

SECTION THREE: CLASSIFICATION PLAN CON'T

(1) For employees in the classified service, if a department head, division head, supervisor, or employee believes that a position is improperly classified, that a change in a classification's job duties or responsibilities has rendered its point factor score inaccurate, that the employee has been assigned to an improper step within the employee's assigned pay range, or that the employee's pay step assignment should be adjusted for some other reason, he/she may report this fact with supporting documentation to the Civil Service Commission. The Civil Service Commission shall make such investigations and inquiries as it deems necessary and issue a recommendation regarding the proposed pay range or pay step adjustment. The Appointing Authority may then submit an ordinance to City Council recommending the proposed pay range or pay step adjustment along with the report of the Civil Service Commission regarding such adjustment.

(2) For employees in the unclassified service, if the Appointing Authority believes that a pay range or pay step adjustment is justified for a position or employee under his/her authority, he/she may submit an ordinance to City Council for approval of any such adjustment.

(D) The Civil Service Commission shall maintain such records as are necessary or required to accomplish the provisions of this ordinance. The records shall include, but not be limited to, a list of current classification titles, a copy of each job description, and a record of the pay range to which each position has been assigned. These shall include a current roster of employees with a record of their service including dates of service; classification assignments, compensation history, and such other information as may be deemed appropriate.

SECTION FOUR: DEFINITIONS

(A) For the purpose of this ordinance, the following definitions will apply:

(1) Demotion—A movement to a different job or position in a lower pay range which is intended to be permanent.

(2) Promotion—A movement to a different job or position in a higher pay range which is intended to be permanent.

(3) Reclassification—A change in an employee's classification in the job classification plan.

(4) Schedule A Employee—An employee whose position is assigned to Compensation Schedule A by Section Five (B) of this ordinance.

(5) Schedule B Employee—An employee whose position is assigned to Compensation Schedule B by Section Five (D) of this ordinance.

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(6) Schedule S Employee—An employee whose position is assigned to Compensation Schedule S by Section Five (C) of this ordinance.

(7) Temporary Assignment—A movement to a different job or position which is meant to be temporary.

(8) Transfer—A movement to a different job or position with no change in pay range, classification or level of responsibility.

SECTION FIVE: COMPENSATION PLAN

(A) All employees subject to the provisions of this ordinance shall be paid a wage in accordance with the attached Compensation Schedules. Said schedules may be amended from time to time through separate ordinance. For current Schedule A Employees, during the years 2018, 2019, & 2020 the pay range and pay step assignment shall not change. An increase of approximately 1.5%, 2% & 2.5% will be given to each employee.

(B) Compensation Schedule A establishes the rates of pay and ranges for each position subject to the provisions of this ordinance, except those positions specified in Sections Five (C) and (D) below. Compensation Schedule A included herein as Exhibits I, Ia, & Ib shall be effective on the first day of the first full pay period in January 2018, 2019, & 2020.

(C) Compensation Schedule S, included herein as Exhibits II, IIa, & IIb establishes the rates of pay and ranges for the following position classifications:

CLASSIFICATION TITLE

Assistant Jail Administrator
Cemetery/Parks Superintendent
City Maintenance Supervisor
Deputy Director/Community Development
Deputy Director/Public Service
Deputy Wastewater Superintendent
Environmental Coordinator
Fire Chief
Fleet Manager
Income Tax Administrator
Jail Administrator
Plant Maintenance Mechanic Foreman
Police Chief
Refuse Collection Supervisor
Sewer/Drainage Maintenance Supervisor
Sewer/Drainage Maintenance Crew Leader
Street Maintenance Supervisor

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CLASSIFICATION TITLE

Street and Refuse Superintendent
Utility Billing Supervisor
Wastewater Lab Supervisor
Wastewater Superintendent
Water Maintenance Crew Leader
Water Maintenance and Metering Supervisor
Water Superintendent

Compensation Schedule S wage increases shall be effective on the first day of the first full pay period in January 2018, 2019, & 2020.

(D) Compensation Schedule B, included herein as Exhibit III, establishes the salary ranges for the following exempt, salaried positions:

CLASSIFICATION TITLE

Assistant Law Director
Budget & Finance Director
City Engineer
Community Development Director

The Appointing Authority may make annual salary adjustments within the position salary range for Schedule B Employees.

(E) Employees may waive annual step increases and/or longevity pay by notifying the City Treasurer in writing of their intention.

SECTION SIX: JOB CLASSIFICATIONS AND PAY RANGES

(A) For each job classification subject to the provisions of this ordinance the following pay or salary ranges apply:

<u>CLASSIFICATION TITLE</u>	<u>PAY RANGE</u>
Accounting Specialist	10
Administrative Assistant to Auditorium Manager	7
Administrative Secretary to the CD Director	7
Administrative Secretary to the Safety Director	7
Administrative Secretary to the Public Service Director	7
Airport Manager	9
Assistant Jail Administrator	S1
Assistant Law Director	B3
Associate Planner	11
Auditing Specialist	5

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<u>CLASSIFICATION TITLE</u>	<u>PAY RANGE</u>
Budget and Finance Director	B2
Building Inspector	16
Cemetery/Park Superintendent	S5
Chief Probation Officer	9
City Engineer	B1
City Maintenance Supervisor	S5
Civil Service Employment Coordinator	10
Code Enforcement Officer	9
Code Enforcement Officer/Building Inspector	10
Community Development Director	B2
Court Bailiff	9
Deputy Auditor	10
Deputy Court Bailiff	8
Deputy Court Clerk	9
Deputy Director/Public Service	S5
Deputy Income Tax Administrator	9
Deputy Treasurer	10
Deputy Wastewater Superintendent	S6
Engineering Technician	9
Environmental Coordinator	S4
Executive Secretary to the Mayor	9
Fair Housing Coordinator	8
Fire Chief	S11
Fleet Manager	S5
General Service Worker	10
GIS Specialist	16
Human Resource Manager	15
HVAC Technician/Inspector	13
Income Tax Administrator	S5
Income Tax Auditor/Investigations	8
Income Tax Clerk II	5
Income Tax Clerk III	7
Information Technology Administrator	16
IT Network Technician	14
Jail Administrator	S5
Maintenance Garage Coordinator	6
Master Electrician/Plumbing Tech	11
Municipal Court Bookkeeper	7
Municipal Court Clerk	10
Paralegal	7
Payroll Clerk	5

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<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
Secrest 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.	

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(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.	

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(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.