
Labor Day	September 4, 2017
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Election Day	November 7, 2017
Veteran's Day	November 10, 2017
Thanksgiving	November 23, 2017
Day after Thanksgiving	November 24, 2017
Christmas Eve	December 22, 2017
Christmas	December 25, 2017

SECTION 6. Commencing January 1, 2017, 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, 2017. 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, 2017.

Introduced by: O. Earl Elliot O. Earl Elliot, Councilman

Passed in open Council this 13th day of October, 2016.

Todd Nation Todd Nation, President

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

Presented by me to the Mayor this 14th day of October, 2016.

Charles P. Hanley Charles P. Hanley, City Clerk

Approved by me, the Mayor, this 14th day of OCTOBER, 2016.

Duke A. Bennett Duke A. Bennett, Mayor

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

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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

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Dollars (\$25,000.00) of life insurance coverage through December 31, 2017. The City will pay one hundred percent (100%) of the costs of such coverage.

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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, 2017.

Introduced by: *O. Earl Elliot* O. Earl Elliot, Councilman

Passed in open Council this _____ day of _____, 2016.

_____ Todd Nation, President

ATTEST: _____ Charles P. Hanley, City Clerk

Presented by me to the Mayor this _____ day of _____, 2016.

_____ Charles P. Hanley, City Clerk

Approved by me, the Mayor, this _____ day of _____, 2016.

_____ Duke A. Bennett, Mayor

ATTEST: _____ Charles P. Hanley, City Clerk