

SPECIAL ORDINANCE NO. 19, 2024

CITY CLERK

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, 2025.

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

SECTION 1. Commencing January 1, 2025, 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 Assistant	\$ 48,917
CONTROLLER'S OFFICE:	
Controller	\$ 90,013
Chief Deputy Controller	\$ 72,565
Accounting Assistant	\$ 48,000
Payroll Manager	\$ 47,074
Financial Analyst	\$ 46,680
Accounts Payable Specialist	\$ 46,680
Clerk	\$ 20,000
HUMAN RELATIONS	
Human Relations Director	\$ 65,000
CITY CLERK'S OFFICE:	
Chief Deputy Clerk	\$ 55,600
Deputy Clerk	7 @ \$44,887 \$314,209
CITY CLERK'S N/R	
Part-Time Employee	not to exceed \$ 12,500

CITY JUDGE'S OFFICE:

Court Reporter		\$ 44,887
Bailiff		\$ 44,887
Court Clerk		\$ 44,327
Temp. Salaries/Pro Tempore		\$ 1,100

LEGAL OFFICE:

City Attorney		\$ 75,225
Paralegal		\$ 54,000
Human Resources Director		\$ 65,904
Human Resources / Benefits Administrator		\$ 62,113
Administrator		\$ 53,721
Intern		\$ 8,000

CITY HALL MAINTENANCE:

Facilities Manager		\$ 41,600
Maintenance		\$ 37,660
Part-Time Maintenance		\$ 5,000

ENGINEERING DEPARTMENT:

City Engineer		\$ 97,217
Assistant Director of Engineering		\$ 82,000
Urban Forester		\$ 62,386
Project Coordinator		\$ 60,000
City Planner		\$ 76,621
Staff Engineer Level I		\$ 66,500
Staff Engineer Level II		\$ 68,800
(GIS) Analyst		\$ 60,000
Permitting Manager		\$ 44,115
Interns		\$ 12,000

ENGINEERING NON-REVERTING:

Lead Building Inspector		\$ 70,200
Building Inspector	3 @ \$ 50,000	\$150,000
Electrical Inspector		\$ 50,000
Plumbing Inspector		\$ 50,000
Construction Inspector I		\$ 45,190
Construction Inspector II	2 @ \$ 50,546	\$101,092
Right-of-Way Utility Inspector		\$ 45,190
Administrative Assistant		\$ 43,453

STREET DEPARTMENT – MVH:

Transportation Director		\$ 79,359
Administrative Assistant		\$ 42,870

FIRE DEPARTMENT - CIVILIANS:

Secretary		\$ 39,542
Accounts Payable Specialist		\$ 39,542
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:

Lead Mechanic		\$ 65,660
Mechanic		\$ 58,407
Billing Clerk	2 @ \$39,542	\$ 79,084
Quartermaster		\$ 58,407

POLICE DEPARTMENT - CIVILIANS:

Merit Commissioners	3 @ \$3,000	\$ 9,000
Environmental Protection Director		\$ 47,752
Environmental Protection Assistant Director		\$ 43,525
Environmental Protection Officer	5 @ \$41,383	\$206,915
Clerk/Typist		\$ 39,502
Groundskeeper		\$ 34,758
Seasonal Maintenance (Part-time)	not to exceed @ \$15/hr.	\$ 32,000
Facilities Coordinator		\$ 42,173

PUBLIC SAFETY LIT:

Crossing Guards		\$ 94,500
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POLICE PENSION:

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

Board of Works Director		\$ 78,000
Board Members	5 @ \$2,400	\$ 12,000

INFORMATION TECHNOLOGY DEPARTMENT:

IT Director/CIO		\$ 83,337
Senior Network/Systems Admin		\$ 60,500
Project Manager/Analyst		\$ 65,000
Technical Support Specialist	2 @ \$52,984	\$105,968
Web Administrator		\$ 65,000
Citizen Engagement Coordinator		\$ 54,082
Intern (2)		\$ 10,000

BOARD OF ZONING APPEALS:

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

TRANSPORTATION UTILITY:

Transportation Director		\$ 58,380
Assistant Manager		\$ 47,072
Office Manager		\$ 43,306
Bookkeeper		\$ 41,423
ADA Specialist		\$ 37,659
Custodian		\$ 37,659
Part Time Custodian	1 @ \$15.25 per hour	\$ 20,721
Night Dispatcher	2 @ \$15.25 per hour	\$ 35,566

WASTEWATER UTILITY:

Wastewater Utility Director		\$ 91,850
Pretreatment Supervisor		\$ 67,787
Pretreatment Assistant		\$ 53,746
Assistant Utility Director		\$ 79,875
Operations Manager		\$ 67,787
Lead Supervisor Collections		\$ 61,434
Lab Technicians	2 @ \$27.93/hr; 1 @ \$28.96/hr.	\$176,000
Clerks (4)		\$140,799
Project Analyst		\$ 57,308
Safety Coordinator		\$ 54,268
Assistant Financial Analyst	4 @ \$43,306	\$173,227
Utility Billing Specialist		\$ 1,800
Sanitary Board Commissioners	5 @ \$4,800	\$ 24,000

CEMETERY DEPARTMENT:

Department Head		\$ 58,380
Office Manager		\$ 42,447
Board of Cemetery Regents	4 @ \$500	\$ 2,000
Seasonal Hourly Employees not to exceed \$15.30/hr.		

PARK & RECREATION DEPARTMENT:

Superintendent		\$ 88,117
Maintenance Director		\$ 63,941
Assistant Superintendent		\$ 60,000
Office Manager		\$ 48,743
Accounts Payable Specialist		\$ 39,542
Secretary		\$ 37,659
Director of Recreation		\$ 50,842

Assistant Director of Recreation		\$ 47,072
Curator, Native American Museum		\$ 41,424
Naturalist		\$ 41,424
Torner Community Center Secretary		\$ 37,659
Golf Course Superintendent		\$ 81,494
Hulman Links Golf Pro		\$ 50,150
Assistant Superintendent – Hulman Links		\$ 39,542
19 th Hole Manager		\$ 35,776
Assistant to the Pro/Rea Park		\$ 47,080
Board Members	4 @ \$900	\$ 3,600
Seasonal and Temp. Maintenance & Parks Programs Employees not to exceed \$15.00/hr.		

SECTION 2. Commencing January 1, 2025, 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, 2025. 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, 2025, 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, 2025. 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, 2025
Martin Luther King Jr.	January 20, 2025
President's Day	February 17, 2025

Good Friday	April 18, 2025
Memorial Day	May 26, 2025
Juneteenth	June 19, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Columbus Day	October 13, 2025
Veteran's Day	November 11, 2025
Thanksgiving	November 27, 2025
Day after Thanksgiving	November 28, 2025
Christmas Holiday	December 24/26, 2025

SECTION 6. Commencing January 1, 2025, 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, 2025. 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, 2025.

Introduced by: _____ Cheryl Loudermilk, Councilperson

Passed in open Council this _____ day of _____, 2024.

_____ Tammy Boland, President

ATTEST: _____ Michelle L. Edwards, City Clerk

Presented by me to the Mayor this _____ day of _____, 2024.

_____ Michelle L. Edwards,
City Clerk

Approved by me, the Mayor, this _____ day of _____, 2024.

_____ Brandon C. Sakbun, Mayor

ATTEST: _____ Michelle L. Edwards, City Clerk