

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.

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:

<u>Years of Service</u> <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.