

SECTION TWELVE: SICK LEAVE AND LEAVE OF ABSENCE CON'T

(G) Each permanent full-time employee with more than one (1) year of service shall have the option of receiving payment in cash for unused sick leave hours at the end of each payroll year, provided such employee was entitled to sick leave benefits during said payroll year and provided further that the employee was in paid status, based on the following calculation tables:

<u>Sick Leave Hours Used During Payroll Year</u>	<u>Hours Eligible For Reciprocity Payment</u>
0 to 8	48
9 to 16	32
17 to 24	24
25 to 32	16
33 or more	0

(1) For the purpose of sick leave reciprocity computation, any disallowance of sick leave credit shall be considered as hours of sick leave taken during the year.

(2) Schedule B Employees shall not be eligible to receive sick leave reciprocity payments.

(3) Eligible full-time employees may elect to receive the Sick Leave Reciprocity Cash Payment or they may retain their accrued sick leave hours. The number of reciprocity hours paid each employee will be subtracted from his/her total accrued sick leave. The remainder of the employee's unused sick leave shall be forwarded each year. The sick leave reciprocity payment shall be made at the employee's hourly rate in effect on the last day of the final pay period of the previous year.

(H) Employees shall be granted a leave of absence with pay when required to report for jury duty on scheduled work days. Compensation received for jury duty is to be paid by the employee to the City unless such duties are performed outside of normal working hours. Employees released from jury duty prior to the end of their workday shall report to work for the remaining hours.

SECTION THIRTEEN: LONGEVITY PAY

(A) The City of Zanesville will grant longevity pay to permanent full-time and part-time employees in accordance with the following schedule:

Years of Service <u>On June 30</u>	<u>Longevity pay</u>
5	2% of Previous Annual Payroll Earnings
9	3% of Previous Annual Payroll Earnings
13	4% of Previous Annual Payroll Earnings
17	5% of Previous Annual Payroll Earnings
22	6% of Previous Annual Payroll Earnings

Employees who receive longevity pay from the City under the provisions of a labor agreement are not eligible for the longevity pay described herein.

(B) June 30 of each year shall be used to calculate years of service for longevity pay.

(C) Payment shall be made in a lump sum during October of each year during a week when regular payroll checks are not scheduled to be distributed.

(D) Employees on the payroll as of June 30 will be entitled to a prorated share of longevity pay even though they may terminate prior to October 1. This paragraph shall apply only to terminations for those employees who have given a two weeks' notice and not used any benefit pay during those two weeks.

(E) For purposes of this section, "years of service" shall include all years of permanent employment with the City of Zanesville. It shall not include employment with other governmental units.

SECTION FOURTEEN: INSURANCE

(A) The City of Zanesville will offer the same group medical, prescription, dental and vision plan for the employee and eligible family members that it provides to all City employees.

(B) If the spouse of a city employee is employed and is eligible for employer-sponsored health coverage with said employer, he or she must enroll in that particular health plan. If the spouse cannot obtain coverage through his or her employer until a certain date or open enrollment period, the spouse will be covered under the City's plan until he or she can obtain coverage through his or her employer. The spouse must provide documentation to the City that he or she is not eligible for coverage. Employees whose spouse has health insurance coverage through an employer shall receive up to one thousand five hundred dollars (\$1,500) per year stipend. If an employee's spouse would be required to pay more than 50% of the insurance premium through their employer, he or she would be allowed to remain on the City's plan. Spouses may also remain on the City's plan under secondary coverage.

SECTION FOURTEEN: INSURANCE CON'T

(C) The City shall establish a health care committee comprised of the Budget and Finance Director, the Mayor, the Law Director, one representative from City Council, two representatives from A.F.S.C.M.E., two representatives from the F.O.P/O.L.C. bargaining unit, one representative from the I.A.F.F. and one representative from the unaffiliated employees. This committee shall meet regularly to review the content of the health care plan for the City and shall explore alternative health care plans, cost saving measures, and proposed changes to current coverage before changes are made.

(D) The employee's payroll deduction for health insurance shall be authorized under a separate ordinance.

(E) While an employee is on Workers' Compensation as a direct result of his/her employment with the City, the City shall continue to pay his/her insurance premiums for up to one year, provided the employee continues paying his/her share of the insurance cost.

(F) Employees must report any family, marital, or Medicare status changes, which affect their health insurance coverage to the Human Resource Manager immediately following such a change. An employee failing to do so is liable for back payments to the City for additional premiums paid by the City on the employee's behalf.

(G) The City of Zanesville shall pay the entire cost of a \$20,000 group life insurance policy for each employee which may be converted upon separation.

SECTION FIFTEEN: MILEAGE REIMBURSEMENT

Employees who are authorized to use their private vehicles for public business shall be reimbursed at the standard mileage reimbursement rate established by the Internal Revenue Service of the United States. (Ord. 10-28)

SECTION SIXTEEN: UNIFORM ALLOWANCE

Each year sworn employees of the Police Division will receive a \$1,000 uniform allowance. For sworn employees of the Fire Division, the uniform allowance granted shall conform to Part (D) of Article 15 of the contract between the City of Zanesville and Local #88 of the I.A.F.F. Employees occupying position classifications which require a CDL, water or wastewater license shall be reimbursed the cost of renewing said license. Employees occupying position classifications which require employees to wear steel toe safety shoes may be reimbursed up to \$100.00 per year. The Public Safety and Public Service Directors shall determine if the position classification is eligible for the reimbursement. Allowed reimbursements must be turned into the Budget & Finance Director no later than May 31st of each year and the employee will receive the reimbursement by June 15th of each year.

SECTION SEVENTEEN: SUSPENSION

The appointing authority may for just cause suspend employees with or without pay.

SECTION EIGHTEEN: ADDITIONAL RULES

The Civil Service Commission and the appointing authority are hereby authorized to develop any additional regulations necessary to implement the policies established in this ordinance.

SECTION NINETEEN: INCONSISTENT ORDINANCES REPEALED

Ordinance No. 13-16, its amendments, and any other ordinance and/or resolution or any part of an ordinance and/or resolution inconsistent herewith are hereby repealed.

SECTION TWENTY: SAVINGS CLAUSE

If any part of this ordinance is found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality, or invalidity shall affect only such part of this ordinance and shall not affect or impair any of the remaining provisions of this ordinance. It is hereby declared to be the intention of the Council for the City of Zanesville that this ordinance would have been adopted had such unconstitutional, illegal, or invalid part thereof not been included herein.

SECTION TWENTY-ONE: EFFECTIVE DATE OF ORDINANCE

This ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2020

Susan Culbertson
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2020

This legislation approved as to form:

Donald L. Mason, Mayor



Law Director's Office

RECEIVED

FEB 19 2020

Ways and Means Committee
Ann Gildow, Chair

CLERK OF COUNCIL

ORDINANCE #2020-37
INTRODUCED BY COUNCIL

AN ORDINANCE AUTHORIZING A MAXIMUM SCHEDULE OF POSITIONS FOR THE
CITY OF ZANESVILLE'S WORKFORCE

WHEREAS, Ordinance #19-21 presently governs authorized workforce positions for the various City offices and departments; and

WHEREAS, a periodic update of the Maximum Strength Ordinance is necessary to incorporate changes made necessary by the operational needs of the City.

NOW, THEREFORE BE IT ORDAINED by the Council of the City of Zanesville, State of Ohio; that:

SECTION ONE: The following maximum schedule of positions for the various city offices and departments, effective with the passage of this ordinance, be and hereby is authorized. Each of the following sections, numbered 101-1121, etc., is hereby declared to be a separate and distinct section for the purposes of this ordinance.

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
101-1121	PUBLIC SAFETY: Parking Enforcement Officer (Seasonal)	1
101-3281	PARKS: Crew Supervisor (Recreation) Crew Supervisor (Recreation) (upgrade only) Maintenance Worker Maintenance Worker (Seasonal) Maintenance Worker Trainee	1 1 4 7 1

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
101-4381	BUILDING & CODE ENFORCEMENT:	
	Administrative Secretary to the Safety Director	1
	Building Inspector	1
	Code Enforcement Officer/Building Inspector	1
	Code Enforcement Officer	1
	Crew Supervisor (Seasonal)	2
	Maintenance Worker (Seasonal)	6
	Weed, Litter and Property Preservation Manager, Code Enforcement Officer	1
101-7661	MAYOR:	
	Executive Secretary	1
101-7681	AUDITOR:	
	Accounting Specialist	1
	Auditing Specialist	1
	Deputy Auditor	1
101-7682	TREASURER:	
	Deputy Income Tax Administrator	1
	Deputy Treasurer	1
	Income Tax Administrator	1
	Income Tax Auditor/Investigations	1
	Income Tax Clerk II	2
	Income Tax Clerk III	1
	Payroll Clerk (part-time)	1
101-7691	LEGAL DEPARTMENT:	
	Assistant Law Directors (80% of wages paid by City):	
	Civil	1
	Prosecutions	1
	Paralegal (70% of wages paid by City)	1
	Victim/Witness Coordinator (100% paid by City)	1
101-7705,-7791	PUBLIC SERVICE ADMINISTRATION:	
	Administrative Secretary to Public Service Director	1
	City Engineer	1
	Deputy Director/Public Service	1
	Engineering Technician	1
	GIS Specialist	1

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
101-7712	CITY COUNCIL: Clerk of Council	1
101-7721	MUNICIPAL COURT: Court Bailiff (60% of wages paid by City) Deputy Court Bailiff Deputy Court Clerk Municipal Court Clerk (60% of wages paid by City) Municipal Court Bookkeeper (part-time)	1 1 3 1 1
101-7771	CIVIL SERVICE COMMISSION: Civil Service Employment Coordinator	1
101-7781	CITY HALL: Maintenance Worker	1
101-7782	CITY MAINTENANCE: City Maintenance Supervisor Traffic Signal Crew Leader General Service Worker Traffic Signal Technician I HVAC Technician/Inspector Master Electrician	1 1 3 1 1 1
101-7861	HUMAN RESOURCE DEPARTMENT: Human Resource Manager	1
101-7862	IT DEPARTMENT: Information Technology Administrator IT Network Technician	1 1
101-7863	BUDGET & FINANCE: Budget & Finance Director	1
101-7864	PURCHASING: Purchasing Coordinator	1

SECTION

NUMBER OF CLASSIFICATIONS BY DIVISION

201-1111 to 201-1115

POLICE:

Communications Operator	11
General Police Secretary	2
Maintenance Worker	1
Police Captain	2
Police Chief	1
Police Lieutenant	3
Police Officer	49
Police Officer (6-month training, Max 13 pay periods)	2
Police Records Clerk	4
Police Sergeant	4
Secretary to Police Chief	1

202-6541,-6571,-6651,-6991

STREETS:

Maintenance Worker	8
Maintenance Worker (Seasonal)	7
Maintenance Worker Trainee	1
Secretary to the Street and Refuse Superintendent	1
Sign Painter	2
Sign Painter (upgrade only)	1
Street Maintenance Supervisor	1
Street and Refuse Superintendent	1
Vehicle Operator I	3
Vehicle Operator I (upgrade only)	1
Vehicle Operator II	2
Vehicle Operator II (upgrade only)	1

250-1191

JAIL:

Assistant Jail Administrator	1
Corrections Officer	23
Corrections Officer (6 month training)	1
Jail Administrator	1
Senior Corrections Officer (upgrade only)	1 per shift

260-1161

PROBATION:

Chief Probation Officer	1
Secretary to Probation Officer	1

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
270-1041	FIRE:	
	Assistant Fire Chief (56 hr.)	3
	Assistant Fire Chief (40 hr.)	1
	Fire Chief	1
	Fire Fighter	42
	Fire Fighter (6-month training, Max 13 pay periods)	2
	Fire Fighter/EMT – Basic (Upgrade Position)	2
	Fire Fighter/EMT – Intermediate (Upgrade Position)	2
	Fire Fighter – Paramedic (Upgrade Position)	2
	Fire Lieutenant	9
	Fire Lieutenant/EMT – Basic (upgrade Position)	2
	Fire Lieutenant/EMT – Intermediate (Upgrade Position)	2
	Fire Lieutenant – Paramedic (Upgrade Position)	2
	Secretary to the Fire Chief	1
304-4361	COMMUNITY DEVELOPMENT:	
	Administrative Secretary to CD Director	1
	Associate Planner	1
	Community Development Director	1
	Fair Housing Coordinator (Upgrade Position)	1
	Planning & Zoning Administrator	1
	Redevelopment Administrator	1
601-6611	AIRPORT:	
	Airport Attendant	1
	Airport Manager (part-time)	1
	Maintenance Worker (Seasonal)	1
	Maintenance Worker Trainee	1
602-2171	CEMETERY:	
	Cemetery & Parks Superintendent	1
	Maintenance Worker	2
	Maintenance Worker (Seasonal)	6
	Maintenance Worker Trainee	1
	Secretary to Parks & Cemeteries Superintendent	1
	Vehicle Operator I	1
	Vehicle Operator I (upgrade only)	1