

FILED

SEP 10 2015

CITY CLERK

SPECIAL ORDINANCE NO. 21, 2015

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, 2016.

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

SECTION 1. Commencing January 1, 2016, 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
Administrative Assistant	\$ 34,542
Benefits Administrator	\$ 33,040
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	\$ 46,462
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
GIS Technician	\$ 40,546
Engineering Aide Level III	2 @ \$ 36,044
Engineering Aide Level II	2 @ \$ 33,040

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
FIRE DEPARTMENT - CIVILIANS:		
Secretary	2 @ \$31,539	\$ 63,078
Data Entry Clerk (SEE: Fire EMS Fund Billing Clerk) (Total salary: \$31,539; \$23,654 to be paid from Fire Civilians, \$7,885 to be paid from Fire EMS)		\$ 23,654
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 (SEE: Fire Dept. Data Entry Clerk) (Total salary: \$31,539; \$23,654 to be paid from Fire Civilians, \$7,885 to be paid from Fire EMS)		\$ 7,885
POLICE DEPARTMENT - CIVILIANS:		
Merit Commissioners	3 @ \$3,000	\$ 9,000
Environmental Protection Director		\$ 36,010
Environmental Protection Officer Clerk/Typist	4 @ \$33,007	\$132,028
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	@ \$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
Lab Technicians	3 \$22.28/hr; 1 @ \$23.11/hr.	\$168,207
Pretreatment Assistant		\$ 40,550
Clerk	3 @ \$30,037	\$ 90,111
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
Rea Park Golf Pro		\$ 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
Seasonal and Temp. Maintenance & Parks Programs Employees not to exceed \$15.00/hr.	\$ 3,600

SECTION 2. Commencing January 1, 2016, 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, 2016. 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, 2016, 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, 2016. 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 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.

(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

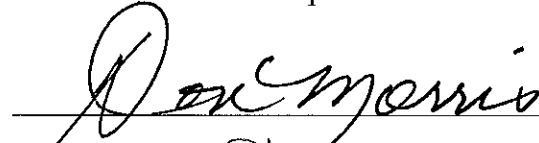
The following holidays shall be recognized as paid holidays:

New Year's Day	January 1, 2016
Martin Luther King Jr.	January 18, 2016
President's Day	February 15, 2016
Good Friday	March 25, 2016
Election Day	May 3, 2016
Memorial Day	May 30, 2016
Independence Day	July 4, 2016
Labor Day	September 5, 2016
Columbus Day	October 10, 2016
Election Day	November 8, 2016
Veteran's Day	November 11, 2016
Thanksgiving	November 24, 2016
Day after Thanksgiving	November 25, 2016
Christmas Eve	December 23, 2016
Christmas	December 26, 2016

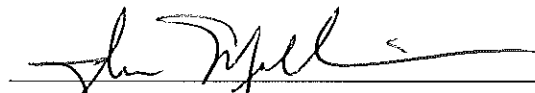
SECTION 6. Commencing January 1, 2016, the City of Terre Haute will provide to each benefit eligible employee, whose salary is established by this ordinance, Twenty Five Thousand Dollars (\$25,000.00) of life insurance coverage through December 31, 2016. The City will pay one hundred percent (100%) of 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, 2016.

Introduced by:  Don Morris, Councilman

Passed in open Council this 9th day of October, 2015.

 John Mullican, President

ATTEST:  Charles P. Hanley, City Clerk

Presented by me to the Mayor this 9th day of October, 2015.

Charles P. Hanley

Charles P. Hanley, City Clerk

Approved by me, the Mayor, this 9TH day of OCTOBER, 2015.

Duke A. Bennett

Duke A. Bennett, Mayor

ATTEST: *Charles P. Hanley*

Charles P. Hanley, City Clerk