




City of Dublin

Office of the City Manager

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Memo

To: Members of Dublin City Council
From: Dana L. McDaniel, City Manager 
Date: November 2, 2017
Initiated By: Homer C. Rogers, Jr., Director of Human Resources
Re: Ordinance 76-17 – Amending Various Sections of Ordinance 15-17 (Compensation Plan for Non-Union Personnel) and Adding Section 17 (Compensation and Benefits Eligibility Chart)

Background

Earlier this year, Ordinance 15-17, the Non-Union Compensation Plan, was approved by Council replacing Ordinance 73-06, consolidating the then 20 subsequent amendments that had been made to Ordinance 73-06. Since that time, Ordinance 15-17 was amended with passage of Ordinance 19-17, which added a new Director of Information Technology Job classification, a position that reports to the Chief Information Officer.

During the course of 2017, the Director of Human Resources has been reviewing the Non-Union Compensation Plan, comparing it to other City personnel code, policies, Administrative Orders, current practices and the various collective bargaining agreements for unionized personnel. He has also been working with the various Department Directors and the City Manager to identify updates needed to accommodate future plans for improvement throughout the City's non-union workforce. As a result of these efforts and actions, there are several areas identified in the Compensation Plan that are in need of update to bring them to a state of currency, consistency and legal compliance.

Along with these efforts by staff, the City's Classification Plan was placed under review with the intent of ensuring the 121 job descriptions used by the City were not only updated, but were also properly classified against the pay grades and ranges used by the City. A comprehensive review of the City Classification Plan has not been performed by the City in approximately 10 years and proved to be a significant undertaking. First, the former Director of Human Resources, David Harding, was hired as a temporary employee for the sole purpose of updating all 121 job descriptions, working in concert with the Human Resources Business Partners, Supervisors and Directors. Next, a consultant, Ms. Marcia Hoisington of Westcott Hunter Compensation and Human Resources Consulting was contracted to conduct a review of the Classification Plan, which required the interview of all Division and Department Directors, the Assistant City Manager, the Clerk of Council and the City Manager to review the type of work performed, responsibilities entailed, and degree of complexity of each position. All 121 job classifications were reviewed and 21 of those were recommended for upgrade as a result. From this analysis, several updates to the Classification Plan have been recommended by Ms. Hoisington in her report (attached) entitled, "Review of Job Banding Assignments and Job Titles."

In terms of overall impacts on personnel, the recommendations of the consultant represent 30 actual positions out of the approximate 399 the City currently fills with part-time and full-time permanent employees. This means 7.5% of the City's current permanent workforce is being recommended for reclassification to a higher pay grade. Guidance in Section 33.29 (Minimum

Rates; Pay Rates for Transfer, Promotion or Demotion) of Chapter 33 (Personnel Policies) of the Dublin City Code of Ordinances will be followed when considering resulting pay adjustments due to a position being reclassified to a new pay grade. Specifically, Section 33.29(B)(3) calls for pay rates to be increased in the event of promotion. In that light, a pay increase of 2% for being upgraded one pay grade, 5% for being upgraded two pay grades, and 10% for being upgraded three or more paygrades is proposed. In no case would the new pay rate be less than the minimum of the new pay grade.

Summary

Attached for your consideration is Ordinance No. 76-17, amending Ordinance No. 15-17 (Non-Union Compensation Plan). Adoption of this ordinance will accomplish the following objectives:

- Update the Compensation Plan to reflect accepted adjustments to paygrades as a result of the 2017 Classification Plan Study.
- Elevate five vitally important and strategic positions to the level of Director (3.2)
- Update the list of authorized job descriptions to reflect accepted organizational changes reflected in the Operating Budget
- Incorporate updates to the Compensation Plan to accurately reflect and clarify City Policy related to compensation and benefits as it pertains to the various workforce segments utilized by the City.
- Ensure the compensation plan is in compliance with current Federal and State law and governmental policies

The following highlights specific changes made to each section of the Compensation Plan. These highlights are presented in the order of how they appear in the Non Union Compensation Plan (Ordinance 15-17).

Section 2. Wage and Salary Structure/Administration

Paragraph A – It is proposed to make changes detailed throughout the section, which reflect the acceptance of recommendations found in the Classification Plan Study performed by Westcott Hunter, the recommendations of the City Manager and subordinate Directors for reorganization of the Departments or Divisions, and the simple retitling of some positions to be more descriptive of the function a job classification performs. These proposed changes include the following:

1) The upgrade of the Deputy Clerk of Council classification from pay grade (5.1) to (4.3).

2) The reclassification of the Senior Project Manager (3.3) classification title to the Government and International Relations Manager (3.3) in the Office of the City Manager.

3) Adding the words "Division of" to the beginning of the Criminal Justice title and elevating and reclassifying the Court Services Administrator (4.1) to the Director of Court Services (3.2) along with retitling the Records Management Technician (5.3) to the Records Retention Technician (5.3). This last change is intended for greater specificity and to further differentiate it from the Records Technician I & II job classifications proposed later in this amendment in the Police Department.

4) Reflecting the previously Council approved reorganization of the Division of Community Relations and changing its name to the "Division of Communications and Public Information"; changing the Web Administrator (4.1) classification title to the Digital and Brand Manager (4.1); and the Web Developer (4.3) to the Digital and Graphic Designer (4.3).

5) The Human Resources Business Partner classification upgraded from (4.3) to (4.2) in the Division of Human Resources.

6) The Contract and Procurement Coordinator classification upgraded from (5.1) to (4.3) in the Department of Public Works.

7) The Electrical Worker classification upgraded from (5.3) to (5.2) in the Division of Engineering.

8) Elevation of and reclassification of the Facilities Manager (3.3) classification to the Director of Facilities Management (3.2) in the Division of Facilities Management.

9) Elevation of and reclassification of the Fleet Manager (3.3) classification to the Director of Fleet Management (3.2) in the Division of Facilities Management.

10) Place a Maintenance Crew Supervisor (5.1) classification in the Division of Parks Operations. The Division of Parks currently employs personnel in this classification and this action corrects an administrative oversight in the ordinance.

11) The Adaptive Recreation Coordinator classification upgraded from (5.2) to (5.1).

12) Changing the title of the Division of Events Administration to the Division of Community Events and elevation and reclassification of the Events Manager (3.3) to Director of Community Events (3.2).

13) Adding the word "Division of" in front of Volunteer Resources, elevating and reclassifying the Volunteer Administrator (4.2) to Director of Volunteer Resources (3.2), and adding the job classification of Volunteer Resources Coordinator (5.2).

14) The Commercial Plans Examiner classification upgraded from pay grade (4.2) to (4.1), abolishing the Review Services Analyst (4.3), and adding the classifications of Review Services Coordinator (5.1) and Permit Technician (5.2) to the Division of Building Standards. The Review Service Coordinator is a reclassification of an Administrative Support III position with the same (5.1) pay grade and Permit Technician (5.2) is a reclassification of the Administrative Support II classification, also with the same pay grade of (5.2). These all amount to Title changes that more accurately describe their function.

15) The Code Enforcement Supervisor upgraded from (5.1) to (4.3) in the Division of Planning.

16) Abolishing the Court Liaison (5.2) classification and adding the classifications of Records Supervisor (4.3), Records Technician II (5.2), and Records Technician I (5.3) to the Police Department.

17) Adding the classifications of Corporate Tax Auditor (4.3) and Senior Accounting Specialist (5.1). These two classifications are recommended upgrades and reclassifications from the Accounting Specialist (5.2) classification. Also, adding Accounting Specialist-Tax (5.2) and Auditor (5.2), which are both upgrades and reclassifications from the Accounting Assistant (5.3) classifications. All of these are added to the Department of Finance.

18) Abolishing the classifications of GIS Administrator (4.1), Support Services Administrator (4.1), Software Applications Specialist (4.3), Senior GIS Analyst (4.3), Senior Support Services Analyst (4.3), and GIS Analyst (5.1); adding the classifications of Data Manager (3.3), Senior Data Analyst (4.1), and Data Analyst (4.3); and upgrading the pay grade of the Network Engineer classification from (4.2) to (4.1) and the Support Service Analyst from (5.1) to (4.3) in the Department of Information Technology.

19) Correcting the title of the Executive Administrative Professional (4.3) classification to Executive Assistant to the City Manager (4.3) under the Administrative Support Staff heading.

Section 4. Instant Bonus Program

Subsection A. - It is proposed to clarify the language by specifically stating that interns are not eligible for Instant Bonuses. The City does not currently provide Instant Bonuses to interns and this amendment is purely intended to clarify eligibility.

Subsection A.6. – This provides specific guidance that employees are not to be informed of an Instant Bonus being submitted until it is approved by the City Manager, avoiding an expectation by the employee should the Instant Bonus not be fully justified and approved by the City Manager.

Section 7. Sick Leave

Subsection B. – The proposed language clarifies that sick leave balances formerly earned in the City of Dublin during prior employment with the City is not eligible for cash conversion on an annual basis or upon separation. The reason for this is the employee must elect cash conversion prior separation from employment with the City. Once the employee has separated, they lose their entitlement to cash out one third (1/3) of their sick leave balance.

Subsection D. – The proposed language clarifies the sick leave earning rate for part-time permanent employees and that sick leave is not accrued beyond 40 hours worked in a workweek.

Subsection F. - It is proposed to add language to provide clarity to City of Dublin policy regarding the benefit of converting sick leave to cash. City employees are offered as a benefit an entitlement to convert one third (1/3) of their sick leave balance upon separation if they depart in good standing, however they must make the election prior to their separation date. Otherwise, they will lose the ability to convert this sick leave balance to cash.

Section 8. Bereavement Leave

Subsection A. - It is proposed to add aunt and uncle to the list of Family members for which an employee may take bereavement leave. This will make the Non-Union Compensation Plan consistent with the Collective Bargaining Agreements for the United Steelworkers (USW), the Fraternal Order of Police (FOP), and the Fraternal Order of Police-Ohio Labor Council (FOP-OLC).

Section 11. Medical, Dental, Vision, Life Insurance Benefits

Subsection G – It is proposed to establish a lifetime limit of one year maximum to the amount of Short Term Disability the City will provide. Currently, there is no maximum limit. The State of Ohio sets a limit for State employees at one year in a lifetime maximum. Setting a limit will protect the City from the potential of multiple periods of short term of disability by a single employee over a lifetime and the potential of abuse. Currently, the City's Short Term Disability program provides up to 24 weeks of coverage at 70% of current wages, which translates into an

employee only being required to use sick leave and other forms of leave at a 30% rate. It is therefore reasonable to set a lifetime limit on Short Term Disability benefits.

Section 13. Temporary Work Assignments

Subsection A – It is proposed to revise the language regarding the determination of the pay rates when an employee is asked to temporarily perform the job duties of a higher rated classification. Current language is antiquated and was written during a period when normal pay adjustments were significantly higher. The proposed language requires the Director of Human Resources to set the increase in consultation with the Department Director and sets the limit at 10%, not to exceed the “target” maximum of the higher graded position. Anything higher would require justification to and approval by the City Manager.

Section 14. Overtime/Compensatory Time

Subsection C – The proposal updates the rosters of exempt and non-exempt job classifications as they fall under the provisions of the Fair Labor Standards Act. This update is necessary to align with Section 2 of this ordinance and incorporate the recommended changes of the Classification Plan Study and other proposed changes by staff to their Departments and Divisions.

Subsection D – The proposed language corrects an oversight in the Non-Union Compensation Plan that occurred during the repeal and replacement of Ordinance 73-06 and the consolidation of its twenty (20) amendments into Ordinance 15-17. Previously, Ordinance 99-13 amended ordinance 73-06 by reducing the amount of compensatory time that could be earned in a calendar year from 240 hours to 160 hours. During the consolidation, this change was omitted, leaving the limit at 240 hours. The proposed language now sets the limit at 160 hours of compensatory time accrued and earning no more than 160 hours in a payroll year. Further, current language places the decision for earning compensatory time in lieu of overtime solely on the employee’s desire. This current language removes supervisors from the decision process, effectively limiting their ability to manage, and exceeds legal requirements as specified in Title 29 of the Code of Federal Regulations, Part 553 (Application of the Fair Labor Standards Act to Employees of State and Local Governments) Section 553.21 (Statutory Provisions). The proposed language change requires the supervisor and the employee to agree that compensatory time will be earned in lieu of overtime prior to work commencing.

Section 15. Shift Differential

Subsections A, B, and C – The proposed language clarifies eligibility for shift differential only to full-time, non exempt permanent employees and removes the unnecessary reference to Crew and Communications Supervisors in those paragraphs.

Subsection E – As the Northwest Regional Emergency Command Center is an ongoing 24-hour a day operation, there are occasions when the first shift or administrative supervisors are called upon to cover the second or third shifts, either in a supervisory capacity or to ensure minimum staffing levels are met. The proposed language allows for these supervisors to earn shift differential when required to work between the hours of 6:45 p.m. and 6:45 a.m.

Section 16. On Duty Pay

The proposed language removes the limitation to only Maintenance Crew Supervisors and allows all employees the ability to earn On Duty pay when placed into this status by their

supervisor. Employees in this status are required after normal work hours to remain “work ready” in order to respond to the needs of the City.

New Section 17. Compensation and Benefits Eligibility Chart

The proposed table cross references the various forms of compensation and benefits available to the various segments of the non-union workforce. It is intended to provide a quick reference when trying to determine what compensation and benefits an employee is eligible for.

Recommendation

Staff recommends adoption of Ordinance 76-17, Amending Ordinance 15-17, as previously amended at the second reading/public hearing on November 20, 2017.

Attachments:

Exhibit A – The 2017 Classification Study Report entitled “Review of Job Banding Assignments and Job Titles” from Ms. Marcia Hoisington of Westcott Hunter Compensation and Human Resources Consulting

Exhibit B – Redlined Version of Ordinance 15-17, as amended, highlighting all proposed amendments contained in Ordinance 76-17

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Ordinance No. 76-17
Passed _____, 20____

AN ORDINANCE AMENDING VARIOUS SECTIONS OF ORDINANCE 15-17 (COMPENSATION PLAN FOR NON-UNION PERSONNEL) AND ADDING SECTION 17 (COMPENSATION AND BENEFITS ELIGIBILITY CHART)

WHEREAS, Council has determined, upon the recommendation of the City Manager, that certain sections of the Compensation Plan for non-union personnel should be amended; and

WHEREAS, Council has determined, upon the recommendation of the City Manager, that the recommendations of Westcott Hunter Compensation and Human Resources Consulting resulting from a Study of the Dublin City Classification Plan require certain amendments to Section 2 of the Compensation Plan for non-union personnel in order for the Classification Plan to be updated; and

WHEREAS, Council has determined, that these amendments are necessary for the administrative and operational effectiveness of the City of Dublin; and

WHEREAS, Council has determined that these amendments will enhance the City of Dublin’s competitive position in the labor market, thus aiding in the recruitment and retention of a talented, high quality workforce; and

WHEREAS, Council desires that the City of Dublin remain an “Employer of Choice” in the Central Ohio region.

NOW, THEREFORE, BE IT ORDAINED By the Council of the City of Dublin, State of Ohio, ____ of the elected members concurring that:

Section 1. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by adding the subtitle of “Office of the Clerk of Council” beneath the heading “CITY COUNCIL” and changing the existing pay grade (5.1) for the job classification of Deputy Clerk of Council to (4.3) as follows:

CITY COUNCIL
Office of the Clerk of Council

Classification Title	Pay Grade
Deputy Clerk of Council	5.1 4.3

Section 2. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by deleting the Senior Project Manager job classification and corresponding paygrade (3.3) listed under the Office of the City Manager heading and adding the Government and International Relations Manager job classification with the pay grade of (3.3) as follows:

OFFICE OF THE CITY MANAGER

Classification Title	Pay Grade
Senior Project Manager	3.3
Government and International Relations Manager	3.3

Section 3. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by adding the words “Division of” in front of “Criminal Justice”, deleting the Court Services Administrator classification title and corresponding pay grade (4.1) listed under the Criminal Justice heading, adding the Director of Court Services classification title with the corresponding pay grade of (3.2), and changing the Title of Records Management Technician to Records Retention Technician as follows:

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Division of Criminal Justice

Classification Title	Pay Grade
Court Services Administrator	4.1
Director of Court Services	3.2
Records Retention Management Technician	5.3

Section 4. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by changing the title of the Division of Community Relations to the Division of Communications and Public Information and changing the Director of Community Relations classification title to the Director of Communications and Public Information, the Web Administrator classification title to Digital and Brand Manager, the Web Developer classification title to Digital and Graphic Designer as follows:

Division of Community Relations Communications and Public Information

Classification Title	Pay Grade
Director Community Relations Communications and Public Information	3.1
Web Administrator Digital and Brand Manager	4.1
Web Developer Digital and Graphic Designer	4.3

Section 5. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by upgrading the pay grade corresponding to the Human Resources Business Partner classification title from (4.3) to (4.2) under the Division of Human Resources heading, as follows:

Division of Human Resources

Classification Title	Pay Grade
Human Resources Business Partner	4.3 4.2

Section 6. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by upgrading the pay grade corresponding to the Contract and Procurement Coordinator classification title from (5.1) to (4.3) under the Office of the Director of Public Works heading, as follows:

Office of the Director of Public Works

Classification Title	Pay Grade
Contract and Procurement Coordinator	5.1 4.3

Section 7. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by upgrading the pay grade corresponding to the Electrical Worker classification title from (5.3) to (5.2) under the Division of Engineering heading, as follows:

Division of Engineering

Classification Title	Pay Grade
Electrical Worker	5.3 5.2

Section 8. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by deleting the Facilities Manager classification title and corresponding pay grade (3.3) listed under the Division of Facilities Management

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heading and adding the Director of Facilities Management classification title with the corresponding pay grade of (3.2) as follows:

Division of Facilities Management

Classification Title	Pay Grade
Facilities Manager	3.3
Director of Facilities Management	3.2

Section 9. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by deleting the Fleet Manager classification title and corresponding pay grade (3.3) listed under the Division of Fleet Management heading and adding the Director of Fleet Management classification title with the corresponding pay grade of (3.2) as follows:

Division of Fleet Management

Classification Title	Pay Grade
Fleet Manager	3.3
Director of Fleet Management	3.2

Section 10. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by adding the words "Office of the Director" in front of "Parks and Recreation" heading which appears Directly under the Department of Parks and Recreation heading, as follows:

DEPARTMENT OF PARKS AND RECREATION
Office of the Director of Parks and Recreation

Section 11. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by adding the Maintenance Crew Supervisor classification title and corresponding pay grade (5.1) to the Division of Parks Operation heading as follows:

Division of Parks Operations

Classification Title	Pay Grade
Maintenance Crew Supervisor	5.1

Section 12. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by adding the words "Division of" in front of "Recreation Services" heading and upgrading the corresponding pay grade associated with the Adaptive Recreation Coordinator classification title from (5.2) to (5.1) under the Division of Recreation Services heading, as follows:

Division of Recreation Services

Classification Title	Pay Grade
Adaptive Recreation Coordinator	5.2 5.1

Section 13. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by changing the title of the Division of Events Administration to the Division of Community Events, deleting the Events Manager classification title and corresponding pay grade (3.3) listed under the Division of Events

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Administration heading and adding the Director of Community Events classification title with the corresponding pay grade of (3.2) as follows:

Division of Events Administration Community Events

Classification Title	Pay Grade
Events Manager	3.3
Director of Community Events	3.2

Section 14. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by adding the words "Division of" in front of "Volunteer Resources" heading, deleting the Volunteer Administrator classification title and corresponding pay grade (4.2) listed under the Volunteer Resources heading, adding the Director of Volunteer Resources classification title with the corresponding pay grade of (3.2), and adding the job classification of Volunteer Resources Coordinator with the corresponding pay grade of (5.2) as follows:

Division of Volunteer Resources

Classification Title	Pay Grade
Volunteer Administrator	4.2
Director of Volunteer Resources	3.2
Volunteer Resources Coordinator	5.2

Section 15. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by adding the words "Office of the Director" in front of the "Development" heading which appears Directly under the Department of Development heading, as follows:

DEPARTMENT OF DEVELOPMENT
Office of the Director of Development

Section 16. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by upgrading the corresponding pay grade associated with the Commercial Plans Examiner classification title from (4.2) to (4.1), deleting the Review Services Analyst classification title the corresponding pay grade (4.3), and adding the classification titles of Review Services Coordinator with a corresponding pay grade of (5.1) and Permit Technician with a corresponding pay grade of (5.2) under the Division of Building Standards heading, as follows:

Division of Building Standards

Classification Title	Pay Grade
Commercial Plans Examiner	4.2 4.1
Review Services Analyst	4.3
Review Services Coordinator	5.1
Permit Technician	5.2

Section 17. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by upgrading the pay grade corresponding to the Code Enforcement Officer classification title from (5.1) to (4.3) under the Division of Planning heading, as follows:

Division of Planning

Classification Title	Pay Grade
Code Enforcement Supervisor	5.1 4.3

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Section 18. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by deleting the Court Liaison classification title and corresponding pay grade of (5.2) and adding a Records Supervisor classification with a corresponding pay grade of (4.3), a Records Technician II classification title with a corresponding pay grade of (5.2), and a Records Technician I classification title with a corresponding pay grade of (5.3) under the Police Department heading, as follows:

POLICE DEPARTMENT

Classification Title	Pay Grade
Court Liaison	5.2
Records Supervisor	4.3
Records Technician II	5.2
Records Technician I	5.3

Section 19. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by adding a Corporate Tax Auditor classification title with a corresponding pay grade of (4.3), a Senior Accounting Specialist classification title with a corresponding pay grade of (5.1), an Accounting Specialist-Tax classification title with a corresponding pay grade of (5.2), and an Auditor classification title with a corresponding pay grade of (5.2) under the Department of Finance heading, as follows:

DEPARTMENT OF FINANCE
Finance/Accounting/Procurement

Classification Title	Pay Grade
Corporate Tax Auditor	4.3
Senior Accounting Specialist	5.1
Accounting Specialist - Tax	5.2
Auditor	5.2

Section 20. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by upgrading the pay grades of the Network Engineer classification title from (4.2) to (4.1) and the Support Services Analyst from (5.1) to (4.3), deleting the classification titles and corresponding pay grades of GIS Administrator (4.1), Support Services Administrator (4.1), Software Application Specialist (4.3), Senior GIS Analyst (4.3), Senior Support Services Analyst (4.3) and GIS Analyst (5.1) and adding the classification titles and corresponding pay grades of Data Manager (3.3), Senior Data Analyst (4.1) and Data Analyst (4.3) under the Department of Information Technology heading, as follows:

DEPARTMENT OF INFORMATION TECHNOLOGY

Classification Title	Pay Grade
Data Manager	3.3
GIS Administrator	4.1
Network Engineer	4.2 4.1
Support Services Administrator	4.1
Software Applications Specialist	4.3
Senior Data Analyst	4.1
Senior GIS Analyst	4.3
Senior Support Services Analyst	4.3
Data Analyst	4.3
Support Services Analyst	5.1 4.3
GIS Analyst	5.1

Section 21. That Section 2 (Wage & Salary Structure/Administration), paragraph A. of Ordinance No. 15-17 be amended by changing the classification title of Executive

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Administrative Professional (4.3) to Executive Administrative Assistant to the City Manager (4.3) under the Administrative Support Staff heading, as follows:

ADMINISTRATIVE SUPPORT STAFF
(Authorized throughout City in accordance with the Annual Operating Budget)

Classification Title	Pay Grade
Executive Administrative Professional Executive Assistant to the City Manager	4.3

Section 22. That Section 4 (Instant Bonus Program), paragraph A of Ordinance No. 15-17 be amended by inserting the words, "not including interns" to the language contained therein as follows:

- A. All employees serving in Full-time permanent, Part-time permanent, Seasonal, Temporary, and Intermittent positions, not including interns, shall be eligible for a bonus in accordance with the following terms and conditions:

Section 23. That Section 4 (Instant Bonus Program), paragraph A, subparagraph 6, of Ordinance No. 15-17 be amended by replacing the language contained therein in its entirety with the following:

6. The employee is not to be informed of the bonus until it is approved by the City Manager.

Section 24. That Section 7 (Sick Leave), paragraph B of Ordinance No. 15-17 be amended by inserting the phrase "to include that previously accrued during former employment with the City of Dublin," into the last sentence of the paragraph as follows:

In addition, after January 1, 2007, any newly hired employee's transferred Sick Leave, to include that previously accrued during former employment with the City of Dublin, shall not be eligible for conversion to a cash payment either on an annual basis or upon separation.

Section 25. That Section 7 (Sick Leave), paragraph D of Ordinance No. 15-17 be amended by deleting the language contained therein and replacing with the following:

- D. For employees serving in Part-Time Permanent positions, the 9 days (72 hours) per year Sick Leave accrual shall be pro-rated (0.034 per hour) in relation to the average number of hours the employee works per week. Sick leave is not accrued for time worked over 40 hours in a workweek.

Section 26. That Section 7 (Sick Leave), paragraph F of Ordinance No. 15-17 be amended by adding to the language contained therein as follows:

- F. An employee who separates service, in good standing (employee's separation must not be for "just cause"), shall be entitled to convert a portion of his/her unused Sick Leave balance to a cash payment at time of separation. The rate of pay for such accrued unused Sick Leave shall be the employee's standard hourly rate of pay at separation multiplied by one-third (1/3) of the total number of accrued unused Sick Leave hours, accrued as an employee of the City of Dublin, up to a maximum payment for 700 hours. The election to convert Sick Leave to cash must be made prior to separation of employment and this payment shall be part of the employee's final pay.

Section 27. That Section 8 (Bereavement Leave), paragraph A of Ordinance No. 15-17 be amended by adding to the language contained therein as follows:

- A. All employees serving in Full-Time Permanent positions shall be entitled to three (3) days of Bereavement Leave for the death of a family member's: spouse, , son, daughter, brother, sister, father, mother, legal guardian, person who stands in place of a mother or father, grandmother, grandfather, grandson, granddaughter, mother-in-law,

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father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandmother-in-law, grandfather-in-law, stepmother, stepfather, stepbrother, stepsister, stepson, stepdaughter, half-brother, half-sister, aunt, uncle, or any other relative living in the employee's home as specified in Section 33.48 (E) of the Dublin Codified Ordinances.

Section 28. That Section 11(Medical, Dental, Vision, Life Insurance Benefits), paragraph G of Ordinance No. 15-17 be amended by adding to the language contained therein as follows:

G. The City shall make available group Short-Term Disability benefits to all employees serving in Full-Time Permanent positions. The benefits under this Short-Term Disability program shall begin after seven (7) consecutive work days of absence due to a disabling medical condition and shall provide disability income protection at 70% of normal wages/salary up to a maximum of 24 weeks for an approved disability, with the ability to supplement said disability income level up to 100% of normal wages/salary through the use of the employee's Sick Leave, Personal Leave, Vacation Leave, or Compensatory Time banks. Employees on approved disability leave at 70% income replacement shall be regarded as being in full pay status and, therefore, they shall not be required to pay for the continuation of their Medical, Dental, and Vision benefits through the duration of the approved disability leave. Short Term Disability shall run concurrent to the provisions and entitlements provided by the Family Medical Leave Act (FMLA), if applicable. Short Term Disability benefits paid to an employee over a lifetime shall not exceed one year maximum.

Section 29. That Section 13 (Temporary Work Assignment), paragraph A of Ordinance No. 15-17 be amended by deleting the language contained therein and replacing it with the following:

- A. When an employee is designated by a Director or the City Manager to perform higher-level duties outside the scope of his/her established job classification for a period of more than ten (10) consecutive work days, the employee shall be compensated at a higher rate of pay beginning on the eleventh (11th) day and extending for the duration of the assignment. However, if in the judgment of the City Manager, circumstances warrant a temporary pay supplement retroactive to the date the employee first assumed the higher-level duties, the City Manager shall have the discretion to award such retroactivity. Upon the determination to award a temporary pay supplement, the Director of Human Resources, in consultation with the Department Director, shall set an appropriate percentage increase reflective of the higher level duties to be performed, not to exceed 10% of the employee's current rate of pay. ~~; a percentage rate increase shall be awarded in an amount not to exceed the normal pay adjustment percentage established for the year in which the need for the temporary pay supplement occurs, unless~~ If unusual circumstances exist to justify a higher rate of pay, an exception for unusual circumstances must be supported by substantial written justification and submitted to the City Manager for approval. Under no circumstances shall the increased rate of pay exceed the "target" maximum of the pay grade associated with the higher-level duties. When an employee is designated to perform the duties of a Director position on an interim basis, the City Manager, on a case-by-case basis, shall have the discretion to award a temporary pay supplement in an amount greater than the normal pay adjustment established for that particular year, yet appropriate to the individual merits/circumstances of each situation.

Section 30. That Section 14 (Overtime/Compensatory Time), paragraphs C and D of Ordinance No. 15-17 be amended by deleting the language and tables contained therein and replacing them with the following:

- C. In accordance with the governing provisions of the Fair Labor Standards Act (F.L.S.A.), the following job classifications have been designated as exempt under one of the following exemption categories, and the employees serving in these classifications do not receive overtime compensation or formal compensatory time:

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Executive	Administrative
City Manager Assistant City Manager Director of Community Relations Director of Communications and Public Information Director of Human Resources Director of Court Services Director of Finance Deputy Director of Finance Director of Taxation Chief of Police Police Lieutenant Tech Service Bureau Commander Director of Development Director of Econ. Dev. Director of Building Standards Director of Planning Director of Public Works Director of Engineering Director of Streets & Utilities Operations Director of Fleet Management Director of Facilities Management Chief Information Officer Director of Information Technology Director of Parks and Recreation Director of Parks Operations Director of Recreation Services Director of Community Events Director of Volunteer Resources Director of Strategic Initiatives/Special Projects	Accreditation Manager Accountant Adaptive Recreation Coordinator Budget Analyst Benefits Administrator City Forester City Horticulturist Chief Accountant Clerk of Council Code Enforcement Supervisor Communications Manager Court Administrator Economic Development Administrator Economic Development Manager Emergency Mgt. Coord./Law Enf. Planner Engineering Manager Event Administrator Event Coordinator Event Manager Facilities Manager Financial Analyst Fleet Administrator Fleet Manager GIS Administrator Government and International Relations Manager Human Resource Manager Human Resource Business Partner Human Resource Coordinator Landscape Architect Management Assistant Membership Services Supervisor Nature Education Coordinator Operations Administrator Payroll Specialist Planner I Planner II Planning Manager Public Information Officer Public Affairs Officer Records Supervisor Recreation Operations Supervisor Recreation Program Coordinator Recreation Program Supervisor Recreation Services Administrator Safety Administrator/Risk Manager Senior Planner Senior Project Manager Senior Public Information Officer Support Services Adminstrator Tax Manager Theater Supervisor Talent Development and Training Manager Tax Manager Volunteer Administrator Website Administrator Website Developer Wellness and Benefits Coordinator
Recreational	Professional & Computer-Related
Seasonal Recreation Staff	Civil Engineer I Civil Engineer II Commercial Plans Examiner Data Manager Information Technology Manager Information Technology Project Leader Infrastructure Asset Management

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	Engineer Network Administrator Network Engineer Network Operations Manager Senior Civil Engineer Software Applications Specialist Support Services Administrator
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In accordance with the governing provisions of the Fair Labor Standards Act (F.L.S.A.), the following job classifications have been designated as Non-Exempt and the employees serving in these classifications are entitled to overtime compensation or formal compensatory time:

Accounting Assistant Accounting Specialist Corporate Tax Auditor Accounting Specialist – Tax Administrative Support Specialist I Administrative Support Specialist II Apprentice Building Inspector Assistant Forester Assistant Horticulturist Auditor Building Inspector Code Enforcement Officer Communications Supervisor Contract and Procurement Coordinator Contract Specialist Court Clerk Court Liaison Crew Supervisor Data Analyst Deputy Clerk of Council Development Review Specialist I Development Specialist II Diversion Officer Electrical Inspector Electrical Worker Engineering Technician I Engineering Technician II Engineering Project Inspector Events Assistant Executive Administrative Support –Specialist	Executive Assistant to the City Manager Facilities Systems Specialist GIS Analyst Landscape Inspector Permit Technician Planning Technician Police Property Technician Procurement Assistant Public Art Specialist Records Retention Management Technician Records Technician II Records Technician I Recreation Operations Specialist Residential Plans Examiner Review Services Analyst Risk Management Assistant Senior Accounting Specialist Senior Building Inspector Senior Data GIS Analyst Support Services Analyst Zoning Inspector
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D. Pursuant to the Fair Labor Standards Act, the City shall grant a non-exempt employee compensatory time off in lieu of overtime pay, at the rate of time-and-one-half for each overtime hour worked, if ~~that employee so desires~~ the supervisor and employee agree prior to work commencing that compensatory time will be earned in lieu of cash compensation. Each non-exempt employee may accrue a maximum compensatory time bank of 160 hours and may not earn more than 160 hours of compensatory time in a calendar year. ~~Each non-exempt employee may accumulate a maximum compensatory time bank of 240 hours.~~ After a non-exempt employee has accrued this maximum compensatory time bank, and not used it as leave, all additional overtime for such employee shall be paid at the rate of time-and-one-half. If at the end of each payroll year, a non-exempt employee has 120 hours of compensatory time in his/her compensatory time bank, he/she shall be permitted to convert up to 50 hours of compensatory time in said bank to cash. The calculation for converting Compensatory Time to cash shall be the employee's

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established hourly rate of pay multiplied by the number of hours the employee desires to convert. In the event the employee wishes to exercise this option, it shall be his/her responsibility to forward a memorandum to the Department of Finance specifying the number of hours he/she wishes to convert to cash, prior to the end of the year. The cash conversion shall then be paid in a lump sum in the employee's regular payroll deposit, which shall be forwarded to the employee on the scheduled pay date at the conclusion of the first pay period in the new payroll year. The payroll deposit in which this conversion payment is included shall be taxed at the employee's existing W-4 rate.

Section 31. That Section 15 (Shift Differential), Subsections A, B, and C of Ordinance No. 15-17 be amended by replacing the language contained therein in its entirety with the following and adding a new Subsection E as follows:

- A. On the effective date of this ordinance, shift differential pay shall be provided to full time nonexempt permanent employees as indicated below at a rate of \$1.10 per hour with the exception of hours in paid status while on approved leave.
- B. For employees, ~~to include crew and communications supervisors,~~ regularly assigned to first shift, shift differential shall not apply except when assigned to snow removal operations which runs from the 1st Tuesday of November through April. Because the implementation of Snow Shifts causes an actual change in work shifts, when employees regularly assigned to first shift work on snow removal operations, shift differential shall apply to those hours worked between 5 p.m. and 6:45 a.m.
- C. For employees, ~~to include crew and communications supervisors,~~ regularly assigned to second or third shift, shift differential shall be applied to any hours worked.
- E. Due to requirements to meet minimum staffing levels in the 24-hour a day operations of the Northwest Regional Emergency Command Center (NRECC), shift differential shall apply to Communications Supervisors regularly assigned to first shift or an administrative shift only for those hours worked between 6:45 p.m. and 6:45 a.m.

Section 32. That Section 16 (On Duty Pay), of Ordinance No. 15-17 be amended by deleting all language contained therein and replacing it with new language as follows:

All full time non-exempt permanent employees serving in a ~~Crew Supervisor Position~~ in the Departments of Public Works and/or Parks & Recreation may receive On Duty pay when placed into this status outside of their normal work hours in accordance with an Administrative Order issued by the City Manager. The intent of this status/pay is to ensure responsiveness in the event of an emergency requiring the call in of employees ~~maintenance workers~~ outside of normal work hours. This status shall end when the employee a ~~Crew Supervisor~~ is actually engaged in work at which time the appropriate pay status will go into effect. The rate of pay when in an On Duty status shall be \$1.05 per hour.

Section 32. That Section 17 be renumbered to Section 18 and a new Section 17 (Part Time, Temporary, Intern and Seasonal Employee Compensation and Benefits Eligibility Chart) be inserted into Ordinance No. 15-17 as follows:

SECTION 17 – COMPENSATION AND BENEFITS ELIGIBILITY CHART

The following chart is provided for quick reference when trying to determine compensation and benefits eligibility for the various workforce categories. This chart is not intended to replace the language contained in this ordinance and the applicable section should be referenced and read for further guidance.

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COMPENSATION/BENEFITS ELIGIBILITY CHART

BENEFIT & SECTION OF COMPENSATION PLAN	EMPLOYEE CATEGORY			
	Full Time Permanent	Part Time Permanent	Non-Permanent (Temporary & Seasonal)	Interns
Instant Bonus (Section 4)	Yes	Yes	Yes	No
Paid Holidays (Section 5)	Yes	Yes	No	No
Personal Leave (Section 6)	Yes	Prorated	No	No
Sick Leave (Section 7)	Yes	Prorated	No	No
Bereavement Leave (Section 8)	Yes	No	No	No
Vacation Leave (Section 9)	Yes	No	Prorated	Prorated
Longevity Pay Section 10	Yes	No	No	No
Medical, Dental, Vision, Life Insurance Section 11	Yes	No	No	No
Tuition Reimbursement Section 12	Yes	No	No	No
Overtime / Compensatory Time (Non-Exempt Only) Section 14	Yes	Yes	Yes	Yes
Shift Differential Section 15	Yes	No	No	No

Section 33. That Council hereby waives the competitive selection process as required by the Revised Charter of Dublin, Ohio Article VI Section 6.06 (a) in order to allow for the selection, promotion and reclassification of current employees to fill positions directly related to this specific implementation of recommendations of the Classification Plan Study and the associated reorganization of various Departments and Divisions of the City.

Section 34. That this Ordinance shall be effective on January 1, 2018.

Passed this ____ day of _____, 2017.

Mayor – Presiding Officer

ATTEST:

Clerk of Council



Review of Job Banding Assignments and Job Titles

Prepared for

City of Dublin, Ohio

Prepared by

Westcott Hunter

Compensation and Human Resources Consulting

October 2017

Confidential

Prepared for:

City of Dublin, Ohio

Prepared by:

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October 2017

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Overview

- ◆ This report summarizes the findings and recommendations from the review of job band assignments conducted in August of 2017 with the City of Dublin. All non-union jobs were reviewed for proper salary grade placement.
- ◆ The primary purpose of this activity was to ensure that all non-union City jobs are assigned to the correct job band and salary grade based on job responsibilities.
- ◆ We also checked the Banding Matrix structure for needed adjustments, and found that it still accurately reflects the responsibilities of the City's jobs. The Banding Matrix makes distinctions between job levels in the right places, and has the correct number of bands to recognize the different levels of work in the City.
- ◆ In addition, we began reviewing and realigning the mapping of salary survey data to make sure it is aligned with where the City's jobs are banded. Jobs change over time and this is an important step in ensuring the salary ranges are based on market data for comparable jobs. This exercise will continue until all survey matches have been checked.
- ◆ These are important reviews that should be performed periodically to ensure that the City's job banding structure provides continued alignment and pay competitiveness.

Project Process

- ◆ We held meetings with each individual Department's management group, and guided them through a review of every job banding assignment in their department. This review was based on job duties and not incumbent performance. Each job's duties were discussed and examined for complexity and breadth of responsibility. We compared jobs to one another and to the band descriptions, and made recommendations for adjustments as needed to achieve proper alignment.
- ◆ Following the meetings with individual Departments, we conducted a review meeting of the resulting job assignments with Department Heads as a group. We made adjustments as needed to improve cross-department alignment.
- ◆ This document contains the recommendations that resulted from these reviews.

Recommendations are presented beginning on page 6 of this document.

Drivers of Job Band Changes

For the most part, the changes in job band assignments are driven by the growth of the City of Dublin and the increasing demand for technology.

- ◆ Growth – increased demand for services and oversight
 - Population has increased (for an interesting study on the effect of population growth on cost of city services, see “Population Growth, Density and the Costs of Providing Public Services”, by Helen F. Ladd in Urban Studies, Vol. 29, No. 2, 1992, pp. 273-295)
 - Significant construction of new buildings
 - Economy has become larger and there are more jobs
 - Infrastructure needs of this growth
- ◆ Technology - increased dependence and use of technology for everything
 - Planning, managing, and monitoring infrastructure growth
 - Creating, storing, and using digital data
 - Improving administrative efficiencies
- ◆ Increased or improved City services
 - Affluent population and their expectations

How Jobs are Assigned to Bands in the Matrix

Every job is mapped into the Band in the Matrix that best fits the job.

- ◆ The job's responsibilities are compared to the written descriptions of the Bands.
- ◆ The job is compared to the other jobs in the selected Band.
- ◆ Jobs are mapped based on job requirements, not incumbent performance.

Every job is assigned to a Level in the Band. Each Band has three levels. For example in "Band 5" the levels are: 5.1, 5.2, 5.3.

- ◆ Jobs are assigned to levels based on job requirements, not incumbent performance.
- ◆ Jobs are slotted into a level in the Band based on how solidly they fit a Band's criteria. Jobs that solidly fit are placed in Level 2, jobs that lack some of the skills for a solid fit are placed in Level 3, jobs that require more skills than a solid fit are placed in Level 1.
- ◆ Jobs may be force ranked into levels within the Bands by comparing them to other jobs based on job complexity and skill requirements.

When all jobs have been reviewed and slotted into the Banding Matrix, then the top management team reviews the populated Matrix to ensure assignments are correct.

- ◆ Compare same-band jobs across functions.
- ◆ Review jobs hierarchically within functions.
- ◆ Compare the Level assignments of jobs within the Bands.

Salary Grade 3.2 – recommendations for jobs moving into or already in this grade

<p>BLUE FONT = GRADE INCREASE RED FONT = GRADE DECREASE BLACK FONT = NO GRADE CHANGE</p>
<p>Description of "Matrix Band 3 - Operations" (this describes the recommended Band for the jobs listed below):</p> <p>Heads of important City functions who focus on translating the strategic and tactical plans for the City to operational plans for their specific function. Incumbents may report either to the City Manager or to another member of the executive team. In their leadership role, they may be responsible for a function that provides important City services (e.g. Engineering, Parks Operations, Streets & Utilities Operations, Recreation Services, and the like) including the direct management of human and capital resources; or they may lead critical support functions (e.g. Human Resources, Community Relations, and the like) that impact the entire City. They maintain an appropriate balance between vision for the future of their function and the actual successful implementation of strategic and tactical plans for their assigned function or discipline.</p>
<p>Salary Grade 3.2 - This is the middle salary grade of Band 3. Jobs in this salary grade "solidly fit" the Band description.</p> <p>This is the lower of two "Division Director" salary grades.</p>
<p>Recommended Grade Change (up one grade): Director, Fleet (recommended new title), Public Works Department, incumbent Syler. Currently: Fleet Manager, SG 3.3. This job manages and directs the fleet division: supervises personnel; procures equipment & vehicles; provides fleet services to Washington township as a vendor. Accountabilities are comparable to those of other SG 3.2 Directors. This job has broader managerial responsibilities than the Engineering Managers (Willis & Cox) in SG 3.3. Job is comparable in scope and complexity to Director, Facilities (recommended title) and Director Streets & Utilities Operations.</p>
<p>Recommended Grade Change (up one grade): Director, Facilities (recommended new title), Public Works Department, incumbent Ashford. Currently: Facilities Manager, SG 3.3. This job maintains all City facilities, including structures in parks and the natural gas pumping station. Manages Facilities Systems Specialist (technical expert who oversees natural gas pumping station), Operations Administrator, and subordinate employees. Accountabilities are comparable in breadth to those of other SG 3.2 Directors. This job has broader managerial responsibilities than the Engineering Managers (Willis & Cox) in SG 3.3. Job is comparable in scope and complexity to Director, Fleet (recommended title) and Director Streets & Utilities Operations.</p>
<p>Recommended Grade Change (up one grade): Director, Community Events (recommended new title), Parks & Recreation Department, incumbent LeRoy. Currently: Events Manager, SG 3.3. This job oversees all events and has grown significantly over time due to growth of City of Dublin events, which have become of strategic importance to the city. In addition, this job assumed responsibility for functions that were moved from Community Relations in the past year. The impact of this job on the public's perception of the City and on revenue is significant.</p>
<p>Recommended Grade Change (up two grades): Director, Court Services (recommended new title), Courts Division, incumbent Wilson. Currently: Court Administrator, SG 4.1. This job has director-level responsibility for the City Court and reports directly to the City Manager. This job supervises all court personnel, and is also the chairperson of the Records Commission for the City. Overseeing records retention policy has become increasingly complex with the advent of "big data", including GIS and video (e.g., police cameras).</p>

Salary Grade 3.2 – recommendations for jobs moving into or already in this grade (continued)

<p>BLUE FONT = GRADE INCREASE RED FONT = GRADE DECREASE BLACK FONT = NO GRADE CHANGE</p>
<p>Description of "Matrix Band 3 - Operations" (this describes the recommended Band for the jobs listed below):</p> <p>Heads of important City functions who focus on translating the strategic and tactical plans for the City to operational plans for their specific function. Incumbents may report either to the City Manager or to another member of the executive team. In their leadership role, they may be responsible for a function that provides important City services (e.g. Engineering, Parks Operations, Streets & Utilities Operations, Recreation Services, and the like) including the direct management of human and capital resources; or they may lead critical support functions (e.g. Human Resources, Community Relations, and the like) that impact the entire City. They maintain an appropriate balance between vision for the future of their function and the actual successful implementation of strategic and tactical plans for their assigned function or discipline.</p>
<p>Salary Grade 3.2 - This is the middle salary grade of Band 3. Jobs in this salary grade "solidly fit" the Band description.</p> <p>This is the lower of two "Division Director" salary grades.</p>
<p>Recommended Grade Change (up three grades): Director, Volunteer Services (recommended new title), Parks & Recreation Department, incumbent Nardecchia. Currently: Volunteer Administrator, SG 4.2. The organizational impact and operational responsibilities of this job are equivalent to those of the other Directors. This job directs the City's volunteer programs, providing significant volunteer manpower for City projects and opportunities for the public to become involved in civic-minded activities. Responsibilities include: overall planning; needs assessment; program execution; authorizes volunteer use; demographic analysis; developing & tracking metrics; program and membership development; and budget management. Volunteer staffing responsibilities are complex and involve effective recruiting, screening, training & supervising. This job also runs several independent programs, including Community Service Officer, Parks Ambassador, Yard Squad, River Cleanup, KIDS, etc. The City anticipates an increased need for social services, and this job will provide critical manpower for those efforts. This job engages citizens in ensuring the needs of the vulnerable are met; gives citizens responsibility for monitoring and maintaining public areas; and engages corporations and their employees in community service.</p>

Salary Grade 3.3 – recommendations for jobs moving into or already in this grade

<p>BLUE FONT = GRADE INCREASE RED FONT = GRADE DECREASE BLACK FONT = NO GRADE CHANGE</p>
<p>Description of "Matrix Band 3 - Operations" (this describes the recommended Band for the jobs listed below):</p> <p>Heads of important City functions who focus on translating the strategic and tactical plans for the City to operational plans for their specific function. Incumbents may report either to the City Manager or to another member of the executive team. In their leadership role, they may be responsible for a function that provides important City services (e.g. Engineering, Parks Operations, Streets & Utilities Operations, Recreation Services, and the like) including the direct management of human and capital resources; or they may lead critical support functions (e.g. Human Resources, Community Relations, and the like) that impact the entire City. They maintain an appropriate balance between vision for the future of their function and the actual successful implementation of strategic and tactical plans for their assigned function or discipline.</p>
<p>Salary Grade 3.3 - This is the lowest salary grade of Band 3. Jobs in this salary grade are "slightly weak" relative to the Band description. This is a "Manager" salary grade.</p>
<p>Recommended Grade Change (up one grade): Data Manager (recommended new title), Information Technology Department, incumbent Brown.</p> <p>Currently: GIS Administrator, SG 4.1. Dependence on information technology has grown extensively since this job was last reviewed. This job oversees data management and analytics for the City, which includes GIS, a complex mapping system. Data analytics are expanding to include much broader applications. This job autonomously runs the function; interacts with directors & staff; understands what technologies to bring to the City based on needs; develops budget based on needs; looks at other systems around the City and develops a larger strategic picture for the City; supervises and trains the data analytics staff. Job requires extreme competence in GIS, other data analytics, and high-level database skills. Much of the data running through the regional systems is collected and made useable by this function, including data used for emergency response and for maintaining infrastructure.</p>

Salary Grade 4.1 – recommendations for jobs moving into or already in this grade

BLUE FONT = GRADE INCREASE RED FONT = GRADE DECREASE BLACK FONT = NO GRADE CHANGE
<p>Description of "Matrix Band 4 - Implementation" (this describes the recommended Band for the jobs listed below):</p> <p>Core professional, technical, or service roles that provide ongoing services and support for City residents, colleagues, and/or other constituents with a focus on the implementation of specific plans, programs, and objectives. Incumbents may be individual contributors with a solid foundation in a specific function or discipline; or supervisors of staff in support or service functions. They apply their understanding of policies, theories, and complex procedures to make judgments regarding the most appropriate method or process to use in a variety of situations and work with a high degree of independence in accomplishing their assignments. Their focus is on the successful implementation of defined strategies, tactics, and programs consistent with City standards of performance, quality, and service.</p>
<p>Salary Grade 4.1 - This is the highest salary grade of Band 4. Jobs in this salary grade have some Band 3 characteristics, but are a better fit for Band 4. This salary grade contains highly-skilled-individual-contributor professional jobs and managers of complex City processes.</p>
<p>Recommended Grade Change (up one grade): Network Engineer (title unchanged), Information Technology Department, incumbents Jones, Adkins. Currently: SG 4.2. The current salary grade is obviously too low for these are highly-skilled network engineer jobs. The jobs perform network design from scratch; deploy & maintain the network and servers, telecommunications, security, and wireless. They also design & maintain external network with other agencies e.g., radio system and dispatching, and maintain & monitor all connections.</p>
<p>Recommended Grade Change (up two grades): Senior Data Analyst (recommended new title), Information Technology Department, incumbents Leonard, Frantz. Currently: Senior GIS Analyst, SG 4.3. This job is comparable to the Network Engineer in complexity. These positions are fully-skilled project managers that: research new solutions; perform business needs analysis; administer databases & servers, do database design & create compatibility with data from other external databases; link real-time with external databases; administer web server technology, GIS technology & Cloud technology.</p>
<p>Recommended Grade Change (up one grade): Commercial Plans Examiner (title unchanged), Development Department, incumbent Harpham. Currently: SG 4.2. The complexity of this job is a better fit for SG 4.1 than for SG 4.2. This job requires a degreed architect with considerable expertise. The job examines architectural & site plans for all commercial & apartment buildings (which are complex buildings), for both new buildings and renovations, including hospitals, schools, etc.</p>

Salary Grade 4.2 – recommendations for jobs moving into or already in this grade

<p>BLUE FONT = GRADE INCREASE RED FONT = GRADE DECREASE BLACK FONT = NO GRADE CHANGE</p>
<p>Description of "Matrix Band 4 - Implementation" (this describes the recommended Band for the jobs listed below): Core professional, technical, or service roles that provide ongoing services and support for City residents, colleagues, and/or other constituents with a focus on the implementation of specific plans, programs, and objectives. Incumbents may be individual contributors with a solid foundation in a specific function or discipline; or supervisors of staff in support or service functions. They apply their understanding of policies, theories, and complex procedures to make judgments regarding the most appropriate method or process to use in a variety of situations and work with a high degree of independence in accomplishing their assignments. Their focus is on the successful implementation of defined strategies, tactics, and programs consistent with City standards of performance, quality, and service.</p>
<p>Salary Grade 4.2 - This is the middle salary grade of Band 4. Jobs in this salary grade "solidly fit" the Band description. This salary grade contains solid-level-individual-contributor professional jobs and administrators of service areas.</p>
<p>Recommended Grade Change (up one grade): Senior Support Services Analyst (title unchanged), Information Technology Department, incumbent vacant. Currently: SG 4.3. This job is the intermediate step between Support Services Analyst and the Network Engineer. This grade change is required to keep this job aligned with the other jobs. The skills required to perform this job are complex and varied enough to make it equivalent to other SG 4.2 jobs.</p>
<p>Recommended Grade Change (up one grade) : HR Business Partner (title unchanged), Human Resources Division, incumbents Aebker, Stir, Rose. Currently: SG 4.3. Job is a solid, multi-functional HR Generalist. Serves as Human Resources expert for assigned Departments. Handles employee relations, labor relations, compensation market analysis, recruiting, benefits questions, job audits and analysis, coaches supervisors on handling employee problems. Serves as Human Resources advisor to assigned Department Directors. This job is broader than and requires more seasoned reasoning ability than SG 4.3 jobs.</p>

Salary Grade 4.3 – recommendations for jobs moving into or already in this grade

<p>BLUE FONT = GRADE INCREASE RED FONT = GRADE DECREASE BLACK FONT = NO GRADE CHANGE</p>
<p>Description of "Matrix Band 4 - Implementation" (this describes the recommended Band for the jobs listed below): Core professional, technical, or service roles that provide ongoing services and support for City residents, colleagues, and/or other constituents with a focus on the implementation of specific plans, programs, and objectives. Incumbents may be individual contributors with a solid foundation in a specific function or discipline; or supervisors of staff in support or service functions. They apply their understanding of policies, theories, and complex procedures to make judgments regarding the most appropriate method or process to use in a variety of situations and work with a high degree of independence in accomplishing their assignments. Their focus is on the successful implementation of defined strategies, tactics, and programs consistent with City standards of performance, quality, and service.</p>
<p>Salary Grade 4.3 - This is the lowest salary grade of Band 4. Jobs in this salary grade are "slightly weak" relative to the Band description. This salary grade contains individual contributor professional jobs that require less technical expertise and are narrower in scope than SG 4.2 jobs.</p>
<p>Recommended Grade Change (up one grade): Contract & Procurement Coordinator (title unchanged), Public Works Department, incumbent George. Currently: SG 5.1. Ensures contractor wages meet Ohio standards; reviews wage structures for workers in all construction contracts. Requires understanding projects & work classifications; works with vendors to fix contract violations and alerts the state to purposeful violations. Manages the competitive bidding process.</p>
<p>Recommended Grade Change (up one grade): Corporate Auditor (recommended new title), Finance Department, incumbents Hammond, Veltre. Currently: Accounting Specialist, SG 5.2. These jobs audit all corporate tax returns submitted to the City and the more complex individual tax returns. The job requires expertise in tax accounting, including the ability to interpret and apply complex tax rules in varying situations. The rules are often ambiguous, as well as complex, and require knowledge of acceptable accounting practices.</p>
<p>Recommended Grade Change (up one grade): Support Services Analyst (title unchanged), Information Technology Department, incumbents Daniels, Shane. Currently: SG 5.1. These positions are responsible for configuring, maintaining, and troubleshooting devices and software for Users. They troubleshoot all IT User problems (from simple to complex) and escalate only the most complex problems to the Network Engineers. They support the operations of 100 computer servers and 60-70 different software applications, and develop solutions documentation. This requires a strong technical understanding of the Network environment and software packages, and the ability to anticipate software conflicts. This job also supports the police mobile department.</p>
<p>Recommended Grade Change (up one grade): Code Enforcement Supervisor (title unchanged), Development Department, incumbent Jones. Currently: SG 5.1. Supervises the enforcement of public health and safety regulations for infractions such as inadequately maintained property, signs in the right-of-way, public nuisance, etc. Supervises two code enforcement officers; personally handles more complex/contentious cases, e.g., those requiring a police officer in case of violence. Manages conflict situations. Sensitivity for public opinion makes this a complex large role. Requires use of judgment and may need to enter the interior of homes.</p>

Salary Grade 4.3 – recommendations for jobs moving into or already in this grade (continued)

<p>BLUE FONT = GRADE INCREASE RED FONT = GRADE DECREASE BLACK FONT = NO GRADE CHANGE</p>
<p>Description of "Matrix Band 4 - Implementation" (this describes the recommended Band for the jobs listed below): Core professional, technical, or service roles that provide ongoing services and support for City residents, colleagues, and/or other constituents with a focus on the implementation of specific plans, programs, and objectives. Incumbents may be individual contributors with a solid foundation in a specific function or discipline; or supervisors of staff in support or service functions. They apply their understanding of policies, theories, and complex procedures to make judgments regarding the most appropriate method or process to use in a variety of situations and work with a high degree of independence in accomplishing their assignments. Their focus is on the successful implementation of defined strategies, tactics, and programs consistent with City standards of performance, quality, and service.</p>
<p>Salary Grade 4.3 - This is the lowest salary grade of Band 4. Jobs in this salary grade are "slightly weak" relative to the Band description. This salary grade contains individual contributor professional jobs that require less technical expertise and are narrower in scope than SG 4.2 jobs.</p>
<p>Title Change Only: Executive Assistant to the City Manager (recommended new title), City Manager's Office, incumbent Jones. Currently: Executive Administrative Support Professional, SG 4.3. Recommended title is more aligned with market practice; and is intended to reduce confusion about this job's responsibilities. Currently job is sometimes incorrectly viewed as the Lead to all Administrative Services jobs in the City.</p>

Salary Grade 5.1 – recommendations for jobs moving into or already in this grade

<p>BLUE FONT = GRADE INCREASE RED FONT = GRADE DECREASE BLACK FONT = NO GRADE CHANGE</p>
<p>Description of "Matrix Band 5 - Implementation Services" (this describes the recommended Band for the jobs listed below):</p> <p>Critical roles in office, clerical, technical, skilled craft, or administrative functions that enable others in the organization to focus on their specific goals and objectives. Incumbents may be individual contributors or team members with in-depth and highly specialized knowledge of the practices and procedures in their area or craft; or supervisors/work leaders with responsibility for providing work direction to others in support or service roles. Their focus is on the completion of multiple assigned activities, balancing time and priorities appropriately and maintaining consistency with their work group's or team's objectives.</p>
<p>Salary Grade 5.1 - This is the highest salary grade of Band 5. Jobs in this salary grade have some Band 4 characteristics, but are a better fit for Band 5. This salary grade contains <u>highly-skilled</u> administrative support and technician jobs, and work leaders/supervisors.</p>
<p><i>Recommended Grade Change (one grade up):</i> Senior Accounting Specialist (recommended new title), Finance Department, incumbent Green. Currently: Accounting Specialist, SG 5.2. This job serves as a multi-function Accounting Specialist, and provides financial systems Help Desk support to the entire organization - this is the go-to-job on how to perform tasks within the City's financial systems software.</p>
<p><i>Recommended Grade Change (one grade up):</i> Adaptive Recreation Coordinator (title unchanged), Parks & Recreation Department, incumbent Shealy. Currently: SG 5.2. This job conducts special needs assessment and works with recreation programs throughout the City to develop individualized programs for people with special needs. Not an entry-level position; requires previous experience & specialized training; supports other program areas relative to special needs programming; has more accountability and latitude than Recreation Program Coordinators.</p>
<p><i>Recommended Grade Change (one grade down):</i> Review Services Analyst (title unchanged), Development Department, incumbent Marshall. Currently: SG 4.3. This job is less complex than the Code Enforcement Supervisor (which is currently recommended for movement from SG 5.1 to SG 4.3), and some of this job's duties have been moved to the Building Standards Technician. This job approves simple building project plans, and forwards more complex projects to Residential or Commercial Plans Examiner. This job reviews from a technical perspective all of the criteria to ensure all conditions are met per state code. This does not negotiate revisions to plans as the SG 4.3 Planner I does. This job also monitors process & customer service metrics to ensure timely service, and serves as liaison to applicant for all business with the Building Services division.</p>
<p><i>Title Change Only:</i> Building Standards Technician (recommended new title), Development Department, incumbent Fite. Currently: Administrative Services III, SG 5.1. The title change is recommended because the majority of this job's work is specialized Building Services duties. It processes permit applications, similarly to the Planning Technician, but for state building code, and performs mild analysis to complete State of Ohio building report. It tracks service metrics for the division, and creates custom reports with graphics. Generalist administrative duties include processing invoices and purchase orders, and assisting with the coordination of division travel and conferences.</p>

Salary Grade 5.1 – recommendations for jobs moving into or already in this grade (continued)

<p>BLUE FONT = GRADE INCREASE RED FONT = GRADE DECREASE BLACK FONT = NO GRADE CHANGE</p>
<p>Description of "Matrix Band 5 - Implementation Services" (this describes the recommended Band for the jobs listed below):</p> <p>Critical roles in office, clerical, technical, skilled craft, or administrative functions that enable others in the organization to focus on their specific goals and objectives. Incumbents may be individual contributors or team members with in-depth and highly specialized knowledge of the practices and procedures in their area or craft; or supervisors/work leaders with responsibility for providing work direction to others in support or service roles. Their focus is on the completion of multiple assigned activities, balancing time and priorities appropriately and maintaining consistency with their work group's or team's objectives.</p>
<p>Salary Grade 5.1 - This is the highest salary grade of Band 5. Jobs in this salary grade have some Band 4 characteristics, but are a better fit for Band 5. This salary grade contains <u>highly-skilled</u> administrative support and technician jobs, and work leaders/supervisors.</p>
<p>Title Change Only: Recreation Operations Supervisor (recommended new title), Parks & Recreation Department, incumbent Rigano. Currently: Parks & Recreation Operations Supervisor, SG 5.1. The recommended title improves the consistency of titling in the Department and provides an appropriate description of the job. This job supervises the two Recreation Operations Coordinators (one day shift coordinator and one night shift coordinator); these jobs staff the Recreation Center, interacting with other staff to resolve day-to-day operational needs, and dealing with simple logistics, scheduling, and front desk issues.</p>

Salary Grade 5.2 – recommendations for jobs moving into or already in this grade

<p>BLUE FONT = GRADE INCREASE RED FONT = GRADE DECREASE BLACK FONT = NO GRADE CHANGE</p>
<p>Description of "Matrix Band 5 - Implementation Services" (this describes the recommended Band for the jobs listed below):</p> <p>Critical roles in office, clerical, technical, skilled craft, or administrative functions that enable others in the organization to focus on their specific goals and objectives. Incumbents may be individual contributors or team members with in-depth and highly specialized knowledge of the practices and procedures in their area or craft; or supervisors/work leaders with responsibility for providing work direction to others in support or service roles. Their focus is on the completion of multiple assigned activities, balancing time and priorities appropriately and maintaining consistency with their work group's or team's objectives.</p>
<p>Salary Grade 5.2 - This is the middle salary grade of Band 5. Jobs in this salary grade "solidly fit" the Band description.</p> <p>Jobs in this salary grade perform administrative, technical, or supervisory work that is more straightforward and less complex than SG 5.1 jobs.</p>
<p>Recommended Grade Change (one grade up): Accounting Specialist - Tax, Finance Department (recommended new title), incumbent Schneider. Currently: Accounting Assistant, SG 5.3. This job performs the accounts receivable function for tax payments; the job is very similar to that of the Accounting Specialist - Finance (Kaufman), SG 5.2, which performs non-tax accounts receivable for the City. This job has more volume, but is less varied than the Kaufman job.</p>
<p>Recommended Grade Change (one grade up): Auditor (recommended new title), Finance Department, incumbent Kelley. Currently: Accounting Assistant, SG 5.3. This job audits zero-balance and straightforward personal tax returns. Complex tax returns are forwarded to an Accounting Specialist - Corporate Auditor (Hammond or Veltre). The job requires basic accounting skills and understanding of tax code. If in the future the job handles more complex issues in personal returns, the job should be considered for upgrade to SG 5.1.</p>
<p>Recommended Grade Change (one grade up): Electrical Worker, Public Works Department, multiple incumbents. Currently: SG 5.3. This job requires a journey-level electrician skill set. This job diagnoses problems and performs complex electrical repairs in the field; including independently troubleshooting complex signal and circuit board repairs, e.g., lightning strikes that require understanding electrical theory. This job does not escalate problems upward to Engineer until after attempting to repair independently.</p>
<p>Title Change Only: Records Technician II (recommended new title), Public Safety Department, multiple incumbents. Currently: Administrative Services II, SG 5.2. The title change is recommended because the job's work consists of specialized records activities. The job manages all police records, including ensuring compliance with complex public records law, which requires detailed knowledge of redacting requirements and protocols for releasing information during active investigations. The job manages federal incidence reporting; uploads batches and assures batch quality, etc.</p>

Salary Grade 5.2 – recommendations for jobs moving into or already in this grade (continued)

<p>BLUE FONT = GRADE INCREASE RED FONT = GRADE DECREASE BLACK FONT = NO GRADE CHANGE</p>
<p>Description of "Matrix Band 5 - Implementation Services" (this describes the recommended Band for the jobs listed below):</p> <p>Critical roles in office, clerical, technical, skilled craft, or administrative functions that enable others in the organization to focus on their specific goals and objectives. Incumbents may be individual contributors or team members with in-depth and highly specialized knowledge of the practices and procedures in their area or craft; or supervisors/work leaders with responsibility for providing work direction to others in support or service roles. Their focus is on the completion of multiple assigned activities, balancing time and priorities appropriately and maintaining consistency with their work group's or team's objectives.</p>
<p>Salary Grade 5.2 - This is the middle salary grade of Band 5. Jobs in this salary grade "solidly fit" the Band description.</p> <p>Jobs in this salary grade perform administrative, technical, or supervisory work that is more straightforward and less complex than SG 5.1 jobs.</p>
<p>Title Change Only: Permit Technician (recommended new title), Development Department, incumbents Shipman, Reese, Harp. Currently: Administrative Support II, SG 5.2. The title change is recommended because the job's work consists of specialized Building Services duties. This job staffs the front counter and performs intake of permit applications. The job reviews applications to ensure they are complete, the language is correct, proper descriptions are attached, and required engineering seals are on the documents. The job requires knowing state building code, and fire and safety code. The job also assists in the design of permit applications. The job intakes and schedules inspection requests.</p>
<p>Title and FLSA Classification Change: Recreation Operations Coordinator (recommended new title), Parks & Recreation Department, incumbent Hrusovsky. Currently: Recreation Facilities Coordinator, SG 5.2. This job is the daytime Recreation Center operations coordinator. It interacts with other staff to resolve day-to-day routine operational needs, handles room set-up issues, scheduling conflicts, and front desk issues. Much of the job is routine. Because it is questionable as to whether the job requires enough decision making to meet FLSA exemption requirements, it is recommended that the job be classified as non-exempt. This title change results in the two positions that fill this role having the same title (a day shift job and a night shift job).</p>
<p>Title and FLSA Classification Change: Recreation Operations Coordinator (recommended new title), Parks & Recreation Department, incumbent Schlarman. Currently: Recreation Programs Coordinator, SG 5.2. This job is the night-time Recreation Center operations coordinator. It interacts with other staff to resolve day-to-day routine operational needs, handles room set-up issues, scheduling conflicts, and front desk issues. Much of the job is routine. Because it is questionable as to whether the job requires enough decision making to meet FLSA exemption requirements, it is recommended that the job be classified as non-exempt. This title change results in the two positions that fill this role having the same title (a day shift job and a night shift job).</p>

Salary Grade 5.3 – recommendations for jobs moving into or already in this grade

<p>BLUE FONT = GRADE INCREASE RED FONT = GRADE DECREASE BLACK FONT = NO GRADE CHANGE</p>
<p>Description of "Matrix Band 5 - Implementation Services" (this describes the recommended Band for the jobs listed below):</p> <p>Critical roles in office, clerical, technical, skilled craft, or administrative functions that enable others in the organization to focus on their specific goals and objectives. Incumbents may be individual contributors or team members with in-depth and highly specialized knowledge of the practices and procedures in their area or craft; or supervisors/work leaders with responsibility for providing work direction to others in support or service roles. Their focus is on the completion of multiple assigned activities, balancing time and priorities appropriately and maintaining consistency with their work group's or team's objectives.</p>
<p>Salary Grade 5.3 - This is the lowest salary grade of Band 5. Jobs in this salary grade are "slightly weak" relative to the Band description.</p> <p>Jobs in this salary grade perform very routine administrative or technical work.</p>
<p>Title Change Only: Records Retention Technician (recommended new title), Court, incumbent Jayaraman. Currently: Records Management Technician, SG 5.3. The new title provides a better description of the job's duties.</p>
<p>Proposed Reclass / Title Change / Duties Change (one grade down): Proposal is to potentially create (in the future) a Records Technician I job that would handle non-complex Records Technician duties, such as simple redacting and records activities, answer phones, perform filing.</p>

AN ORDINANCE UPDATING THE NON-UNION COMPENSATION PLAN FOR THE CITY OF DUBLIN AND REPEALING ORDINANCE NO. 73-06 ("COMPENSATION PLAN") AND ALL AMENDMENTS THERETO (21-07,88-07,69-08, 97-08,84-09,23-10,49-10,74-12,18-12,56-13,99-13,24-14,46-14,2-15,24-15,31-15,82-15,19-16, 51-16, 03-17).

WHEREAS, the City of Dublin has engaged the services of a professional consultant to perform a Classification & Compensation Study for the City of Dublin; and

WHEREAS, Council has determined, after the completion of the Classification & Compensation Study, that an update to the compensation system should be implemented for non-union personnel of the City; and

WHEREAS, Council has determined that the current compensation system requires revision and updates to maintain the City of Dublin's competitive position in the labor market, thus aiding in the recruitment and retention of a talented, achievement-oriented workforce; and

WHEREAS, Council has determined that the compensation plan requires revision to remain compliant with recent changes to Federal and/or State law, policy and court rulings; and

WHEREAS, Council desires that the City of Dublin remain an "Employer of Choice" in the Central Ohio region; and

WHEREAS, Council has determined that certain other items within the "Compensation Plan" should be amended; and

WHEREAS, Council has determined that it is beneficial to repeal Ordinance No. 73-06, and any amendments thereto, for the purpose of consolidating all effective provisions regarding compensation into a single piece of legislation referred to as the "Compensation Plan."

NOW, THEREFORE, BE IT ORDAINED By the Council of the City of Dublin, State of Ohio, _____ of the elected members concurring that:

SECTION 1. SCOPE OF PLAN

- A. The sections included in this ordinance shall hereby constitute the City "Compensation Plan" and this Plan shall supersede all previously enacted legislation relating to compensation and other related areas contained within the Plan. This "Compensation Plan" shall be applicable to all non-union personnel of the City and to City Council Members where so indicated. This Plan shall be administered by the management staff of the City of Dublin, pursuant to the provision of the Dublin Charter and the Dublin Codified Ordinances.

SECTION 2. WAGE & SALARY STRUCTURE/ADMINISTRATION

- A. The following shall constitute the listing of City job classifications and corresponding pay grades, grouped by major office, department, subordinate divisions in which they primarily would appear or categorically by function, as appropriate, covered by this Compensation Plan. The specific budget for personnel authorized to occupy each job classification within each Department, Division or work unit is approved annually by Council in the Personnel Data sections appearing throughout the Operating Budget ordinance. Some positions identified below may be utilized in other departments than where they appear as authorized by Council.

CITY COUNCIL
Legislative Affairs Office

Classification	Pay Grade
Deputy Clerk of Council	4.35.1

OFFICE OF THE CITY MANAGER

Classification	Pay Grade
City Manager	1.0
Assistant City Manager	2.0
Director Strategic Initiatives/Special Projects	2.0
<u>Government and International Relations Manager</u>	<u>3.3</u>
Senior Project Manager	3.3
Management Assistant	4.3

Division of Criminal Justice

Classification	Pay Grade
Director of Court Services Administrator	4.13.2
Diversion Officer	5.1
Court Clerk	5.2
Records Retention Management Tech	5.3

Division of ~~Community Relations~~ Communications and Public Information

Classification	Pay Grade
Director of Community Relations Communications and Public Information	3.1
Web Administrator Digital and Brand Manager	4.1
Public Affairs Officer	4.1
Senior Public Information Officer	4.2
Web Developer Digital and Graphic Designer	4.3
Public Information Officer	4.3

Division of Human Resources

Classification	Pay Grade
Director of Human Resources	3.1
Human Resource Manager	3.3
Safety Administrator/Risk Manager	4.1
Benefits Administrator	4.1
Talent Development and Training Manager	4.1
Human Resource Business Partner	4.34.2
Human Resource Coordinator	5.1
Wellness and Benefits Coordinator	5.1

Risk Management Assistant	5.2
Human Resource Assistant	5.3

DEPARTMENT OF PUBLIC WORKS

Office of the Director of Public Works

Classification	Pay Grade
Director of Public Works	2.0
Infrastructure Asset Management Engineer	3.3
Engineering Technician I	5.1
Engineering Project Inspector I	5.1
Contract and Procurement Coordinator	5.14.3

Division of Engineering

Classification	Pay Grade
Director of Engineering	3.1
Engineering Manager	3.3
Senior Civil Engineer	4.1
Civil Engineer II	4.2
Engineering Technician II	4.3
Civil Engineer I	4.3
Engineering Technician I	5.1
Engineering Project Inspector	5.1
Electrical Worker	5.35.2

Division of Streets & Utilities Operations

Classification	Pay Grade
Director of Streets & Utilities Operations	3.2
Operations Administrator	4.2
Maintenance Crew Supervisor	5.1

Division of Facilities Management

Classification	Pay Grade
Director of Facilities Management ment	3.33.2

Operations Administrator	4.2
Facilities System Specialist	4.3
Maintenance Crew Supervisor	5.1

Division of Fleet Management

Classification	Pay Grade
Director of Fleet Management	3.3 3.2
Fleet Administrator	4.2

DEPARTMENT OF PARKS & RECREATION

Office of the Director of Parks & Recreation

Classification Title	Pay Grade
Director of Parks and Recreation	2.0
Landscape Architect	4.1

Division of Parks Operations

Classification	Pay Grade
Director of Park Operations	3.2
Operations Administrator	4.2
City Horticulturist	4.3
City Forester	4.3
Nature Education Coordinator	5.1
Maintenance Crew Supervisor	5.1
Public Arts Specialist	5.2
Contract Specialist	5.2
Assistant Horticulturist	5.2
Assistant Forester	5.2

Division of Recreation Services

Classification	Pay Grade
Director of Recreation Services	3.2
Recreation Services Administrator	4.2
Membership Services Supervisor	5.1
Recreation Program Supervisor	5.1
Recreation Operations Supervisor	5.1
Theater Supervisor	5.1
Recreation Program Coordinator	5.2

Adaptive Recreation Coordinator	5-25.1
Recreation Operations Specialist	5.2

Division of ~~Community~~ Events ~~Administration~~

Classification	Pay Grade
Director of Community Events Manager	3-33.2
Events Administrator	4.2
Events Coordinator	5.2
Events Assistant	5.3

Division of Volunteer Resources

Classification	Pay Grade
Director of Volunteer Resources Administrator	4-23.2
Volunteer Resources Coordinator	5.2

DEPARTMENT OF DEVELOPMENT

Office of the Director of Development

Classification	Pay Grade
Director of Development	2.0

Division of Economic Development

Classification	Pay Grade
Director of Economic Development	3.2
Economic Development Administrator	4.2

Division of Building Standards

Classification	Pay Grade
Director of Building Standards	3.2
Commercial Plans Examiner	4-24.1
Senior Building Inspector	4.2
Building Inspector	4.3
Electrical Inspector	4.3
Review Service Analyst	4.3
Residential Plans Examiner	4.3

Development Review Specialist II	5.1
<u>Review Services Coordinator</u>	<u>5.1</u>
Development Review Specialist I	5.2
<u>Permit Technician</u>	<u>5.2</u>

Division of Planning

Classification	Pay Grade
Director of Planning	3.1
Planning Manager	3.3
Senior Planner	4.1
Planner II	4.2
Planner I	4.3
Planning Technician	5.1
Code Enforcement Supervisor	<u>5.14.3</u>
Zoning Inspector	5.2
Code Enforcement Officer	5.2
Landscape Inspector	5.2

POLICE DEPARTMENT

Classification	Pay Grade
Chief of Police	2.0
Technical Services Bureau Commander	3.1
Police Lieutenant	3.1
Communications Manager	4.1
Accreditation Manager	4.1
Emergency Management Coordinator/Law Enforcement Planner	4.2
Communications Supervisor	4.2
<u>Records Supervisor</u>	<u>4.3</u>
Police Property Technician	5.2
Court Liaison	5.2
<u>Records Technician II</u>	<u>5.2</u>
<u>Records Technician I</u>	<u>5.3</u>

DEPARTMENT OF FINANCE

Finance/Accounting/Procurement

Classification	Pay Grade
Director of Finance	2.0
Director of Taxation	3.2
Deputy Director of Finance	3.2
Budget Manager	3.3
Chief Accountant	3.3
Tax Manager	3.3
Financial Analyst	4.2
Accountant	4.3
Payroll Specialist	4.3
<u>Corporate Tax Auditor</u>	<u>4.3</u>
<u>Senior Accounting Specialist</u>	<u>5.1</u>
Accounting Specialist	5.2
<u>Accounting Specialist-Tax</u>	<u>5.2</u>
<u>Auditor</u>	<u>5.2</u>
Accounting Assistant	5.3
Procurement Assistant	6.1

DEPARTMENT OF INFORMATION TECHNOLOGY

Classification	Pay Grade
Chief Information Officer	2.0
Director of Information Technology	3.1
Network Operations Manager	3.3
GIS Administrator <u>Data Manager</u>	3.34.1
Information Technology Project Leader	4.1
Network Administrator	4.2
Network Engineer	4. 1 <u>2</u>
Support Services Administrator	4.1
Software Application Specialist	4.3
Senior GIS Data Analyst	4. 1 <u>3</u>
Senior Support Services Analyst	4.3
Data GIS Analyst	4.35.1
Support Services Analyst	5.14 <u>3</u>

ADMINISTRATIVE SUPPORT STAFF

(Authorized throughout City in accordance with Annual Operating Budget)

Classification	Pay Grade
Executive Assistant to the City Manager Administrative Professional	4.3
Administrative Support III	5.1
Administrative Support II	5.2
Administrative Support I	6.1

B. The following shall constitute new City of Dublin pay grade and range structure for the job classifications shown in Section 2. A of this ordinance:

Pay Grade	Market	Target	Premium
1	\$141,200 - \$169,500	\$169,500 - \$207,100	\$207,100 - \$244,800
2	\$110,600 - \$132,700	\$132,700 - \$162,100	\$162,100 - \$191,600
3.1	\$ 91,400 - \$109,700	\$109,700 - \$134,100	\$134,100 - \$158,500
3.2	\$ 84,200 - \$101,000	\$101,000 - \$123,400	\$123,400 - \$145,900
3.3	\$ 78,100 - \$ 93,700	\$ 93,700 - \$114,500	\$114,500 - \$135,300
4.1	\$ 70,400 - \$ 84,400	\$ 84,400 - \$103,200	\$103,200 - \$117,300
4.2	\$ 61,200 - \$ 73,400	\$ 73,400 - \$ 89,800	\$ 89,800 - \$102,000
4.3	\$ 53,600 - \$ 64,400	\$ 64,400 \$ 78,700	\$ 78,700 - \$ 89,400
5.1	\$ 47,500 - \$ 57,000	\$ 57,000 - \$ 69,600	\$ 69,600 - \$ 79,100
5.2	\$ 41,900 - \$ 50,200	\$ 50,200 - \$ 61,400	\$ 61,400 - \$ 69,800
5.3	\$ 37,700 - \$ 45,200	\$ 45,200 - \$ 55,200	\$ 55,200 - \$ 62,800
6.1	\$ 33,700 - \$ 40,400	\$ 40,400 - \$ 49,400	\$ 49,400 - \$ 53,900
6.2	\$ 30,500 - \$ 36,600	\$36,600 - \$ 44,800	\$ 44,800 - \$ 48,800
6.3	\$ 28,100 - \$ 33,800	\$ 33,800 - \$ 41,300	\$ 41,300 - \$ 45,000

C. The “Market”, “Target”, and “Premium” range segments designated in the pay grade & range structure shall be defined as follows:

“Market” - a range of compensation associated with the basic knowledge, skills, and capabilities commonly found in the labor market or the performance of all job responsibilities consistent with general market expectations.

“Target” - a range of compensation associated with extensive knowledge, expertise, skills, or capabilities or the performance of all job responsibilities that fully and consistently meets the high performance standards and core values of the City of Dublin.

“Premium” - a range of compensation associated with unique, special, or exceptional knowledge, skills, capabilities or expertise, which may be in short supply due to market conditions, or performance that meets defined criteria of exceptional and premium value and which is widely recognized throughout the organization because of the value-added contribution it represents. This segment is only for a small percentage of the City workforce and placement within this segment shall be a rare occurrence.

D. The City Manager shall have the authority to approve pay adjustments within the pay ranges established in this ordinance. These pay adjustments shall be

based on the employee's performance, conduct, and position in his/her pay range, as described below.

1. Employees in the "market" segment of their pay range, whose performance meets the City's standards and who consistently demonstrate the core values of the organization, shall be eligible for larger and, if warranted by performance, more frequent pay adjustments to move them into the "target" segment of their ranges within a reasonable period of time.
 2. Employees in the "target" segment of their pay ranges shall be eligible for normal adjustments to remain competitive with the local job market, provided their performance meets the City's standards and they consistently demonstrate the core values of the City. Once an employee reaches the maximum of his/her "target" segment, the employee shall no longer be eligible for pay adjustments unless he/she is approved for entrance into the "Premium" segment.
 3. Employees who are approved for entrance into the "premium" segment of their pay range will be eligible for normal pay adjustments, provided they continue to meet defined criteria, continue to demonstrate a premium/value added contribution, and continue to demonstrate the core values of the organization. Gaining access to the "Premium" segment of the pay range shall be a very rare occurrence and only a small percentage of the workforce shall be approved for entrance into the "Premium" segment. Gaining access to the "premium" segment shall require the approval of the City Manager, which shall be based on substantial justification.
- E. All pay adjustments within the existing or new wage & salary structure shall be subject to the funding levels authorized by Council within the adopted Annual Operating Budget and Appropriations.
- F. In the case of new appointments, a starting rate of compensation within the "market" or "target" segments of the range structure in Section 2, paragraph B shall be determined by the Director of Human Resources in consultation with the hiring manager or director and shall be based on the relative qualifications, expertise, skills, or capabilities of the successful candidate and the existing market conditions. A starting rate of compensation within the "premium" segment in the range structure shall require the approval of the City Manager and shall be based on unique, special, or exceptional qualifications, expertise, knowledge, skill, or capabilities of the successful candidate and on existing market conditions.
- G. The listing of positions and classifications in Section 2, paragraph A and the pay ranges established in Section 2, paragraph B. shall be reviewed on a biennial basis by the Director of Human Resources and the Director of Finance and any adjustment deemed necessary shall be proposed by the City Manager to Council in the form of an amendment to this ordinance. If adopted by Council, these pay ranges shall become effective with this ordinance or any subsequent ordinance amending this ordinance.
- H. Section 2, paragraphs A and B of this ordinance shall be amended as often as appropriate to include new job classifications, pay grades, and pay ranges.
- I. The City Manager shall determine competitive, equitable compensation rates for Seasonal, Temporary, or other such casual employees of the City.
- J. The City Manager is hereby authorized to establish "Job Families" where appropriate for the job classifications listed in Section 2, paragraph A.

SECTION 3. MAYOR, VICE MAYOR, COUNCIL MEMBER COMPENSATION

A. The following shall be the annual rates of compensation for the Mayor, Vice Mayor and Council Members:

<u>Council Member</u>	<u>Vice Mayor</u>	<u>Mayor</u>
\$11,250	\$12,250	\$15,750

SECTION 4. INSTANT BONUS PROGRAM

A. All employees serving in Full-time permanent, Part-time permanent, Seasonal, Temporary, and Intermittent positions, ~~not including interns~~, shall be eligible for a bonus in accordance with the following terms and conditions:

1. Each Department may give bonuses to reward an individual employee or a team of employees for an exceptional effort in implementing and completing a project or program that:
 - (a) Significantly enhances the efficiency or effectiveness of City operations, or;
 - (b) Significantly exceeds expectations in the areas of performance or customer service, or;
 - (c) Demonstrates innovation or creativity in government.
2. Bonuses shall be awarded immediately, not at the end of the year.
3. An individual employee may be eligible for one instant bonus in any calendar year. The maximum bonus amount shall not exceed \$1,000.00; however, the typical bonus will be in the area of \$250.00.
4. Bonuses may be awarded upon written request of the employee's supervisor, division director or department director, detailing the employee's achievement and recommending a bonus amount. The bonus shall not be awarded unless approved by the department director and the City Manager.
5. In the event the division director and department director believe that time off with pay would be a more effective reward for excellence under this program, and the time off will not negatively affect the operation of the division, the employee may be awarded up to eight (8) hours of paid leave in lieu of a monetary bonus.
6. The ~~employee is not to be informed~~ ~~division director should not inform the employee~~ of the bonus until it is approved by the ~~department director and~~ City Manager.
7. To be eligible for a bonus, the employee must demonstrate a clearly exceptional level of effort and achieve an outcome that is superior.
8. The department director must validate that enough funds remain in the department's payroll budget to support the awarding of a bonus.

SECTION 5. HOLIDAYS

A. The following are hereby designated as the City of Dublin's observed holidays:

New Year's Day
Dr. Martin Luther King, Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Christmas Day

B. Employees serving in Full-Time or Part-Time Permanent positions shall be compensated as follows when any of the above referenced holidays are observed on such an employee's regularly scheduled work day:

1. Employees serving in Full-Time Permanent positions shall be paid for a maximum of eight (8) hours on each holiday.
2. Employees serving in Part-Time Permanent positions shall be paid prorated number of hours based on their average daily work rate. For example, a part-time employee who averages 6 hours per work day shall receive 6 hours of holiday pay. This average is determined by an average of hours worked per working day over the six pay periods prior to the pay period in which the holiday occurs.

C. For non-exempt employees serving in Full-Time Permanent positions, should one of the above referenced holidays be celebrated on such an employee's regularly scheduled day off, and such employee is not required to work the holiday, such employee shall receive eight (8) hour of compensatory time at the straight time rate, provided such employee was not absent without authorized leave on either the workday before or after the holiday. An employee on Sick Leave the workday before or after the holiday may be required to present a doctor's certificate in order to receive credit for the eight (8) hours of compensatory time.

D. When a non-exempt employee serving in a Full-Time Permanent position is required to work on a City observed holiday, the employee shall be entitled to eight hours of straight time pay plus double time pay (or Compensatory Time) for all hours worked.

E. Should a non-exempt employee serving in a Part-Time Permanent position be required to work on any of the above referenced observed holidays, such employee shall be paid at the rate of double time for all hours worked on such holiday.

F. Should the Federal or State government designate a specific date or day of the week for observation of one of the above listed holidays, the City will generally follow that designation. For employees assigned to a Monday through Friday work schedule (Saturday and Sunday off), when a holiday falls on a Saturday, the Friday immediately before the holiday shall be the observed day; should the holiday fall on a Sunday, the Monday immediately following the holiday shall be the observed day. For employees assigned to other than a Monday through Friday work schedule (Saturday and Sunday off), the holiday shall be celebrated on the calendar day on which the holiday actually falls.

SECTION 6. PERSONAL LEAVE

- A. Effective the first pay period of each payroll calendar year, all existing employees serving in Full-Time Permanent positions, and who are in full pay status at such time (i.e. on duty or on approved leave with pay) shall receive five (5) days (40 hours) of Personal Leave. However, new employees appointed during the year shall receive a pro-rated allocation of Personal Leave in accordance with the following schedule:

Timeframe Appointed	Personal Leave Allocation
January 1 through March 31	40 Hours (5 days)
April 1 through June 30	32 Hours (4 days)
July 1 through September 30	20 Hours (2.5 days)
October 1 through November 30	8 Hours (1 day)
December 1 or later	None

Personal Leave shall be used at the employee’s discretion, provided that it is approved in advance by the employee’s Department/Division Head via the use of the appropriate time keeping system. Personal Leave shall be used within the same payroll calendar year in which it is allocated and shall not be carried over to the next payroll calendar year.

- B. In the event that an employee is not in full pay status at the time Personal Leave is normally allocated to each employee, yet returns to full pay status at some point thereafter, the amount of that employee’s Personal Leave allocation shall be pro-rated. (An employee on an approved disability leave receiving 70% of his/her normal wages/salary shall be regarded as being in full-pay status and would, therefore, receive the full Personal Leave allocation.) For every pay period the employee has been in less than full pay status, 1.54 hours of Personal Leave shall be deducted from the normal 40 hour annual allocation.
- C. In the event that an employee is laid off from City service, said employee shall be compensated for all unused personnel leave at the rate of pay in effect at the time of layoff. For any other form of separation, no compensation will be provided to the employee for unused personal leave.
- D. Personal Leave shall not be used to artificially extend the separation date of an employee who has resigned from employment with the City. The effective date of the employee’s resignation from employment shall be the same as the employee’s last day worked.
- E. Effective the first pay period in each payroll calendar year, all existing employees serving in Part-Time Permanent positions shall receive an amount of Personal Leave equal to the average number of hours worked per week in the previous 12 months. For example, if the employee averages 30 hours per week in the previous 12 months, then they shall receive 30 hours of Personal Leave. Employees who do not have a full 12 months of employment with the city, shall receive 16 hours of Personal Leave. However, new employees appointed during the year shall receive a pro-rated allocation of Personal Leave in accordance with the following schedule on their effective date of hire:

Timeframe Appointed	Personal Leave Allocation
January 1 through June 30	16 Hours (2 days)

June 30 through November 30	8 Hours (1 day)
December 1 or later	None

Personal Leave shall be used within the same payroll calendar year in which it is allocated and shall not be carried over to the next payroll calendar year.

SECTION 7. SICK LEAVE

- A. All employees serving in Full-Time Permanent positions shall be entitled to Sick Leave with pay for those reasons listed in Section 33.47 of the Dublin Codified Ordinances.
- B. Any employee of the City, other than an elective officer, who has an accrued but unused Sick Leave balance from the State of Ohio or any political subdivision of the State of Ohio, and who is eligible to earn Sick Leave with the City of Dublin, shall be entitled to have this accrued but unused Sick Leave balance from these employers transferred for use with the City of Dublin, provided that said employee is hired by the City of Dublin within ten (10) years after his/her date of resignation/separation from any of these past employers with the State or any political subdivision thereof. New employees hired on or after January 1, 2007, whose Sick Leave is transferred from another public employer, must first use Sick Leave accrued with the City of Dublin prior to using his/her transferred balance. In addition, after January 1, 2007, any newly hired employee's transferred Sick Leave, to include that previously accrued during former employment with the City of Dublin, shall not be eligible for conversion to a cash payment either on an annual basis or upon separation.
- C. For employees serving in Full-Time Permanent positions, Sick leave shall accrue at the rate of 2.77 hours per pay period (9 days/72 hours per year). An employee shall not earn the full Sick Leave accrual in a given pay period unless he/she is in full pay status for the entire pay period (i.e. on duty or on approved leave with pay). (An employee on an approved disability leave receiving 70% of his/her normal wages/salary shall be regarded as being in full-pay status and would, therefore, receive the full Sick Leave accrual.) In the event an employee is not in full pay status for an entire pay period, he/she shall accrue Sick Leave at the rate of .034 hours for each one (1) hour in full pay status during the pay period.
- D. For employees serving in Part-Time Permanent positions, the 9 days (72 hours) per year Sick Leave accrual shall be pro-rated (0.034 per hour) in relation to the average number of hours the employee works per week. Sick leave is not accrued for time worked over 40 hours in a workweek.
- E. If any employee fails to submit adequate proof of illness, injury, or death in the immediate family when requested by the City under the provisions of Section 33.47 of the Dublin Codified Ordinances; or in the event that such proof is submitted but does not provide satisfactory evidence, such leave shall be considered unauthorized leave and shall be without pay.
- F. An employee who separates service, in good standing (employee's separation must not be for "just cause"), shall be entitled to convert a portion of his/her unused Sick Leave balance to a cash payment at time of separation. The rate of pay for such accrued unused Sick Leave shall be the employee's standard hourly rate of pay at separation multiplied by one-third (1/3) of the total number of accrued unused Sick Leave hours, accrued as an employee of the City of Dublin, up to a maximum payment for 700 hours. The election to convert Sick

Leave to cash must be made prior to separation of employment and this payment shall be part of the employee's final pay.

- G. Sick leave shall accrue without limitation.
- H. At the end of each payroll calendar year, an employee may choose to convert a portion of his/her accrued but unused Sick Leave to a cash payment, subject to all of the following conditions:
1. The employee must have 40 hours or less of Sick Leave usage for the past 12 months as of the end of the first pay period in December (FMLA protected leave exempted);
 2. The employee may convert no more than 28 hours of Sick Leave to pay;
 3. Sick Leave shall be converted at the rate of one (1) hour of Sick Leave to one (1) hour of pay at the straight time hourly rate of pay;
 4. Once Sick Leave is converted to pay, it shall not be converted back to sick leave.

Should an employee exercise this conversion option, it shall be his/her responsibility to provide notification to the Department of Finance in the prescribed manner, indicating the number of hours he/she wishes to convert to cash, by the due date established by the City. The cash conversion shall then be paid to the employee in the first pay period in the new payroll calendar year. If the employee's employment is terminated for any reason prior to the first pay period in the new calendar year, this provision shall not apply and the employee shall be subject to the provision of Section 7. F., above.

- I. If an employee is killed while performing his/her authorized, assigned job duties, his/her surviving spouse, or secondarily, his/her estate, shall be paid for one hundred percent (100%) of the value of the employee's accrued but unused sick leave, at the standard hourly rate in effect at the time of death. The amount so paid shall constitute payment in full for all accrued and unused sick leave credited to the employee.

SECTION 8 .BEREAVEMENT LEAVE

A. All employees serving in Full-Time Permanent positions shall be entitled to three (3) days of Bereavement Leave for the death of a family member's: spouse, , son, daughter, brother, sister, father, mother, legal guardian, person who stands in place of a mother or father, grandmother, grandfather, grandson, granddaughter, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandmother-in-law, grandfather-in-law, stepmother, stepfather, stepbrother, stepsister, stepson, stepdaughter, half-brother, half-sister, aunt, uncle, or any other relative living in the employee's home as specified in Section 33.48 (E) of the Dublin Codified Ordinances.

SECTION 9. VACATION LEAVE

- A. All employees serving in Full-Time Permanent positions shall accrue Vacation Leave in accordance with the following schedule:

<u>Completed Years of Public Service</u>	<u>Accrued Vacation Hours per Year</u>
0 up to 1 Year	40 Hours
1 up to 4 Years	108 Hours
4 up to 9 Years	142 Hours
9 up to 15 Years	182 Hours
15 up to 20 Years	208 Hours
20 Years or more	246 Hours

- B. An employee who has prior public service with any state government or any political subdivision thereof, may receive credit for his/her prior service with these employers for the purpose of computing the amount of his/her vacation leave with the City of Dublin, if the nature of said service is relevant to the nature of his/her service with the City of Dublin. The employee must notify the City within 30 days of hire and provide documented proof of prior public service within 90 days of hire with the City of Dublin.
- C. A new employee of the City with less than one (1) year of prior public service as identified under Section 8 B above, shall not, within the first six (6) months of his/her employment with the City, use vacation leave and, during the remaining six (6) of his/her first year of employment, said employee shall be entitled to use up to a maximum of 40 hours of vacation leave.
- D. A new employee of the City with more than one (1) year of prior public service as identified under Section 8 B above, shall be entitled to use vacation leave after the mid-point of his/her probationary period.
- E. An employee shall not earn his/her full Vacation Leave accrual in a given pay period unless he/she is in full pay status (i.e. on duty or on approved leave with pay) in the entire pay period. In addition, an employee on approved disability leave shall not accrue Vacation Leave for the duration of such leave. In the event an employee is not in full pay status during the entire pay period, he/she shall accrue Vacation Leave on a pro-rated basis taking into account the number of hours in full pay status during the pay period and his/her rate of accrual at that given time. The formula for pro-rating the employee's accrual under such circumstances shall be the number of hours in full pay status multiplied by the converted hourly accrual rate.
- F. Procedures governing the use and approval of vacation leave are contained within Section 33.46 of the Dublin Codified Ordinances.
- G. An employee with fewer than 11 completed years of public service may automatically carry over, from one payroll calendar year to another, a maximum of 160 hours of unused Vacation Leave. An employee with 11 through 19 years of completed public service may automatically carry over 200 hours of unused Vacation Leave from one payroll calendar year to another. An employee with 20 or more years of completed public service may automatically carry over 240 hours of unused Vacation Leave from one payroll calendar year to another. In the event that an employee is precluded from using Vacation Leave because he/she was on an approved disability leave, the City Manager may allow such employee to carry over more Vacation Leave than the maximum normally allowable. Such authorization shall be obtained from the City Manager in the advance of any such carry over.

- H. Upon separation or termination of employment, layoff, or death of the employee, unused Vacation Leave shall be converted to a cash payment at the rate of 100%. In addition, the conversion of Vacation Leave is permitted on an annual basis in accordance with the following terms and conditions:
- 1. Employees at the Executive level, as identified in Section 14 C of this ordinance under the "Executive" heading, shall be permitted to convert a maximum of 160 hours of unused Vacation Leave to cash at the end of each payroll calendar year. The calculation for the conversion of Vacation Leave under these circumstances shall be the Director's calculated hourly rate of pay multiplied by the number of hours to be converted.
 - 2. Employees below the Executive level shall be permitted to convert a maximum of 40 hours of their unused Vacation Leave at the end of the payroll calendar year if the employee has 11 or more years of completed public service and has a minimum Vacation Leave balance of 120 hours at the end of the payroll calendar year. The calculation for the conversion of Vacation Leave under these circumstances shall be the employee's normal hourly rate of pay multiplied by the number of hours to be converted.
 - 3. Should an employee, other than those at the Executive Level, fail to use a minimum of 40 hours of Vacation Leave prior to the end of the payroll calendar year, he/she shall be ineligible for the conversion of any Vacation Leave at the end of the payroll calendar year.

In the event that an eligible employee (director or non-director) wishes to exercise the above-mentioned conversion option at the end of a payroll calendar year, it shall be his/her responsibility provide notification to the Department of Finance in the prescribed manner, indicating the number of hours he/she wishes to convert to cash, by the due date established by the City. The cash conversion shall be paid to the employee on the scheduled pay date at the conclusion of the last pay period in the payroll calendar year.

- I. If a non-exempt employee is ordered to work while on approved vacation leave, he/she shall be paid the rate of double-time, with a minimum guarantee of four (4) hours pay for each such call in.
- J. Vacation leave may be taken in minimum multiples of one-quarter hour.
- K. The City shall determine the method of crediting vacation leave.
- L. Vacation leave shall not be used to artificially extend the separation date of an employee who has resigned from employment with the City. The effective date of the employee's resignation shall be the same as the employee's last day worked.

SECTION 10. LONGEVITY PAY

- A. All employees serving in Full-Time Permanent positions shall be entitled to longevity pay in accordance with the following schedule, provided that all complete years of service are consecutive and have been accumulated in Full-Time Permanent positions:

Completed, Consecutive Years of Service in Full-Time Permanent Positions with the City of Dublin	Amount
Four (4) through Six (6) Years	\$950
Seven (7) through Ten (10) Years	\$1,150

Eleven (11) through Fourteen (14) Years	\$1,450
Fifteen (15) through Nineteen (19) Years	\$1,700
Twenty (20) or More Years	\$1,900

- B. Employees shall become eligible for their longevity payment in the pay period in which the employee’s anniversary date of appointment falls. The employee shall actually receive such longevity payment the following pay period and such payment shall be in a lump sum included in the employee’s regular payroll deposit. The payroll deposit in which the longevity payment is included shall be taxed at the employee’s existing W-4 rate.
- C. In the event an employee is on Leave without Pay for more than six (6) months within the particular year for which the employee would normally be entitled to longevity pay, he/she shall forfeit his/her entitlement to such pay.

SECTION 11. MEDICAL, DENTAL, VISION, LIFE INSURANCE BENEFITS

- A. The City shall make available group medical, prescription drug, dental, and vision benefits to all employees serving in Full-Time Permanent positions and their dependents and to all Council Members and dependents in accordance with the City’s Plan Documents. These benefits are described in full detail in the City’s Summary Plan Documents and are made available subject to the plan design and required deductibles, co-payments, co-insurance, and annual out-of-pocket maximums, etc. identified in the Summary Plan Documents.
- B. The City will provide health insurance coverage to Employees through a high deductible, health savings account (HSA). For employees and covered spouses (if applicable) enrolled in and meeting the requirements the City’s health management program (“Healthy by Choice Plus”), the City will make annual contributions to each participating employee’s health savings account based on the coverage level (single or family) and participation in the City’s Healthy by Choice (HBC) Plus program. The benefit plan provides participation-based and results-based wellness incentives to help offset the employee deductible amounts under this plan design (\$2,500 – single coverage, \$3,750 – family coverage w/o spouse in 2017 only, \$5,000 – Family Coverage w/o spouse in 2018 and beyond, \$5,000 – family coverage). Each employee has the opportunity to earn results-based wellness incentives in relation to four key health factors (blood pressure, cholesterol, body mass index/waist circumference, non-tobacco use) in the form of additional financial contributions to their Health Savings Accounts (HSA’s).
- C. **Tobacco Use Premium Surcharge.** A tobacco use premium surcharge of 15% of the premium equivalent based on the level of single coverage for tobacco use if either the employee or covered spouse uses tobacco. In the event that both the employee and the spouse use tobacco, then a premium surcharge of 15% of the premium equivalent based the level of single coverage shall be separately applied to both the employee and the spouse. The employee and/or spouse may make a request for an alternative standard during open enrollment and the City will work with an employee (and, if they wish, the employee’s doctor) to earn the same reward by different means. This tobacco use premium will be waived for the tobacco user if the tobacco user successfully participates in an alternative standard as prescribed under the City’s “Healthy by Choice” program. If coverage is elected and an alternative standard is not requested and completed, then the premium surcharge for tobacco use will be charged through payroll deduction evenly over the year.
- D. In 2017, The City’s annual HSA contribution for each participating employee shall be:

Participation - Based

Single Coverage: \$1,125

Family Coverage w/o Spouse: \$1,125

Family Coverage: \$2,250

Results – Based

\$150 per health factor per employee and per spouse for blood pressure, cholesterol, and tobacco free status.

\$300 per health factor per employee and per spouse for BMI/Waist Circumference

Both the employee and covered spouse must enroll in and meet the requirements of the City's health management program ("Healthy by Choice Plus"), to qualify for the annual contribution based on family coverage. An employee who has a spouse also employed by the City has two options: (1) elect one family coverage plan through either the employee or spouse's position, or (2) or both elect single coverage. If either employee or spouse has dependent children, they must elect the first option.

Note: In 2017 only, those employees who have Family Coverage and no spouse on the plan will receive an additional HSA/HRA contribution of \$937.50 that is not in any way tied to the wellness program

- E. Effective January 1, 2018 the City's Annual HSA contribution will become automatic and will no longer be tied to the Wellness Program. These automatic payments will occur over three equal installments in January, May and September to each employee's Health Savings Account who are covered by the City Health Insurance Plan based upon the coverage level. The annual amounts will be:

Single Coverage: \$1,875

Family Coverage w/o Spouse: \$3,750

Family Coverage w/Spouse: \$3,750

Effective January 1, 2018 The City will charge a premium for medical coverage at the following base rates:

Single Coverage: \$1,875

Family Coverage w/o spouse \$1,875

Family Coverage w/ spouse: \$3,750

These premiums can be waived depending on the employee's and spouse's, if applicable, participation in the Healthy by Choice wellness program and meeting its associated standards as follows:

Participation Based Premium Waiver

Single Coverage: \$750

Family w/o Spouse Coverage: \$750

Family w/Spouse Coverage: \$1,500

Results Based Premium Waiver

\$225 per health factor for blood pressure, cholesterol and tobacco-free status

\$ 450 per health factor for BMI/waist circumference

Participating employees hired during the year shall have the City's contribution to their HSA or HRA based on their participation of the HBC program in that initial year. The premium and waiver of the premium associated with the wellness program will be based on the enrollment period for the HBC program in the initial year.

- F. The City shall make available group term life insurance and accidental death and dismemberment insurance coverage to all employees serving in Full-Time Permanent positions in accordance with the City's Plan Documents, with no contribution on the part of employee. The City shall provide coverage in the amount of 1.5 times the employee's base annual compensation rate in effect as of December 31st of each year, with a minimum coverage level of \$50,000 and a maximum coverage level of \$150,000.00.
- G. The City shall make available group Short-Term Disability benefits to all employees serving in Full-Time Permanent positions. The benefits under this Short-Term Disability program shall begin after seven (7) consecutive work days of absence due to a disabling medical condition and shall provide disability income protection at 70% of normal wages/salary up to a maximum of 24 weeks for an approved disability, with the ability to supplement said disability income level up to 100% of normal wages/salary through the use of the employee's Sick Leave, Personal Leave, Vacation Leave, or Compensatory Time banks. Employees on approved disability leave at 70% income replacement shall be regarded as being in full pay status and, therefore, they shall not be required to pay for the continuation of their Medical, Dental, and Vision benefits through the duration of the approved disability leave. Short Term Disability shall run concurrent to the provisions and entitlements provided by the Family Medical Leave Act (FMLA), if applicable. Short Term Disability Benefits paid to an employee over a lifetime shall not exceed a cumulative total of one year maximum.

SECTION 12. TUITION REIMBURSEMENT

- A. All employees serving in Full-Time Permanent positions shall be eligible to participate in the City' Tuition Reimbursement Program. Under this program, each employee shall be eligible for a maximum of Three Thousand Dollars (\$3,000) in reimbursement per calendar year for fees and required textbooks, and courses of instruction voluntarily undertaken. Courses of instruction eligible for reimbursement under this program shall include courses necessary for job-related degree programs or courses of study not necessarily within a job-related degree program but which are still job related. In addition, only course work provided by a recognized institution (e.g. college, university, community college, post-secondary technical school, etc.) shall be eligible for reimbursement under this program.
- B. All coursework subject to potential reimbursement shall be transmitted, in advance and through the employee's Department/Division Head, to the Director of Human Resources for approval. The Department/Division Head shall provide a written recommendation concerning approval/disapproval of the request at time of transmittal to the Director of Human Resources. If practicable, an employee shall make application for approval of the course work at least fifteen (15) days prior to commencement of the course of study. The Director of Human Resources shall evaluate the employee's coursework/degree program for job-relatedness and shall notify the employee, in writing, regarding his approval/disapproval of said coursework/degree program on that basis. An employee may receive blanket approval for an entire degree program or a continuing course of study if all courses within the program are identified. If all or part of the program is approved, the employee need not reapply for approval for each course within the portion(s) approved. If the Director of Human Resources disapproves all or part of the program/coursework, the employee may appeal, in writing, such disapproval directly to the City Manager within 72 hours of notification from the Director of Human Resources. The City Manager will issue a written decision on the employee's appeal within five (5) working days of receiving the appeal.

- C. Courses are to be taken on other than scheduled working hours, unless approval is obtained from the appropriate Department/Division Head, Director of Human Resources, and the City Manager to take such courses on work time.
- D. Reimbursement shall be made upon successful completion of the course with a grade of C (2.00) or better. The employee shall submit an official transcript or certificate demonstrating successful completion of the course and a receipt from the institution confirming the employee has paid for tuition, fees, and required textbooks. Any financial assistance available to an employee shall be deducted from the amount of tuition reimbursement that would otherwise be applied. The employee shall not be reimbursed for incidental expenses such as paper or supplies, mileage, parking, meals, or other expenses other than tuition, fees, and required textbooks.
- E. In the event that an employee receives reimbursement under this program and voluntarily separates service with the City within the first year following reimbursement, he/she shall pay 100% of the reimbursement back to the City. Furthermore, in the event an employee voluntarily separates service during the second year following reimbursement, he/she shall pay 50% of the reimbursement back to the City. Should an employee have a tuition reimbursement payback obligation to the City, such obligation must be satisfied within one (1) year of the employee's separation date. Failure to fully satisfy such obligation by the former employee may generate an adverse recommendation in response to future reference checks by prospective employers.

SECTION 13. TEMPORARY WORK ASSIGNMENT

- A. When an employee is designated by a Director or the City Manager to perform higher-level duties outside the scope of his/her established job classification for a period of more than ten (10) consecutive work days, the employee shall be compensated at a higher rate of pay beginning on the eleventh (11th) day and extending for the duration of the assignment. However, if in the judgment of the City Manager, circumstances warrant a temporary pay supplement retroactive to the date the employee first assumed the higher-level duties, the City Manager shall have the discretion to award such retroactivity. Upon the determination to award a temporary pay supplement, the Director of Human Resources, in consultation with the Department Director, shall set an appropriate percentage increase reflective of the higher level duties to be performed not to exceed 10% of the employee's current rate of pay. a percentage rate increase shall be awarded in an amount not to exceed the normal pay adjustment percentage established for the year in which the need for the temporary pay supplement occurs, unless If unusual circumstances exist to justify a higher rate of pay, anAny exception for unusual circumstances must be supported by substantial written justification and submitted to the City Manager for approval. Under no circumstances shall the increased rate of pay exceed the "target" maximum of the pay grade associated with the higher-level duties. When an employee is designated to perform the duties of a Director position on an interim basis, the City Manager, on a case-by-case basis, shall have the discretion to award a temporary pay supplement in an amount greater than the normal pay adjustment established for that particular year, yet appropriate to the individual merits/circumstances of each situation.

SECTION 14. OVERTIME/COMPENSATORY TIME

- A. Non-exempt employees whose normal workweek consists of 40 hours based on five (5) consecutive eight (8) hour workdays who work or are in paid status in excess of eight (8) hours on any workday, shall be compensated at the

rate of time-and-one-half the non-exempt employee’s regular hourly rate of pay for each overtime hour worked.

- B. Non-Exempt employees who are on an approved Alternative Work Schedule, pursuant to an Administrative Order issued and controlled by the City Manager in keeping with Section 33.44 of the Dublin Codified Ordinances, who work or are in a paid status in excess of their normally approved work hours for that workday, usually nine (9) or ten (10) hours, shall be compensated at the rate of time-and-one-half the non-exempt employee’s regular hourly rate of pay for each overtime hour worked.
- C. In accordance with the governing provisions of the Fair Labor Standards Act (F.L.S.A.), the following job classifications have been designated as Exempt under one of the following exemption categories, and the employees serving in these classifications do not receive overtime compensation or formal compensatory time:

Executive	Administrative
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City Manager Assistant City Manager <u>Director of Communications and Public Information-Relations</u> <u>Director of Human Resources</u> <u>Director of Court Services</u> Director of Finance Deputy Director of Finance Director of Taxation Chief of Police Police Lieutenant Tech Service Bureau Commander Director of Development Director of Econ. Dev. Director of Building Standards Director of Planning Director of Public Works Director of Engineering Director of Streets & Utilities Operations <u>Director of Fleet Management</u> <u>Director of Facilities Management</u> Chief Information Officer <u>Director of Information Technology</u> Director of Parks and Recreation Director of Parks Operations Director of Recreation Services <u>Director of Community Events</u> <u>Director of Volunteer Resources</u> Director of Strategic Initiatives/Special Projects	Accreditation Manager Accountant Adaptive Recreation Coordinator Budget Manager Benefits Administrator City Forester City Horticulturist Chief Accountant Code Enforcement Supervisor Communications Manager Court Administrator Economic Development Administrator Economic Development Manager Emergency Mgt. Coord./Law Enf. Planner Engineering Manager Event Administrator Event Coordinator Event Manager Facilities Manager Financial Analyst Fleet Administrator Fleet Manager GIS Administrator <u>Government and International Relations Manager</u> Human Resource Manager Human Resource Business Partner Human Resource Coordinator Landscape Architect Management Assistant Membership Services Supervisor Nature Education Coordinator Operations Administrator Payroll Specialist Planner I Planner II Planning Manager Public Information Officer Public Affairs Officer Recreation Operations Supervisor Recreation Program Coordinator Recreation Program Supervisor Recreation Services Administrator Safety Administrator/Risk Manager Senior Planner Senior Project Manager Senior Public Information Officer Support Services Administrator Tax Manager Theater Supervisor Talent Development and Training Manager Tax Manager Volunteer Administrator Website Administrator Website Developer Wellness and Benefits Coordinator
Recreational	Professional & Computer-Related

Seasonal Recreation Staff	Civil Engineer I Civil Engineer II Commercial Plans Examiner Data Manager Information Technology Manager Information Technology Project Leader Infrastructure Asset Management Engineer Network Administrator Network Engineer Network Operations Manager Senior Civil Engineer Software Application Specialist Support Services Administrator
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In accordance with the governing provisions of the Fair Labor Standards Act (F.L.S.A.), the following job classifications have been designated as Non-Exempt and the employees serving in these classifications are entitled to overtime compensation or formal compensatory time:

Accounting Assistant Accounting Specialist Corporate Tax Auditor Accounting Specialist – Tax Administrative Support I Administrative Support II Administrative Support III Assistant Forester Assistant Horticulturist Auditor Building Inspector Code Enforcement Officer Communications Supervisor Contract and Procurement Coordinator Contract Specialist Court Clerk Court Liaison Crew Supervisor Data Analyst Deputy Clerk of Council Development Review Specialist I Development Specialist II Diversion Officer Electrical Inspector Electrical Worker Engineering Technician I Engineering Technician II Engineering Project Inspector Events Assistant Executive Assistant to the City Manager Administrative Support –Professional	Facilities Systems Specialist GIS Analyst Landscape Inspector Permit Technician Planning Technician Police Property Technician Procurement Assistant Public Art Specialist Records Retention Management Technician –Records Technician II Records Technician I Recreation Operations Specialist Residential Plans Examiner Review Services Analyst Risk Management Assistant Senior Accounting Specialist Senior Building Inspector Senior DataGIS Analyst Support Services Analyst Zoning Inspector
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D. Pursuant to the Fair Labor Standards Act, the City shall grant a non-exempt employee compensatory time off in lieu of overtime pay, at the rate of time-and-one-half for each overtime hour worked, if the supervisor and employee agree prior to work commencing that compensatory time will be earned in lieu

~~of cash compensation. that employee so desires.~~ Each non-exempt employee may accumulate a maximum compensatory time bank of ~~160~~²⁴⁰ hours in a calendar year. After a non-exempt employee has accrued this maximum compensatory time bank, and not used it as leave, all additional overtime for such employee shall be paid at the rate of time-and-one-half. If at the end of each payroll year, a non-exempt employee has 120 hours of compensatory time in his/her compensatory time bank, he/she shall be permitted to convert up to 50 hours of compensatory time in said bank to cash. The calculation for converting Compensatory Time to cash shall be the employee's established hourly rate of pay multiplied by the number of hours the employee desires to convert. In the event the employee wishes to exercise this option, it shall be his/her responsibility to forward a memorandum to the Department of Finance specifying the number of hours he/she wishes to convert to cash, prior to the end of the payroll year. The cash conversion shall then be paid in a lump sum in the employee's regular payroll deposit, which shall be forwarded to the employee on the scheduled pay date at the conclusion of the first pay period in the new payroll year. The payroll deposit in which this conversion payment is included shall be taxed at the employee's existing W-4 rate.

- E. Pursuant to the Fair Labor Standards Act, an employee with accumulated compensatory time may request leave and shall be granted such leave so long as the granting of said leave does not unduly disrupt City operations.
- F. Pursuant to the Fair Labor Standards Act, all non-exempt employees shall, upon termination, be paid for all accumulated compensatory time at an hourly rate not less than the average rate received by the non-exempt employee over the last three (3) years of employment or the final regular hourly rate, whichever is greater. In the event of an employee's death, such compensation shall be paid to the employee's surviving spouse or, secondarily, his/her estate.
- G. When a non-exempt employee is required by an appropriate supervisor to work on the employee's first or second regular day off within such employee's scheduled workweek, the employee shall be compensated as follows. Employees shall be compensated at a rate of time-and-one-half (1-1/2) for all authorized hours worked on their first regular day off. When an employee works with approval from an appropriate supervisor their second regular day off and the employee has actually worked or has been in paid status each of the previous six days, that employee shall be compensated at the rate of double-time for all hours worked on the second regular day off. If an employee works their second regular day off and they have not met the above criteria, their second regular day off shall be compensated at the rate of time-and-one-half.
- H. When a non-exempt employee is either called in or scheduled in advance for work by an appropriate supervisor, and the employee reports for said work more than 30 minutes after the completion of the regularly scheduled work hours, the employee shall be paid for a minimum of three (3) hours at the appropriate overtime rate or be credited with a minimum of three (3) hours of compensatory time at the appropriate rate.
- I. Pursuant to the Fair Labor Standards Act, exempt employees are not entitled to overtime pay or formal compensatory time. However, the policy of the City shall be to allow Exempt personnel to take a limited amount of time off from their duties during normal business hours, if they have been required to devote considerable time in excess of the normally required time commitment associated with the nature of their positions, provided they comply with the administrative guidelines of the City Manager regarding taking such time off from their duties.

SECTION 15. SHIFT DIFFERENTIAL

- A. On the effective date of this ordinance, shift differential pay shall be provided to full time nonexempt permanent employees as indicated below at a rate of \$1.10 per hour with the exception of hours in paid status while on approved leave.
- B. For employees, ~~to include crew and communications supervisors,~~ regularly assigned to first shift, shift differential shall not apply except when assigned to snow removal operations which runs from the 1st Tuesday of November through April. Because the implementation of snow shifts causes an actual change in work shifts, when employees regularly assigned to first shift work on snow removal operations, shift differential shall apply to those hours worked between 5 p.m. and 6:45 a.m.
- C. For employees, ~~to include crew and communications supervisors,~~ regularly assigned to second or third shift, shift differential shall be applied to any hours worked.
- D. Shift differential pay shall be applicable to actual hours worked. Shift differential shall not be paid in addition to regular pay for any hours spent on approved paid leave, with the exception of leave due to mandatory training, which shall qualify for shift differential pay. Mandatory training is defined as classes/coursework where employee attendance is required by the Division/Department Director. Time spent in optional training programs shall not qualify for shift differential pay. If authorized overtime occurs in conjunction with the regular workday, the shift differential, if applicable, shall be paid for each hour of overtime worked as follows. If shift differential pay is applicable, and overtime occurs, the shift differential pay shall be added to the base hourly rate prior to computing the overtime rate. Shift differential pay will be paid on a bi-weekly basis and will not be cumulative under any circumstance.
- ~~D.E.~~ Due to requirements to meet minimum staffing levels in the 24-hour a day operations of the Northwest Regional Emergency Command Center (NRECC), shift differential shall apply to Communications Supervisors regularly assigned to first shift or an administrative shift only for those hours worked between 6:45 p.m. and 6:45 a.m.

SECTION 16 – ON DUTY PAY

All full time non-exempt permanent employees serving in ~~a Crew Supervisor position~~ in the Departments of Public Works and/or Parks & Recreation may receive On Duty pay when placed into this status outside of their normal work hours pursuant to an Administrative Order issued by the City Manager. The intent of this status/pay is to ensure responsiveness in the event of an emergency requiring the call in of employees ~~maintenance workers~~ outside of normal work hours. This status shall end when the employee a Crew Supervisor is actually engaged in work at which time the appropriate pay status will go into effect. The rate of pay when in an On Duty status shall be \$1.05 per hour.

SECTION 17 – COMPENSATION AND BENEFITS ELIGIBILITY CHART

The following chart is provided for quick reference when trying to determine compensation and benefits eligibility for the various workforce categories. This chart is not intended to replace the language contained in this ordinance and the applicable section should be referenced and read for further guidance.

COMPENSATION/BENEFITS ELIGIBILITY CHART

BENEFIT & SECTION OF COMPENSATION PLAN	EMPLOYEE CATEGORY			
	Full Time Permanent	Part Time Permanent	Non-Permanent (Temporary & Seasonal)	Interns
Instant Bonus (Section 4)	Yes	Yes	Yes	No
Paid Holidays (Section 5)	Yes	Yes	No	No
Personal Leave (Section 6)	Yes	Prorated	No	No
Sick Leave (Section 7)	Yes	Prorated	No	No
Bereavement Leave (Section 8)	Yes	No	No	No
Vacation Leave (Section 9)	Yes	No	Prorated	Prorated
Longevity Pay Section 10	Yes	No	No	No
Medical, Dental, Vision, Life Insurance Section 11	Yes	No	No	No
Tuition Reimbursement Section 12	Yes	No	No	No
Overtime / Compensatory Time (Non-Exempt Only) Section 14	Yes	Yes	Yes	Yes
Shift Differential Section 15	Yes	No	No	No

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| **SECTION 187** This ordinance shall be effective 30 days from the day of passage by Council.

Passed this _____ day of _____, 2017.

Mayor – Presiding Officer

ATTEST:

Clerk of Council