

SECTION SIX: JOB CLASSIFICATIONS AND PAY RANGES CON'T

<u>CLASSIFICATION TITLE</u>	<u>PAY RANGE</u>
Planning & Zoning Administrator	12
Plant Maintenance Mechanic Foreman	S5
Police Chief	S13
Public Service Auditor	8
Purchasing Coordinator	10
Redevelopment Administrator	12
Refuse Collection Supervisor	S3
Secret Auditorium Manager	10
Secretary to the Fire Chief	6
Secretary to Parks & Cemeteries Superintendent	6
Secretary to the Probation Officer	5
Secretary to the Street and Refuse Superintendent	6
Secretary to the Wastewater Superintendent	6
Secretary to the Water Superintendent	6
Sewer/Drainage Maintenance Crew Leader	S1
Sewer/Drainage Maintenance Supervisor	S2
Storm Water Program Manager	16
Street Maintenance Supervisor	S3
Street and Refuse Superintendent	S6
Traffic Signal Crew Leader	15
Traffic Signal Technician I	9
Utilities Billing Clerk I (Part Time)	4
Utilities Billing Supervisor	S1
Victim/Witness Coordinator	6
Wastewater Laboratory Supervisor	S4
Wastewater Superintendent	S7
Water Maintenance Crew Leader	S1
Water Maintenance and Metering Supervisor	S2
Water Superintendent	S7
Weed, Litter and Property Preservation Manager, Code Enforcement Officer	8

(B) The pay rates for some employees in the Legal Department and the Municipal Court are paid from two different sources. Pay increases for those affected employees shall be paid from said funding sources. The percentage to be paid from each funding source shall be negotiated between the City and the parties.

SECTION SEVEN: INITIAL APPOINTMENT

(A) The normal starting step for a new employee shall be the minimum step in the pay range for the classification to which the employee is assigned. The employee's appointing authority may, however, authorize initial appointments at a step above the minimum rate in cases of exceptional qualifications of the new employee or where outside labor market conditions so necessitate; the maximum starting step shall be Step 9 for Pay Range 4, Step 10 for Pay Ranges 5 and 6, Step 11 for Pay Ranges 7 and 8, and Step 12 for Pay Ranges 9 and higher.

(B) For Schedule B Employees, the Appointing Authority shall determine the annual salary within the established range based on qualifications, length of service and the current labor market.

(C) If a former employee is re-employed in a position which he/she previously held with the City, the Appointing Authority may make an appointment at the appropriate pay range and step of pay at the time of separation of service, insofar as that rate is at, or below, the maximum rate assigned to the employee's classification. The anniversary date for a re-employed person shall be the date of the employee's most recent hire date. Additionally, employees on layoff shall, at the time of reinstatement, be reinstated at the same pay range and step which he/she was assigned at the time of layoff.

SECTION EIGHT: JOB CHANGES

(A) This section establishes procedures for assigning employees to the proper pay step within an assigned range due to a change in job classification or assignment. If these procedures result in an employee's pay rate that is below the minimum of the assigned range, the employee's rate shall be adjusted to the first step of the assigned range. If these procedures result in an employee's pay rate that is above the maximum of the assigned range, the employee's rate shall be adjusted to the last step of the assigned range.

(B) In the case of promotion, an employee will be assigned to the proper step in the promoted position's pay range as described herein.

(1) For Schedule A Employees, the proper step will be determined by applying the following table:

<u>If the new range is:</u>	<u>The new step will be:</u>
One pay range above current	Current step
Two pay ranges above current	Current step minus 1
Three pay ranges above current	Current step minus 2
Four pay ranges above current	Current step minus 3
Etc.	

SECTION EIGHT: JOB CHANGES CON'T

(2) Employees newly assigned to Compensation Schedule S by promotion shall be assigned to Step 1 in the new position's pay range. Employees promoted within Compensation Schedule S shall be assigned to the same step occupied prior to promotion.

(3) The determination whether the movement of an affiliated employee into an unaffiliated position is a promotion will be determined by the Civil Service Commission after point factor analysis. In cases where promotion is granted to an affiliated employee moving into an unaffiliated classified position assigned to Compensation Schedule A, the new rate of pay shall be determined by: assigning the employee to the step closest to the employee's current rate of pay in their newly assigned pay range. The employee will then be granted two additional steps in the promoted position's pay range.

(C) In the case of transfer, an employee shall remain in the same pay range and pay step as assigned prior to such transfer.

(1) The determination whether the movement of an affiliated employee into an unaffiliated position is a transfer will be determined by the Civil Service Commission after point factor analysis. In cases where a transfer moves an affiliated employee into an unaffiliated position assigned to Compensation Schedule A, the new rate of pay will be determined by: assigning the employee to the step closest to the employee's current rate of pay in their newly assigned pay range.

(D) In the case of demotion, the employee is reduced to a classification which requires less skill, knowledge or ability and requires performance of less complex or less responsible work than the employee was required to perform in his/her previous position. Demotions shall be implemented in accordance with the provisions outlined in the Ohio Revised Code and may occur voluntarily, for disciplinary reasons, or as a result of a reduction in force. Regardless of the reason, the employee shall be assigned to the pay range assigned to the employee's new classification.

(1) A Schedule A Employee who is demoted will be assigned to a step in the demoted position's pay range as determined by the following table:

<u>If the new range is:</u>	<u>The new step will be:</u>
One pay range below current	Current step
Two pay ranges below current	Current step plus 1
Three pay ranges below current	Current step plus 2
Four pay ranges below current	Current step plus 3
Five pay ranges below current	Current step plus 4
Etc.	

## SECTION EIGHT: JOB CHANGES CON'T

(2) Employees demoted within Compensation Schedule S shall be assigned to the same step occupied prior to demotion. A Schedule S Employee demoted to a position assigned to Compensation Schedule A shall be placed in the demoted position's pay range by assigning the employee to that step with the pay rate closest to 9% less than the employee's previous pay rate.

(3) The determination whether the movement of an affiliated employee into an unaffiliated position is a demotion will be determined by the Civil Service Commission after point factor analysis. In cases where a demotion moves an affiliated employee into an unaffiliated position assigned to Compensation Schedule A, the new rate of pay will be determined by: applying the compensation schedule by finding the next closest step in the pay range determined by point factoring to be equivalent to the employee's affiliated position; and applying the table in Section Eight (D) (1) to determine the final pay step in the employee's new pay range.

(4) An employee returned to his or her original position during a promotional probationary period will be returned to the same pay step assigned prior to promotion.

(E) In the case of reclassification, the employee shall be assigned to the new classification and to its assigned pay range. The employee's pay rate shall remain the same when the employee is reclassified to a classification with the same pay range as the classification to which the employee was previously assigned.

(1) For Schedule A Employees, when an employee is reclassified to a classification with a higher pay range, the employee will be assigned to the appropriate range and to the step determined by using the table in Section Eight(B)(1) herein. If an employee is reclassified to a classification with a lower pay range, the employee shall be assigned to that range, but his/her pay rate shall remain the same.

(2) Employees newly assigned to Compensation Schedule S by reclassification shall be assigned to Step 1 in the new position's pay range. Employees reclassified within Compensation Schedule S shall be assigned to the same step occupied prior to reclassification.

(3) A Schedule S Employee reclassified to a position assigned to Compensation Schedule A shall be assigned to that step closest to but not below the employee's previous pay rate.

(4) In cases where a reclassification causes an employee's position to move from affiliated to unaffiliated, the new pay rate shall be determined by first adding the applicable pension pick-up percentage to the employee's current hourly rate and then assigning the employee to that step closest to but not below the employee's adjusted pay rate.

## SECTION EIGHT: JOB CHANGES CON'T

(F) In the case of a temporary assignment, an employee who is temporarily assigned to a position with a lower rate of pay shall not be reduced in pay. The pay rate of an employee temporarily assigned to a position with a higher rate of pay for four hours or more per day shall be adjusted to that step in the new pay range next above his current rate of pay. Such additional compensation shall be for the entire temporary assignment.

(1) Step 0 in each pay range of Compensation Schedule S shall be used for temporary upgrades of employees pursuant to this ordinance or the appropriate union contract.

(2) The working level pay adjustment for any temporary assignment shall be for no longer than a continuous period of ten (10) weeks. In those cases where the period of added responsibility exceeds ten weeks, the employee shall either return to his/her regular position or the appointing authority shall recognize the continuation of the added responsibilities by promoting the employee to the higher position on either a temporary or permanent basis following the proper legislative and civil service procedures. The Appointing Authority may apply to the Civil Service Commission to extend payments under this provision for a period not to exceed two years.

(G) The effective date of pay changes resulting from promotions, demotions, transfers or reclassifications shall be the first day of the pay period immediately following the date of the action.

(H) An employee working less than 40 hours per week may be paid continuation wages pursuant to the City's wage continuation policy. (Ord. 10-14)

## SECTION NINE: OVERTIME COMPENSATION

(A) It shall be the policy of the City to keep work in excess of established schedules at a minimum and to permit such work only when it is necessary to meet urgent City operating requirements.

(B) Overtime work shall include only that work performed by an employee at the direction of a department head or any other authorized representative which exceeds the number of hours comprising the established work week for the position and department.

(C) Except as herein provided, hours worked in excess of forty (40) hours per week will be compensated at the rate of time-and-one-half. Overtime hours worked which are not in excess of forty (40) hours per week actually worked shall be compensated at straight time.

(1) Schedule B Employees are declared exempt from the overtime requirements of the Fair Labor Standards Act and shall not receive compensation for hours worked in excess of forty hours per week.

SECTION NINE: OVERTIME COMPENSATION CON'T

(D) For purposes of computing weekly overtime, holidays, vacation, compensatory time, and jury duty during normal work hours shall be counted as hours worked. Sick leave shall not be counted as hours worked.

(E) The proper city official shall designate those administrative and professional classes which shall be entitled to compensatory time off for hours worked in excess of the normal week with approval of the proper city official. Employees may accumulate a maximum of 180 hours of compensatory time. Employees who, for whatever reason, have accumulated more than 180 hours of accrued compensatory time may not accrue additional time unless their accumulated hours fall below 180. Upon separation, each employee shall be paid in cash for any net accumulation of compensatory time.

(F) Call-in pay shall be provided when an employee is required to report for work at times other than his regular shift or hours of work. Except as herein provided, employees called in under these circumstances shall receive four hours pay at his or her base rate or pay for time actually worked at the applicable rate, whichever is greater.

(1) The call-in minimum for the Police Chief and Fire Chief shall be three hours. Call-in time for which payment is rendered shall not be used for computing the applicable 40-hour. Hours actually worked under the call-in provisions shall count in determining premium pay.

(2) Certain employees may be assigned by their appointing authority to an on-call status if it is necessary for such employees to remain at or near home and to refrain from certain activities so that they are available to respond to a call-in. Employees in this on-call status who are called in outside their regular hours of work shall receive the minimum call-in pay or pay at double their regular rate of pay, whichever is greater.

SECTION TEN: HOLIDAYS WITH PAY

(A) The following shall be holidays with pay for all employees governed by this ordinance except those with temporary status:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veterans Day
9. Thanksgiving Day
10. Friday after Thanksgiving
11. Christmas Day

SECTION TEN: HOLIDAYS WITH PAY CON'T

12. Three personal holidays selected by the employee with prior approval of the employee's supervisor. An employee is eligible to take a personal holiday after completion of ninety (90) days of service.

(B) When one of the holidays listed above falls on a Sunday, the next following Monday shall be observed as a holiday. When one of the holidays listed above falls on a Saturday, the preceding Friday shall be observed as a holiday. Holidays occurring during vacation shall not be counted as a day of vacation. For purposes of computing compensation for continuous personnel, the actual date of the holiday shall be used rather than the day the holiday is observed.

(C) Employees required to work on the day observed as a holiday shall be granted premium pay at time-and-one-half or compensatory time off at time-and-one-half for actual hours worked.

(1) Schedule B Employees shall not receive premium pay for work on a holiday.

SECTION ELEVEN: VACATIONS

(A) Schedule A Employees shall accumulate vacation leave with pay in accordance with the following schedule for each full pay period of service:

<u>Years of Service</u>	<u>Vacation Hours Accrued Per Pay Period Worked</u>
First year	3.08 hours
After 1 year	3.39 hours
After 5 years	4.26 hours
After 10 years	5.18 hours
After 15 years	6.10 hours
After 20 years	6.72 hours

(B) Except as herein provided, Schedule S Employees shall accumulate vacation leave with pay in accordance with the following schedule for each full pay period of service:

<u>Years of Service</u>	<u>Vacation Hours Accrued Per Pay Period Worked</u>
0 to 5 years	3.1 hours
After 5 years	4.6 hours
After 10 years	5.54 hours
After 15 years	6.2 hours
After 20 years	6.815 hours



SECTION ELEVEN: VACATIONS CON'T

(1) Employees occupying the position classification of Police Chief shall accumulate vacation leave with pay at the rate of 6.2 hours per pay period, except that employees with more than twenty years of service shall accumulate vacation leave with pay at the rate of 6.47 hours per pay period.

(2) Effective January 1 of each year, employees occupying the position classification of Fire Chief shall be credited with 162 work hours of vacation, except that employees with more than twenty years of service shall be credited with 169 work hours of vacation.

(C) Schedule B Employees shall not accrue vacation. The accrued vacation of any employee assigned to Compensation Schedule B shall be placed in a bank and paid out upon separation.

(D) Vacation with pay will not be scheduled during an employee's first six (6) months of service with the City. Vacations shall be scheduled to meet the operating requirements of the City and the preference of the employees. Under no circumstances will an employee be allowed to take vacation in advance.

(E) Except as herein provided, vacation may be accumulated up to the maximum time which is accruable in a two-year period.

(1) Employees occupying the position classification of Fire Chief may carry over 540 hours of vacation to a new year.

(2) Employees moving into the unaffiliated ranks from a union position in the Sanitation Division shall retain the maximum vacation accrual allowed in their previous position until their vacation accrual falls below the maximum authorized herein but for no longer than two years; after two years, such employees will not accrue additional vacation until their vacation accrual falls below the unaffiliated maximum.

(F) Vacation with pay shall be charged out in no less than one-hour increments.

(G) Upon separation an employee shall be paid in cash for his/her unused accumulated vacation leave.

(H) Full-time regular employees in paid status for less than 80 hours in a pay period shall receive a prorated portion of vacation accrual based on actual hours in paid status. Vacation accrual for part-time permanent employees will be prorated according to the number of hours worked per week.



SECTION TWELVE: SICK LEAVE AND LEAVE OF ABSENCE

(A) Each employee shall accumulate sick leave with pay at the rate of 4.6 hours for each eighty (80) hours in paid status. Accumulation of sick leave shall be unlimited.

(B) An employee may use sick leave for:

1. His/her own illness, pregnancy, injury, or exposure to contagious disease;
2. Attendance upon members of his/her household whose illness or injury requires the care of the employee if no other competent adult is living in the household; or
3. A death in the employee's immediate family pursuant to Section Thirteen (C) herein.

As used in this section, the term "household" shall mean two or more persons living together in a single dwelling unit. The term "immediate family" shall mean husband, wife, child, step-child, parent, step-parent, grandparent, mother-in-law, father-in-law, brother or sister of the employee. The department head may require reasonable evidence to support a claim for sick leave and shall, in case of absence for portions of three or more consecutive working days, require a doctor's certificate to justify the absence.

(C) Three days of bereavement leave per occurrence may be used in the event of a death in the employee's immediate family; in certain circumstances, the employee's division or department head may authorize more time off using sick leave.

(D) Employees with ten (10) full years or more of service may elect at retirement to be paid in cash for one-third of the value of his/her accrued sick leave credit. Such payment will be made at the employee's rate of pay at the time of retirement. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee and shall be made only once to any employee. The maximum payment shall be 500 hours. In the event that an employee dies, the ten (10) year service requirement shall be waived, and payment shall be made to the estate of the deceased.

(E) Department heads shall have the authority to approve vacation, sick leave, and jury duty. Such leaves of absence shall be requested by the employee, approved by the department head, and reported to the proper city official. Leaves of absence for other purposes, with or without pay, shall be authorized by the Civil Service Commission on recommendation of the proper city official. Employees shall not accrue vacation or sick leave while on leave of absence without pay.

(F) An employee may be granted a leave of absence without pay for a period not to exceed twelve (12) months. Leave may be granted for advanced study or other important purposes.