

FILED

SEP 25 2013

CITY CLERK

SPECIAL ORDINANCE NO. 27, 2013

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, 2014.

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

SECTION 1. Commencing January 1, 2014, 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:	
Public Relations Specialist	\$ 20,000
Administrative Assistant	\$ 34,426
Secretary	\$ 29,740
CONTROLLER'S OFFICE:	
Controller	\$ 71,084
Assistant Controller	\$ 53,532
Payroll Manager	\$ 37,174
Financial Analyst	3 @ \$35,687 \$107,061
Accounts Payable Specialist	\$ 35,687
HUMAN RELATIONS	
Human Relations Director	\$ 44,607
CITY CLERK'S OFFICE:	
Deputy Clerk/Administrative Assistant to City Council	\$ 39,352
Assistant Clerk #1	\$ 31,873
Deputy Clerk	4 @ \$31,680 \$126,720
Records Clerk	\$ 26,953

CITY JUDGE'S OFFICE:

Court Reporter	\$ 32,283
Bailiff	\$ 31,939
Temp. Salaries/Pro Tempore	\$ 1,100

LEGAL OFFICE:

City Attorney	\$ 61,200
Human Resources Director	\$ 52,045
Paralegal	\$ 52,275
Administrative Assistant	\$ 34,200
Benefits Administrator	\$ 32,713
Secretary – Human Resources	\$ 31,227
Secretary (Part-time)	\$ 13,591

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	\$ 29,740

ENGINEERING DEPARTMENT:

City Engineer	\$ 78,337
Assistant City Engineer	\$ 69,492
Lead Inspector	\$ 47,585
Office Manager	\$ 34,200

ENGINEERING NON-REVERTING:

Planner		\$ 59,479
Director of Asset Management		\$ 56,506
Staff Engineer Level II		\$ 58,811
Staff Engineer Level I		\$ 55,682
Project Coordinator		\$ 46,097
Transportation Infrastructure Manager		\$ 46,097
Director of Inspection		\$ 56,506
GIS Technician		\$ 37,174
Engineering Aide Level III	2 @ \$ 35,687	\$ 71,374
Engineering Aide Level II	2 @ \$ 32,713	\$ 65,426
Urban Forester		\$ 46,002
Housing Inspector	2 @ \$ 35,687	\$ 71,374
Electrical Inspector		\$ 35,687
Part Time Employees		\$ 20,000

STREET DEPARTMENT – SIGNAL DIVISION:

Traffic Signal Division Supervisor	\$ 49,069
Traffic Signal Technicians	\$ 37,174

STREET DEPARTMENT – MVH:

Transportation Director (SEE: Transportation Utility) (Director's total salary will be \$69,634, \$6,964 will be paid from Transit Utility and \$62,670 will be from Street Department – MVH Fund)	\$ 62,670
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FIRE DEPARTMENT - CIVILIANS:

Secretary	2 @ \$31,227	\$ 62,454
Data Entry Clerk (SEE: Fire EMS Fund Billing Clerk)		\$ 23,420
(Total salary: \$31,227; \$23,420 to be paid from Fire Civilians, \$7,807 to be paid from Fire EMS)		
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:

Mechanic	\$ 46,124
Billing Clerk (SEE: Fire Dept. Data Entry Clerk)	\$ 7,807
(Total salary: \$31,227; \$23,420 to be paid from Fire Civilians, \$7,807 to be paid from Fire EMS)	

POLICE DEPARTMENT - CIVILIANS:

Merit Commissioners	3 @ \$3,000	\$ 9,000
Environmental Protection Director		\$ 35,653
Environmental Protection Officer	4 @ \$32,680	\$130,720
Clerk/Typist		\$ 31,196
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		\$ 38,661
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		\$ 44,608
Technical Support Specialist	2 @ \$ 40,149	\$ 80,298
Network/Systems Administrator	2 @ \$ 44,690	\$ 89,380
311/Web Administrator		\$ 34,293
Student Interns		\$ 5,000

BOARD OF ZONING APPEALS:

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

TRANSPORTATION UTILITY:

Transportation Director (SEE: Street Dept. – MVH Fund)		\$ 6,964
(Director's total salary will be \$69,634. \$6,964 will be paid from Transit Utility and \$62,670 will be from Street Dept. – MVH Fund)		
Assistant Manager		\$ 37,174
Office Manager		\$ 34,200
Bookkeeper		\$ 32,713
ADA Specialist		\$ 29,740
Custodian		\$ 29,740
Clerk		\$ 29,740
Part Time Custodian	1 @ \$9.43 per hour	\$ 16,677
Night Dispatcher	@ \$10.45 per hour	\$ 28,747

WASTEWATER UTILITY:

Wastewater Utility Director		\$ 72,534
Operations Supervisor		\$ 53,532
Pretreatment Supervisor		\$ 53,532
Safety Coordinator		\$ 44,607
Lab Technicians	@ \$22.06/hr; 1 @ \$22.88/hr.	\$166,542
Pretreatment Assistant		\$ 40,149
Clerk	2 @ \$29,740	\$ 59,480
Assistant Financial Analyst	2 @ \$34,200	\$ 68,400

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		\$ 29,740
Board of Cemetery Regents	4 @ \$500	\$ 2,000

PARK & RECREATION DEPARTMENT:

Superintendent		\$ 65,282
Assistant Superintendent		\$ 50,000
Office Manager		\$ 38,493
Secretary		\$ 29,740
Accounts Payable Clerk		\$ 31,227
Board Members	4 @ \$900	\$ 3,600
Maintenance Director		\$ 43,122
Director of Safety and Operations		\$ 43,122
Assistant Director of Recreation		\$ 37,174
Curator, Native American Museum		\$ 32,713
Naturalist		\$ 32,713
Torner Community Center Secretary		\$ 29,740
Golf Operations Manager – Hulman Links & Rea Park		\$ 45,576
Golf Course Superintendents	2 @ \$48,516	\$ 97,032
Assistant Superintendent – Hulman Links		\$ 31,227
19 th Hole Manager		\$ 28,251
Seasonal and Temp. Maintenance & Parks Programs Employees not to exceed \$11.00/hr.		

SECTION 2. Commencing January 1, 2014, 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, 2014. 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, 2014, 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, 2014. 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

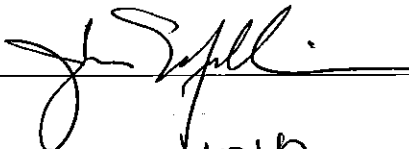
The following holidays shall be recognized as paid holidays:

New Year's Day	January 1, 2014
Martin Luther King Jr.	January 20, 2014
President's Day	February 17, 2014
Good Friday	April 18, 2014
Election Day	May 6, 2014
Memorial Day	May 26, 2014
Independence Day	July 4, 2014
Labor Day	September 1, 2014
Columbus Day	October 13, 2014
Election Day	November 4, 2014
Veteran's Day	November 11, 2014
Thanksgiving	November 27, 2014
Day after Thanksgiving	November 28, 2014
Christmas Eve	December 24, 2014
Christmas	December 25, 2014

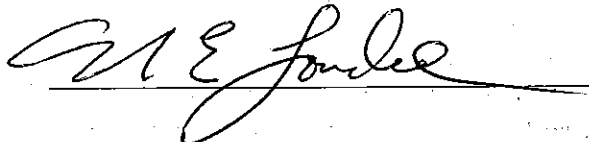
SECTION 6. Commencing January 1, 2014, the City of Terre Haute will provide to each benefit eligible employee, whose salary is established by this ordinance, Twenty Five Thousand Dollars (\$25,000.00) of life insurance coverage through December 31, 2014. The City will pay one hundred percent (100%) of 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, 2014.

Introduced by:  John Mullican, Councilman

Passed in open Council this 10th day of October, 2013.

 Norman Loudermilk, President

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

Presented by me to the Mayor this 11th day of October, 2013.

Charles P. Hanley Charles P. Hanley, City Clerk

Approved by me, the Mayor, this 11th day of OCTOBER, 2013.

Duke A. Bennett Duke A. Bennett, Mayor

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