

SPECIAL ORDINANCE NO. 12, 2020

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, 2021.

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

SECTION 1. Commencing January 1, 2021, 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 @ \$ 38,364	\$ 76,728
CONTROLLER'S OFFICE:		
Controller		\$ 79,214
Deputy Controller		\$ 63,860
Senior Financial Analyst		\$ 58,710
Office Manager		\$ 41,200
Payroll Manager		\$ 41,426
Financial Analyst		\$ 40,685
Accounts Payable Specialist		\$ 40,685
HUMAN RELATIONS		
Human Relations Director		\$ 49,925
CITY CLERK'S OFFICE:		
Chief Deputy Clerk		\$ 45,626
Deputy Clerk	6 @ \$35,975	\$215,850
Deputy Clerk (1)		\$ 17,988
(½ salary paid from City Clerk GF / ½ from City Clerk N/R)		
CITY CLERK'S N/R:		
Deputy Clerk (1)		\$ 17,988
(½ salary paid from City Clerk GF / ½ from City Clerk N/R)		

CITY JUDGE'S OFFICE:

Court Reporter	\$ 35,975
Bailiff	\$ 35,975
Court Clerk	\$ 33,727
Temp. Salaries/Pro Tempore	\$ 1,100

LEGAL OFFICE:

City Attorney	\$ 66,200
Paralegal	\$ 58,254
Human Resources Director	\$ 57,997
Human Resources / Benefits Administrator	\$ 54,661
Administrator	\$ 47,275

CITY HALL MAINTENANCE:

Facilities Manager	\$ 56,584
Maintenance	\$ 33,142

ENGINEERING DEPARTMENT:

City Engineer	\$ 87,297
Assistant City Engineer	\$ 77,441
Lead Inspector	\$ 53,027
Urban Forester	\$ 58,477
Electrical Inspector	\$ 27,583
Housing Inspector	2 @ \$ 39,769
Office Manager	\$ 37,733
Project Coordinator	\$ 51,369
Staff Engineer Level II	\$ 57,680
Director of Asset Management	\$ 62,968
Staff Engineer Level II / GIS Coordinator	\$ 65,537

ENGINEERING NON-REVERTING:

Director of Inspection	\$ 62,968
Transportation Infrastructure Manager	\$ 41,970
Engineering Aide Level III	3 @ \$ 39,768

STREET DEPARTMENT – SIGNAL DIVISION:

Traffic Signal Division Supervisor	\$ 54,682
Traffic Signal Technicians	\$ 41,426

STREET DEPARTMENT – MVH:

Transportation Director	\$ 69,838
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FIRE DEPARTMENT - CIVILIANS:

Secretary	2 @ \$34,797	\$ 69,594
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		\$ 51,399
Billing Clerk		\$ 34,798
POLICE DEPARTMENT - CIVILIANS:		
Merit Commissioners	3 @ \$3,000	\$ 9,000
Environmental Protection Director		\$ 39,731
Environmental Protection Officer	6 @ \$36,418	\$218,506
Clerk/Typist		\$ 34,764
Seasonal Maintenance (Part-time)	not to exceed @ \$12/hr.	\$ 25,000
PUBLIC SAFETY LIT:		
Crossing Guards		\$ 65,000
POLICE PENSION:		
Secretary		\$ 8,000
BOARD OF PUBLIC WORKS & SAFETY:		
Board Members	5 @ \$2,400	\$ 12,000
INFORMATION TECHNOLOGY DEPARTMENT:		
Chief Information Officer (CIO)		\$ 73,339
Senior Network/Systems Admin		\$ 64,569
Project Manager/Analyst		\$ 49,710
Technical Support Specialist	2 @ \$ 44,741	\$ 89,482
Network/Systems Administrator		\$ 49,710
Citizen Engagement Coordinator		\$ 42,250
Intern		\$ 5,000
BOARD OF ZONING APPEALS:		
Secretary		\$ 2,400
Board Members	4 @ \$750	\$ 3,000
TRANSPORTATION UTILITY:		
Transportation Director		\$ 49,650
Assistant Manager		\$ 41,426
Office Manager		\$ 38,110
Bookkeeper		\$ 36,454

ADA Specialist		\$ 33,141
Custodian		\$ 33,141
Part Time Custodian	1 @ \$10.00 per hour	\$ 18,217
Night Dispatcher	2 @ \$10.89 per hour	\$ 31,000

WASTEWATER UTILITY:

Wastewater Utility Director		\$ 80,830
Operations Supervisor		\$ 59,655
Pretreatment Supervisor		\$ 59,655
Safety Coordinator		\$ 70,292
Supervisor – Sewage Billing Collections		\$ 54,063
Lab Technicians	3 @ \$24.59/hr; 1 @ \$25.49/hr.	\$180,635
Pretreatment Assistant		\$ 47,298
Clerk	2 @ \$34,441; 1 @ \$33,141	\$102,023
Project Analyst		\$ 48,547
Assistant Financial Analyst	4 @ \$38,111	\$152,444
Seasonal Maintenance (part-time)	not to exceed \$14.56/hr.	\$ 26,000
Sanitary Board Commissioners	5 @ \$4,800	\$ 24,000

CEMETERY DEPARTMENT:

Foreman		\$ 48,925
Clerk		\$ 34,171
Board of Cemetery Regents	4 @ \$500	\$ 2,000

PARK & RECREATION DEPARTMENT:

Superintendent		\$ 77,545
Maintenance Director		\$ 56,270
Assistant Director of Maintenance		\$ 56,270
Golf Course Superintendent		\$ 71,717
Director of Recreation		\$ 44,743
Hulman Links Golf Pro		\$ 44,133
Office Manager		\$ 42,895
Assistant to the Pro/Rea Park		\$ 41,431
Assistant Director of Recreation		\$ 41,425
Curator, Native American Museum		\$ 36,454
Naturalist		\$ 36,454
Accounts Payable Clerk		\$ 34,798
Assistant Superintendent – Hulman Links		\$ 34,798
Secretary		\$ 33,141
Turner Community Center Secretary		\$ 33,141
19 th Hole Manager		\$ 31,483
Board Members	4 @ \$900	\$ 3,600
Seasonal and Temp. Maintenance & Parks Programs Employees	not to exceed \$15.00/hr.	

SECTION 2. Commencing January 1, 2021, 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 dependants, health and hospitalization insurance coverage through December 31, 2021. 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, 2021, 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, 2021. 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 1, 2021
Martin Luther King Jr.	January 18, 2021
President's Day	February 15, 2021
Good Friday	April 2, 2021
Memorial Day	May 31, 2021
Independence Day	July 5, 2021
Labor Day	September 6, 2021
Columbus Day	October 11, 2021
Veteran's Day	November 11, 2021
Thanksgiving	November 25, 2021
Day after Thanksgiving	November 26, 2021
Christmas Holiday	December 23-24, 2021

SECTION 6. Commencing January 1, 2021, 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, 2021. 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, 2021.

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

Passed in open Council this 1ST day of OCTOBER, 2020.

George Azar George Azar, President

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

Presented by me to the Mayor this 2ND day of OCTOBER, 2020.

Michelle L. Edwards Michelle L. Edwards,
City Clerk

Approved by me, the Mayor, this 2nd day of OCTOBER, 2020.

Duke A. Bennett Duke A. Bennett, Mayor

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