

**SPECIAL ORDINANCE NO. 37, 2011**

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, 2012.

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

SECTION 1. Commencing January 1, 2012, 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:

<b>DEPARTMENT/POSITION</b>	<b>AMOUNT</b>
<b>MAYOR'S OFFICE:</b>	
Director of Public Affairs	\$ 50,983
Assistant to the Mayor	\$ 32,927
Secretary	\$ 28,446
<b>CONTROLLER'S OFFICE:</b>	
Controller	\$ 69,690
Assistant Controller	\$ 51,202
Payroll Manager	\$ 35,556
Financial Analyst	3 @ \$34,134
Accounts Payable Specialist	\$ 34,134
<b>HUMAN RELATIONS</b>	
Human Relations Director	\$ 42,666
<b>CITY CLERK'S OFFICE:</b>	
Deputy Clerk/Administrative Assistant to City Council	\$ 37,640
Assistant Clerk #1	\$ 30,486
Deputy Clerk	4 @ \$30,301
Records Clerk	\$ 25,780

**CITY JUDGE'S OFFICE:**

Court Reporter		\$ 30,878
Bailiff		\$ 30,549
Temp. Salaries/Pro Tempore		\$ 1,100

**LEGAL OFFICE:**

City Attorney		\$ 68,256
Human Resources Director		\$ 49,780
Paralegal		\$ 50,000
Administrative Assistant		\$ 32,712
Benefits Administrator		\$ 31,289
Secretary (Part-time)		\$ 13,000

**CITY HALL MAINTENANCE:**

Superintendent (SEE: Cemetery Dept.)		\$ 24,890
(Superintendent's total salary will be \$49,780. \$24,890 to be paid from City Hall Maintenance & \$24,890 to be paid from Cemetery)		
Maintenance Superintendent		\$ 28,446
Custodian		\$ 27,022

**ENGINEERING DEPARTMENT:**

City Engineer		\$ 76,801
Assistant City Engineer		\$ 66,468
Lead Inspector		\$ 45,514
Housing Inspector	2 @ \$ 34,134	\$ 68,268
Electrical Inspector		\$ 34,134
Office Manager		\$ 32,712
Urban Forester		\$ 44,000

**ENGINEERING NON-REVERTING:**

Planner		\$ 56,890
Director of Asset Management		\$ 54,047
Staff Engineer Level II		\$ 51,202
Staff Engineer Level I		\$ 48,357
Project Coordinator		\$ 44,091
Transportation Infrastructure Manager		\$ 44,091
Director of Inspection		\$ 54,047
GIS Technician		\$ 35,556
Engineering Aide Level III	2 @ \$ 34,134	\$ 68,268
Engineering Aide Level II	2 @ \$ 31,289	\$ 62,578

**STREET DEPARTMENT – SIGNAL DIVISION:**

Traffic Signal Division Supervisor		\$ 46,934
Traffic Signal Technicians	2 @ \$ 35,556	\$ 71,112

**STREET DEPARTMENT – MVH:**

Transportation Director (SEE: Transportation Utility) (Director's total salary will be \$68,270, \$51,202 will be paid from Transit Utility and \$17,068 will be from Street Department – MVH Fund)		\$ 17,068
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**FIRE DEPARTMENT - CIVILIANS:**

Chief Secretary		\$ 29,868
Clerk / Typist		\$ 29,868
Data Entry Clerk		\$ 29,868
Mechanic		\$ 44,117

**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:**

EMS Billing Clerk		\$ 32,712
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**POLICE DEPARTMENT - CIVILIANS:**

Merit Commissioners	3 @ \$3,000	\$ 9,000
Environmental Protection Director		\$ 34,101
Environmental Protection Officer	4 @ \$31,258	\$125,032
Clerk/Typist		\$ 29,838
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		\$ 36,978
Crossing Guards	@ \$15.00 per day	\$100,000
Board Members	5 @ \$2,400	\$ 12,000

**INFORMATION TECHNOLOGY DEPARTMENT:**

IT Director		\$ 62,580
Project Manager Specialist		\$ 42,667
Technical Support Specialist	2 @ \$ 38,402	\$ 76,804
Systems Administrator	3 @ \$ 41,245	\$123,735
Administrative Assistant/ Web Administrator		\$ 31,801
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)		\$ 51,202
(Director's total salary will be \$68,270. \$51,202 will be paid from Transit Utility and \$17,068 will be from Street Dept. – MVH Fund)		
Assistant Manager		\$ 35,556
Office Manager		\$ 32,712
Bookkeeper (Multi-Modal)		\$ 29,868
Bookkeeper (Transit)		\$ 31,289
ADA Specialist		\$ 28,446
Custodian		\$ 28,446
Part Time Custodian	1 @ \$9.02 per hour	\$ 15,222
Part Time Attendant	2 @ \$7.99 per hour	\$ 22,903
Night Dispatcher	@ \$11.68 per hour	\$ 24,302

**WASTEWATER UTILITY:**

Wastewater Utility Director		\$ 71,112
Operations Supervisor		\$ 51,202
Pretreatment Supervisor		\$ 51,202
Safety Coordinator		\$ 42,666
Lab Technicians	3 @ \$20.89/hr; 1 @ \$21.66/hr.	\$159,292
Pretreatment Assistant		\$ 38,402
Clerk	2 @ \$28,446	\$ 56,892
Assistant Financial Analyst	2 @ \$32,712	\$ 65,424

**CEMETERY DEPARTMENT:**

Superintendent (SEE: City Hall Maintenance Dept.)		\$ 24,890
(Superintendent's total salary will be \$49,780. \$24,890 to be paid from City Hall Maintenance & \$24,890 to be paid from Cemetery)		
Clerk		\$ 28,446
Foreman		\$ 31,289

Assistant Clerk		\$ 21,334
Board of Cemetery Regents	4 @ \$500	\$ 2,000

**PARK & RECREATION DEPARTMENT:**

Superintendent		\$ 64,002
Assistant Superintendent		\$ 42,666
Office Manager		\$ 34,797
Secretary		\$ 28,446
Accounts Payable Clerk		\$ 29,868
Board Members	4 @ \$900	\$ 3,600
Maintenance Director		\$ 41,245
Assistant Director of Maintenance		\$ 38,402
Director of Recreation		\$ 38,402
Assistant Director of Recreation		\$ 35,556
Curator, Native American Museum		\$ 31,289
Naturalist		\$ 31,289
Turner Community Center Secretary		\$ 28,446
Golf Pro – Hulman Links		\$ 36,092
Assistant Golf Pro - Hulman Links		\$ 28,998
Golf Pro- Rea Park		\$ 36,092
Golf Course Superintendents	2 @ \$46,405	\$ 92,810
Assistant Superintendent – Hulman Links		\$ 29,868
19 <sup>th</sup> Hole Manager		\$ 27,022

Seasonal and Temp. Maintenance & Parks Programs Employees not to exceed \$11.00 per hour.

Umpires not to exceed \$20.00 per game

SECTION 2. Commencing January 1, 2012, the City of Terre Haute will provide to each full time, permanent employee whose salary is established by this ordinance health and hospitalization insurance coverage through December 31, 2012. 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, 2012, the City of Terre Haute will provide to each full time, permanent employee whose salary is established by this ordinance dental insurance coverage through December 31, 2012. 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 2, 2012
Martin Luther King Jr.	January 16, 2012
President's Day	February 20, 2012
Good Friday	April 6, 2012
Primary Election Day	May 8, 2012
Memorial Day	May 28, 2012
Independence Day	July 4, 2012
Labor Day	September 3, 2012
Columbus Day	October 8, 2012
Election Day	November 6, 2012
Veteran's Day	November 12, 2012
Thanksgiving	November 22, 2012
Day after Thanksgiving	November 23, 2012
Christmas Eve	December 24, 2012
Christmas	December 25, 2012
New Year's Eve	December 31, 2012

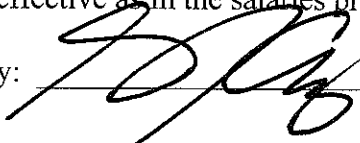
**SECTION 6.** The illegality or invalidity, for any reason, of any of the sections of this Ordinance or parts thereof, shall invalidate only such section or sections as are so determined to be illegal or invalid, and any such invalidity shall have no effect on the remaining sections of this

Ordinance.

SECTION 7. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION 8. 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 9. 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, 2012.

Introduced by:  George Azar, Councilman

Passed in open Council this 14<sup>th</sup> day of September, 2011.

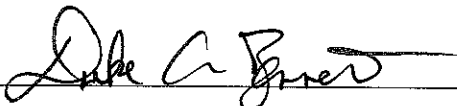
 John Mullican, President

ATTEST:  Charles P. Hanley, City Clerk

Presented by me to the Mayor this 15<sup>th</sup> day of September, 2011.

 Charles P. Hanley, City Clerk

Approved by me, the Mayor, this 15<sup>th</sup> day of SEPTEMBER, 2011.

 Duke A. Bennett, Mayor

ATTEST:  Charles P. Hanley, City Clerk