

**To:** Members of Dublin City Council  
**From:** Megan O'Callaghan, City Manager  
**Date:** November 1, 2022  
**Initiated By:** Jennifer Miglietti, Director of Human Resources  
**Re:** Ordinance 65-22 – Amending Various Sections of Ordinance 15-17  
(Compensation Plan for Non-Union Personnel)

## Background

As part of the preparation and review of the 2023 Operating Budget submission, the Director of Human Resources reviews the provisions of the Non-Union Compensation Plan Ordinance for needed revisions and updates. This review resulted in several updates including any reference of his/him/her/he/she to be replaced with gender-neutral terms and any reference to action from the City Manager has been updated to allow for "or designee" where appropriate.

Additionally, the City Manager identified positions to reclassify in furtherance of the organizational changes advanced to Council as part of the proposed 2023 Operating Budget. The proposed amendment is needed to authorize these changes into the Non-Union Compensation Plan (Ordinance 15-17) so that they may be incorporated into the City's administrative and payroll systems.

## Summary

Attached for Council's consideration is Ordinance No. 65-22, amending Ordinance 15-17 (Non-Union Compensation Plan). Adoption of this ordinance will accomplish the following objectives:

- Update the list of authorized position titles to reflect the proposed organizational changes in the 2023 Operating Budget submission.
- Biennial review of the classification system and updated pay grades.
- Ensure the compensation plan complies with current Federal and State law and governmental policies.

The following highlights specific changes made to each section of the Compensation Plan for Non-Union Personnel. 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 throughout this section. These include:

- 1) Removing 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 and replacing it with a listing of the titles of all positions in the classified service and all regular positions that are unclassified, together with an assigned

pay range pursuant to the City's Code of Ordinances Chapter 33 - Human Resources sections 33.20 and 33.27. The actual organizational structure is reflected annually in the Operating Budget as passed by Council. The following is proposed:

- a. Retitle the Assistant City Manager/Chief Strategy and Innovation Officer to Director of Administrative Services and maintain the same pay grade of 2.1.
- b. Create a CAD Manager at a pay grade of 4.2.
- c. Create Communications Systems Specialist at pay grade of 4.2.
- d. Retitle the Data Manager to Data and Analytics Manager and maintain the same pay grade of 4.3.
- e. Remove the Deputy City Manager/Chief Finance and Development Officer.
- f. Retitle the Deputy City Manager/Chief Operating Officer to Deputy City Manager and maintain the same pay grade of 1.2.
- g. Retitle the Deputy Director of Finance to Director of Finance Operations and maintain the same pay grade of 3.2.
- h. Create a Director of Community Development at a pay grade of 2.1.
- i. Retitle the Director of Asset Management and Support Services to Director of Asset Management and Quality Assurance and maintain the same pay grade of 3.2.
- j. Retitle the Director of Finance to Chief Financial Officer/Director of Finance and maintain the same pay grade of 2.1.
- k. Retitle the Director of Performance Analytics to Director of Innovation and Performance Analytics and maintain the same pay grade of 3.1.
- l. Reclassify the Events Coordinator pay grade from 5.2 to 5.1.
- m. Retitle the Forensic Intelligence Support Analyst to Public Safety Intelligence Analyst and maintain the same pay grade of 4.3.

**Paragraphs B & C** – It is proposed to update the pay grade table after an extensive biennial review of market pay data. The overarching goal of this review is to continue the City's ability to attract and retain a talented, high-quality workforce. Consistent with the methodology used every two years in establishing the pay range, the proposed 2023 pay range structure in the attached legislation is supported by extensive market pay data. Market pay data was gathered and analyzed for several hundred different jobs in the combined Columbus market, which represented over 10,000 incumbents. The private sector market data was obtained from the Mercer Survey for the Columbus

region, while the public sector data was obtained from the Mid-Ohio Regional Planning Commission's Salary Survey and the State of Ohio compensation structure. These are the same sources from which market data was gathered in our previous reviews.

#### **Section 4. INSTANT BONUS PROGRAM**

**Paragraph A. 3.** - It is proposed to increase the typical bonus award from \$250 to \$500.

#### **Section 5. HOLIDAYS**

**Paragraph C.** - It is proposed to add the option for employees who are required to work a holiday to choose if they take the next regularly scheduled work day off or, if that is not possible (which is often the case with Communication Supervisors), extended the option of receiving eight (8) hours of compensatory time or holiday pay.

#### **Section 7. SICK LEAVE**

**Paragraph F.** – It is proposed that an employee who separates service in “good standing” be clarified to state “an employee who separates service (must not be terminated for “just cause”) for the purpose of converting sick leave upon separation.

#### **Section 9. VACATION LEAVE**

**Paragraph A.** It is proposed to increase the hours of vacation for employees with 0 to 1 completed year of public service from 40 hours to 80 hours.

**Paragraph B.** It is proposed to add “Federal Government in the United States” to the listing of prior public service to be more inclusive of all public service for vacation accrual calculations. It is also proposed to remove the requirement of public service being relevant to the nature of the service being provided to the City of Dublin.

**Paragraphs C. & D.** It is proposed paragraphs C. and D. are removed so that all newly hired employees are no longer required to have a waiting period before accruing or using vacation.

**Paragraph F.** It is proposed to clarify the word “separation” and add the definition of “resignation in good standing” to clarify eligibility for converting vacation to pay.

**Paragraph F. 3.** It is proposed to remove language regarding the date converted vacation leave for pay is paid (currently it is paid out at the last pay period of the payroll calendar year) and add language stating leave is paid in the first pay of the new payroll calendar year. This will allow the Chief Financial Officer the ability to identify and address financial needs at the beginning of a payroll calendar year as opposed to trying to resolve it during year end close out.

#### **Section 11. MEDICAL, DENTAL, VISION, LIFE INSURANCE BENEFITS**

**Paragraph B.** It is proposed to remove a reference to Family coverage w/o a spouse due to it being irrelevant to our current program and practice.

**Paragraph C.** It is proposed to remove this paragraph due to it being irrelevant with our current program and practice.

**Paragraph E.** It is proposed to add a statement that short-term disability application paperwork be received within 10 (ten) calendar days of a qualifying event in order to be eligible for the program.

#### **Section 12. TUITION REIMBURSEMENT**

**Paragraph A.** It is proposed to increase tuition reimbursement from \$3,000 to \$5,000 per calendar year.

**Paragraph B.** It is proposed to increase the amount of time from five (5) to ten (10) working days for the City Manager or designee to respond to an employee appeal regarding tuition reimbursement.

#### **Section 14. OVERTIME/COMPENSATORY TIME**

**Paragraph A.** It is proposed to remove language regarding the payment of overtime after eight (8) hours of work. It is also proposed to add language stating employees receive overtime after meeting the requirement of 40 hours per week under the Fair Labor Standards Act (FLSA).

**Paragraph B.** It is proposed to remove language referencing overtime after eight (8) hours of work based on the recommendation of changes in paragraph A.

**Paragraph C.** It is proposed to add clarifying language regarding how employees convert compensation time, the due date, and the date on which converted time is paid.

#### **Section 15. SHIFT DIFFERENTIAL**

**Paragraph A.** It is proposed to increase the shift differential from \$1.10 to \$1.40.

#### **Section 17. COMPENSATION AND BENEFITS ELIGIBILITY CHART**

It is proposed to add language clarifying that double time and shift differential eligibility is for non-exempt only employees.

#### **Recommendation**

Staff recommends adoption of Ordinance 65-22, Amending Ordinance 15-17, as previously amended, at the second reading/public hearing on November 14, 2022. It is further recommended that the competitive process be waived to allow for the selection, promotion and reclassification of current employees to fill positions(s) directly related to this specific reorganization and for effective succession and transition.

#### **Attachments:**

Exhibit A – Redlined Version of Ordinance 15-17, as amended, highlighting all proposed amendments contained in Ordinance 65-22.



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AN ORDINANCE AMENDING VARIOUS SECTIONS OF ORDINANCE 15-17 (COMPENSATION PLAN FOR NON-UNION PERSONNEL)

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, 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. be amended by removing major office, department, subordinate divisions and replacing it with a listing of the titles of all positions in the classified service and all regular positions that are unclassified the Deputy City as follows:

| Classification      | Pay Grade 1 |
|---------------------|-------------|
| City Manager        | 1.1         |
| Deputy City Manager | 1.2         |

| Classification                              | Pay Grade 2 |
|---|-------------|
| Chief Financial Officer/Director of Finance | 2.1         |
| Chief Information Officer                   | 2.1         |
| Chief of Police                             | 2.1         |
| Director of Community Development           | 2.1         |
| Director of Administrative Services         | 2.1         |
| Director of Parks and Recreation            | 2.1         |

| Classification                                     | Pay Grade 3 |
|--|-------------|
| Deputy Chief of Police                             | 3.1         |
| Director of Communications and Public Information  | 3.1         |
| Director of Economic Development                   | 3.1         |
| Director of Engineering                            | 3.1         |
| Director of Human Resources                        | 3.1         |
| Director of Information Technology                 | 3.1         |
| Director of Innovation and Performance Analytics   | 3.1         |
| Director of Planning                               | 3.1         |
| Director of Transportation and Mobility            | 3.1         |
| Technical Services Bureau Commander                | 3.1         |
| Clerk of Council/Director of Legislative Services  | 3.2         |
| Deputy Director                                    | 3.2         |
| Director of Asset Management and Quality Assurance | 3.2         |
| Director of Building Standards                     | 3.2         |
| Director of Community Events                       | 3.2         |
| Director of Court Services                         | 3.2         |
| Director of Facilities and Fleet Management        | 3.2         |
| Director of Finance Operations                     | 3.2         |



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|  |     |
|--|-----|
| Director of Outreach and Engagement                  | 3.2 |
| Director of Public Service                           | 3.2 |
| Director of Recreation Services                      | 3.2 |
| Director of Taxation                                 | 3.2 |
| Budget Manager                                       | 3.3 |
| Chief Accountant                                     | 3.3 |
| Data and Analytics Manager                           | 3.3 |
| Human Resources Manager                              | 3.3 |
| Information Security Administrator                   | 3.3 |
| Information Technology Business Relationship Manager | 3.3 |
| Landscape Architect Manager                          | 3.3 |
| Network Operations Manager                           | 3.3 |
| Operations Manager                                   | 3.3 |
| Planning Manager                                     | 3.3 |
| Senior Civil Engineer                                | 3.3 |
| Tax Manager  | 3.3 |

| Classification   | Pay Grade 4 |
|--|-------------|
| Accreditation Manager                                    | 4.1         |
| Benefits Administrator                                   | 4.1         |
| Civil Engineer II  | 4.1         |
| Commercial Plans Examiner                                | 4.1         |
| Communications Manager                                   | 4.1         |
| Digital and Brand Manager                                | 4.1         |
| Fleet Manager  | 4.1         |
| Information Technology Project Leader                    | 4.1         |
| Network Engineer   | 4.1         |
| Public Affairs Officer                                   | 4.1         |
| Safety Administrator/Risk Manager                        | 4.1         |
| Senior Data Analyst                                      | 4.1         |
| Senior Economic Development Administrator                | 4.1         |
| Senior Planner   | 4.1         |
| Systems and Applications Administrator                   | 4.1         |
| Talent Development and Training Manager                  | 4.1         |
| CAD Manager  | 4.2         |
| Civil Engineer I   | 4.2         |
| Communications Supervisor                                | 4.2         |
| Communications Systems Specialist                        | 4.2         |
| Deputy Clerk of Council                                  | 4.2         |
| Economic Development Administrator                       | 4.2         |
| Emergency Management Coordinator/Law Enforcement Planner | 4.2         |
| Events Administrator                                     | 4.2         |
| Financial Analyst  | 4.2         |
| Human Resources Business Partner                         | 4.2         |
| Information Security Analyst                             | 4.2         |
| Multi-Media Communications Strategist                    | 4.2         |
| Network Administrator                                    | 4.2         |
| Operations Administrator                                 | 4.2         |
| Planner II   | 4.2         |
| Recreation Services Administrator                        | 4.2         |
| Senior Building Inspector                                | 4.2         |
| Senior Public Information Officer                        | 4.2         |
| Senior Support Services Analyst                          | 4.2         |

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|   |     |
|---|-----|
| Accountant                              | 4.3 |
| Assistant Clerk of Council              | 4.3 |
| Building Inspector                      | 4.3 |
| City Forester                           | 4.3 |
| City Horticulturist                     | 4.3 |
| Code Enforcement Supervisor             | 4.3 |
| Contract and Procurement Coordinator    | 4.3 |
| Corporate Tax Auditor                   | 4.3 |
| Digital and Graphic Designer            | 4.3 |
| Electrical Inspector                    | 4.3 |
| Engineering Technician II               | 4.3 |
| Executive Assistant to the City Manager | 4.3 |
| Facilities System Specialist            | 4.3 |
| Fleet Technician II                     | 4.3 |
| Landscape Architect                     | 4.3 |
| Management Analyst                      | 4.3 |
| Payroll Specialist                      | 4.3 |
| Planner I                               | 4.3 |
| Procurement and Contract Coordinator    | 4.3 |
| Public Information Officer              | 4.3 |
| Public Safety Intelligence Analyst      | 4.3 |
| Records Supervisor                      | 4.3 |
| Residential Plans Examiner              | 4.3 |
| Support Services Analyst                | 4.3 |

| Classification                      | Pay Grade 5 |
|-------------------------------------|-------------|
| Adaptive Recreation Coordinator     | 5.1         |
| Administrative Support III          | 5.1         |
| Crew Supervisor                     | 5.1         |
| Development Review Specialist II    | 5.1         |
| Diversion Officer                   | 5.1         |
| Engineering Project Inspector       | 5.1         |
| Engineering Technician I            | 5.1         |
| Events Coordinator                  | 5.1         |
| Human Resource Coordinator          | 5.1         |
| Infrastructure Asset Technician     | 5.1         |
| Maintenance Crew Supervisor         | 5.1         |
| Nature Education Coordinator        | 5.1         |
| Outreach and Engagement Coordinator | 5.1         |
| Planning Technician                 | 5.1         |
| Quality Control Manager             | 5.1         |
| Recreation Operations Supervisor    | 5.1         |
| Recreation Program Supervisor       | 5.1         |
| Review Services Coordinator         | 5.1         |
| Senior Accounting Specialist        | 5.1         |
| Theater Supervisor                  | 5.1         |
| Accounting Specialist               | 5.2         |
| Administrative Support II           | 5.2         |
| Assistant Forester                  | 5.2         |
| Assistant Horticulturist            | 5.2         |
| Auditor                             | 5.2         |
| Code Enforcement Officer            | 5.2         |
| Court Clerk                         | 5.2         |



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|                                  |     |
|----------------------------------|-----|
| Development Review Specialist I  | 5.2 |
| Landscape Inspector              | 5.2 |
| Membership Services Coordinator  | 5.2 |
| Permit Technician                | 5.2 |
| Police Property Technician       | 5.2 |
| Records Technician II            | 5.2 |
| Recreation Operations Specialist | 5.2 |
| Recreation Program Coordinator   | 5.2 |
| Zoning Inspector                 | 5.2 |
| Accounting Assistant             | 5.3 |
| Events Assistant                 | 5.3 |
| Human Resources Assistant        | 5.3 |
| Records Retention Technician     | 5.3 |
| Records Technician I             | 5.3 |

|                          |             |
|--------------------------|-------------|
| Classification           | Pay Grade 6 |
| Administrative Support I | 6.1         |

Section 2. That Section 2 (Wage & Salary Structure/Administration), paragraph B. and C. be amended as follows:

| Pay Grade | Market    |             | Target    |             |
|-----------|-----------|-------------|-----------|-------------|
| 1.1       | \$173,400 | - \$208,000 | \$208,000 | - \$254,300 |
| 1.2       | \$137,700 | - \$165,200 | \$165,200 | - \$201,900 |
| 2.1       | \$119,100 | - \$142,900 | \$142,900 | - \$174,600 |
| 2.2       | \$108,400 | - \$130,100 | \$130,100 | - \$159,000 |
| 3.1       | \$98,700  | - \$118,400 | \$118,400 | - \$144,700 |
| 3.2       | \$90,900  | - \$109,100 | \$109,100 | - \$133,400 |
| 3.3       | \$84,300  | - \$101,100 | \$101,100 | - \$123,600 |
| 4.1       | \$74,300  | - \$89,100  | \$89,100  | - \$109,000 |
| 4.2       | \$64,400  | - \$77,300  | \$77,300  | - \$94,400  |
| 4.3       | \$56,200  | - \$67,500  | \$67,500  | - \$82,400  |
| 5.1       | \$49,500  | - \$59,400  | \$59,400  | - \$72,700  |
| 5.2       | \$43,500  | - \$52,200  | \$52,200  | - \$63,800  |
| 5.3       | \$40,800  | - \$49,000  | \$49,000  | - \$59,800  |
| 6.1       | \$36,100  | - \$43,300  | \$43,300  | - \$53,000  |
| 6.2       | \$32,300  | - \$38,700  | \$38,700  | - \$47,400  |
| 6.3       | \$29,300  | - \$35,200  | \$35,200  | - \$43,000  |

| Pay Grade | Premium   |             |
|-----------|-----------|-------------|
| 1.1       | \$254,300 | - \$300,500 |
| 1.2       | \$201,900 | - \$238,600 |
| 2.1       | \$174,600 | - \$206,400 |
| 2.2       | \$159,000 | - \$187,900 |
| 3.1       | \$144,700 | - \$171,000 |
| 3.2       | \$133,400 | - \$157,600 |
| 3.3       | \$123,600 | - \$146,100 |
| 4.1       | \$109,000 | - \$123,800 |
| 4.2       | \$94,400  | - \$107,300 |
| 4.3       | \$82,400  | - \$93,700  |
| 5.1       | \$72,700  | - \$82,600  |



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|     |          |   |          |
|-----|----------|---|----------|
| 5.2 | \$63,800 | - | \$72,500 |
| 5.3 | \$59,800 | - | \$68,000 |
| 6.1 | \$53,000 | - | \$57,800 |
| 6.2 | \$47,400 | - | \$51,700 |
| 6.3 | \$43,000 | - | \$46,900 |

Section 3. That section 4 (Instant Bonus), paragraph A. section 3. be amended as follows:

- 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 \$500.

Section 4. That section 5 (Holidays), paragraph C. be amended as follows:

- 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 take the next regularly scheduled work day off and receive eight (8) hours of holiday pay. If an employee is unable to take the next regularly scheduled work day off they shall receive eight (8) hours compensatory time or eight (8) hours of holiday pay on 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 holiday pay.

Section 5. That Section 7 (Sick Leave), paragraph F. be amended as follows:

- An employee who separates service, in good standing (employee’s separation must not be terminated for “just cause”), shall be entitled to convert a portion their unused Sick Leave balance to a cash payment at time of separation.

Section 6. That section 9 (Vacation Leave), paragraphs A. through F. be amended as follows:

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

| Completed Years of<br>Public Service | Accrued Vacation<br>Hours per Year |
|--------------------------------------|------------------------------------|
| 0 up to 1 Year                       | 40 80 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                          |

- An employee who has prior public service with any type of federal, state government or any political subdivision thereof with the United States, may receive credit for their prior service with these employers for the purpose of computing the amount of their 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.
- ~~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~~



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~~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.~~

~~G F. Upon separation or termination of employment, An employee who separates service, in good standing (must not be terminated for "just cause"), layoff, or death of the employee, unused Vacation Leave shall be converted to a cash payment at the rate of 100%.~~

~~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. The cash conversion shall be paid to the employee in the first pay period in the new payroll calendar year.~~

Section 7. That section 11 (Medical, Dental, Vision, Life Insurance Benefits), paragraph B., C., E. be amended as follows:

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, ~~\$5,000—Family Coverage w/o spouse~~, \$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.~~

E. 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



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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 (2,080 hours) maximum. Paperwork is required to be submitted within 10 (ten) working days of the qualifying event to be eligible for the short term disability program.

Section 8. That section 12 (Tuition Reimbursement), paragraph A. and B. be amended as follows:

- A. All employees serving in Full-Time Permanent positions shall be eligible to participate in the City's Tuition Reimbursement Program. Under this program, each employee shall be eligible for a maximum of ~~Three Five Thousand Dollars (\$3,000~~ 5,000) in reimbursement per calendar year for fees and required textbooks, and courses of instruction voluntarily undertaken.
- 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 submit~~ 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 or designee will issue a written decision on the employee's appeal within ~~five (5)~~ ten (10) working days of receiving the appeal.

Section 9. That section 14 (Overtime/Compensatory Time), paragraphs A. through D. be amended as follows:

- 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, as per the Fair Labors Standard Act (FLSA).~~
- 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.)~~ FLSA, the Director of Human Resources will determine the designation status of each position. All job classification designations of Exempt or Non-Exempt shall be annotated in the job descriptions located in the Division of Human Resources.



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D. Pursuant to the ~~Fair Labor Standards Act-FLSA~~, 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. 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. 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 ~~their responsibility to provide notification to the Department of Finance in the prescribed manner forward a memorandum to the Department of Finance specifying the number of hours they wish to convert to cash, by the due date established by the City 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 ~~in the first pay period in the new payroll calendar year. ,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 10. That section 15 (Shift Differential), paragraphs A. be amended 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~~ \$1.40 per hour with the exception of hours in paid status while on approved leave.

Section 11. That section 17 (Compensation and Benefits Eligibility Chart) be amended as follows:

| 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                  | No                                   | No      |
| 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     |
| Double Time Eligibility (Non-Exempt Only) (Section 14)      | Yes                 | No                  | No                                   | No      |
| Shift Differential (Non-Exempt Only) (Section 15)           | Yes                 | No                  | No                                   | No      |



# RECORD OF ORDINANCES

Ordinance No. 65-22 (AMENDED) Passed Page 9 of 9, 20  

**Section 12.** 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 position(s) directly related to this specific reorganization and for the further reason of effective succession and transition.

**Section 13.** That this Ordinance shall be effective on January 1, 2023.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor -- Presiding Officer

ATTEST:

\_\_\_\_\_  
Clerk of Council

## EXHIBIT A

THIS DOCUMENT INCLUDES A CONSOLIDATION OF ALL AMENDMENTS TO ORDINANCE 15-17 (COMPENSATION PLAN FOR NON-UNION PERSONNEL) AMENDING ORDINANCES ARE (19-17, 76-17, 24-18, 75-18, 65-19, 30-20, 13-21, ~~69-21~~ and 65-22.)

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### 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. ~~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.~~

Deleted: grouped by major office, department, subordinate divisions in which they primarily would appear or categorically by function, as appropriate, covered by this Compensation Plan.

| <u>Classification</u>      | <u>Pay Grade 1</u> |
|----------------------------|--------------------|
| <u>City Manager</u>        | <u>1.1</u>         |
| <u>Deputy City Manager</u> | <u>1.2</u>         |

| <u>Classification</u>                              | <u>Pay Grade 2</u> |
|--|--------------------|
| <u>Chief Financial Officer/Director of Finance</u> | <u>2.1</u>         |
| <u>Chief Information Officer</u>                   | <u>2.1</u>         |
| <u>Chief of Police</u>                             | <u>2.1</u>         |
| <u>Director of Community Development</u>           | <u>2.1</u>         |
| <u>Director of Administrative Services</u>         | <u>2.1</u>         |
| <u>Director of Parks and Recreation</u>            | <u>2.1</u>         |

| <u>Classification</u>                                    | <u>Pay Grade 3</u> |
|--|--------------------|
| <u>Deputy Chief of Police</u>                            | <u>3.1</u>         |
| <u>Director of Communications and Public Information</u> | <u>3.1</u>         |
| <u>Director of Economic Development</u>                  | <u>3.1</u>         |
| <u>Director of Engineering</u>                           | <u>3.1</u>         |
| <u>Director of Human Resources</u>                       | <u>3.1</u>         |
| <u>Director of Information Technology</u>                | <u>3.1</u>         |
| <u>Director of Innovation and Performance Analytics</u>  | <u>3.1</u>         |
| <u>Director of Planning</u>                              | <u>3.1</u>         |
| <u>Director of Transportation and Mobility</u>           | <u>3.1</u>         |

|   |            |
|---|------------|
| <u>Technical Services Bureau Commander</u>                  | <u>3.1</u> |
| <u>Clerk of Council/Director of Legislative Services</u>    | <u>3.2</u> |
| <u>Deputy Director</u>                                      | <u>3.2</u> |
| <u>Director of Asset Management and Quality Assurance</u>   | <u>3.2</u> |
| <u>Director of Building Standards</u>                       | <u>3.2</u> |
| <u>Director of Community Events</u>                         | <u>3.2</u> |
| <u>Director of Court Services</u>                           | <u>3.2</u> |
| <u>Director of Facilities and Fleet Management</u>          | <u>3.2</u> |
| <u>Director of Finance Operations</u>                       | <u>3.2</u> |
| <u>Director of Outreach and Engagement</u>                  | <u>3.2</u> |
| <u>Director of Public Service</u>                           | <u>3.2</u> |
| <u>Director of Recreation Services</u>                      | <u>3.2</u> |
| <u>Director of Taxation</u>                                 | <u>3.2</u> |
| <u>Budget Manager</u>                                       | <u>3.3</u> |
| <u>Chief Accountant</u>                                     | <u>3.3</u> |
| <u>Data and Analytics Manager</u>                           | <u>3.3</u> |
| <u>Human Resources Manager</u>                              | <u>3.3</u> |
| <u>Information Security Administrator</u>                   | <u>3.3</u> |
| <u>Information Technology Business Relationship Manager</u> | <u>3.3</u> |
| <u>Landscape Architect Manager</u>                          | <u>3.3</u> |
| <u>Network Operations Manager</u>                           | <u>3.3</u> |
| <u>Operations Manager</u>                                   | <u>3.3</u> |
| <u>Planning Manager</u>                                     | <u>3.3</u> |
| <u>Senior Civil Engineer</u>                                | <u>3.3</u> |
| <u>Tax Manager</u>  | <u>3.3</u> |

| <b><u>Classification</u></b>                     | <b><u>Pay Grade 4</u></b> |
|--|---------------------------|
| <u>Accreditation Manager</u>                     | <u>4.1</u>                |
| <u>Benefits Administrator</u>                    | <u>4.1</u>                |
| <u>Civil Engineer II</u>                         | <u>4.1</u>                |
| <u>Commercial Plans Examiner</u>                 | <u>4.1</u>                |
| <u>Communications Manager</u>                    | <u>4.1</u>                |
| <u>Digital and Brand Manager</u>                 | <u>4.1</u>                |
| <u>Fleet Manager</u>                             | <u>4.1</u>                |
| <u>Information Technology Project Leader</u>     | <u>4.1</u>                |
| <u>Network Engineer</u>                          | <u>4.1</u>                |
| <u>Public Affairs Officer</u>                    | <u>4.1</u>                |
| <u>Safety Administrator/Risk Manager</u>         | <u>4.1</u>                |
| <u>Senior Data Analyst</u>                       | <u>4.1</u>                |
| <u>Senior Economic Development Administrator</u> | <u>4.1</u>                |
| <u>Senior Planner</u>                            | <u>4.1</u>                |
| <u>Systems and Applications Administrator</u>    | <u>4.1</u>                |
| <u>Talent Development and Training Manager</u>   | <u>4.1</u>                |

|   |            |
|---|------------|
| <u>CAD Manager</u>  | <u>4.2</u> |
| <u>Civil Engineer I</u>   | <u>4.2</u> |
| <u>Communications Supervisor</u>                                | <u>4.2</u> |
| <u>Communications Systems Specialist</u>                        | <u>4.2</u> |
| <u>Deputy Clerk of Council</u>                                  | <u>4.2</u> |
| <u>Economic Development Administrator</u>                       | <u>4.2</u> |
| <u>Emergency Management Coordinator/Law Enforcement Planner</u> | <u>4.2</u> |
| <u>Events Administrator</u>                                     | <u>4.2</u> |
| <u>Financial Analyst</u>  | <u>4.2</u> |
| <u>Human Resources Business Partner</u>                         | <u>4.2</u> |
| <u>Information Security Analyst</u>                             | <u>4.2</u> |
| <u>Multi-Media Communications Strategist</u>                    | <u>4.2</u> |
| <u>Network Administrator</u>                                    | <u>4.2</u> |
| <u>Operations Administrator</u>                                 | <u>4.2</u> |
| <u>Planner II</u>   | <u>4.2</u> |
| <u>Recreation Services Administrator</u>                        | <u>4.2</u> |
| <u>Senior Building Inspector</u>                                | <u>4.2</u> |
| <u>Senior Public Information Officer</u>                        | <u>4.2</u> |
| <u>Senior Support Services Analyst</u>                          | <u>4.2</u> |
| <u>Accountant</u>   | <u>4.3</u> |
| <u>Assistant Clerk of Council</u>                               | <u>4.3</u> |
| <u>Building Inspector</u>                                       | <u>4.3</u> |
| <u>City Forester</u>  | <u>4.3</u> |
| <u>City Horticulturist</u>                                      | <u>4.3</u> |
| <u>Code Enforcement Supervisor</u>                              | <u>4.3</u> |
| <u>Contract and Procurement Coordinator</u>                     | <u>4.3</u> |
| <u>Corporate Tax Auditor</u>                                    | <u>4.3</u> |
| <u>Digital and Graphic Designer</u>                             | <u>4.3</u> |
| <u>Electrical Inspector</u>                                     | <u>4.3</u> |
| <u>Engineering Technician II</u>                                | <u>4.3</u> |
| <u>Executive Assistant to the City Manager</u>                  | <u>4.3</u> |
| <u>Facilities System Specialist</u>                             | <u>4.3</u> |
| <u>Fleet Technician II</u>                                      | <u>4.3</u> |
| <u>Landscape Architect</u>                                      | <u>4.3</u> |
| <u>Management Analyst</u>                                       | <u>4.3</u> |
| <u>Payroll Specialist</u>                                       | <u>4.3</u> |
| <u>Planner I</u>  | <u>4.3</u> |
| <u>Procurement and Contract Coordinator</u>                     | <u>4.3</u> |
| <u>Public Information Officer</u>                               | <u>4.3</u> |
| <u>Public Safety Intelligence Analyst</u>                       | <u>4.3</u> |
| <u>Records Supervisor</u>                                       | <u>4.3</u> |
| <u>Residential Plans Examiner</u>                               | <u>4.3</u> |

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|---------------------------------|------------|
| <u>Support Services Analyst</u> | <u>4.3</u> |
|---------------------------------|------------|

| <u>Classification</u>                      | <u>Pay Grade 5</u> |
|--|--------------------|
| <u>Adaptive Recreation Coordinator</u>     | <u>5.1</u>         |
| <u>Administrative Support III</u>          | <u>5.1</u>         |
| <u>Crew Supervisor</u>                     | <u>5.1</u>         |
| <u>Development Review Specialist II</u>    | <u>5.1</u>         |
| <u>Diversion Officer</u>                   | <u>5.1</u>         |
| <u>Engineering Project Inspector</u>       | <u>5.1</u>         |
| <u>Engineering Technician I</u>            | <u>5.1</u>         |
| <u>Events Coordinator</u>                  | <u>5.1</u>         |
| <u>Human Resource Coordinator</u>          | <u>5.1</u>         |
| <u>Infrastructure Asset Technician</u>     | <u>5.1</u>         |
| <u>Maintenance Crew Supervisor</u>         | <u>5.1</u>         |
| <u>Nature Education Coordinator</u>        | <u>5.1</u>         |
| <u>Outreach and Engagement Coordinator</u> | <u>5.1</u>         |
| <u>Planning Technician</u>                 | <u>5.1</u>         |
| <u>Quality Control Manager</u>             | <u>5.1</u>         |
| <u>Recreation Operations Supervisor</u>    | <u>5.1</u>         |
| <u>Recreation Program Supervisor</u>       | <u>5.1</u>         |
| <u>Review Services Coordinator</u>         | <u>5.1</u>         |
| <u>Senior Accounting Specialist</u>        | <u>5.1</u>         |
| <u>Theater Supervisor</u>                  | <u>5.1</u>         |
| <u>Accounting Specialist</u>               | <u>5.2</u>         |
| <u>Administrative Support II</u>           | <u>5.2</u>         |
| <u>Assistant Forester</u>                  | <u>5.2</u>         |
| <u>Assistant Horticulturist</u>            | <u>5.2</u>         |
| <u>Auditor</u>                             | <u>5.2</u>         |
| <u>Code Enforcement Officer</u>            | <u>5.2</u>         |
| <u>Court Clerk</u>                         | <u>5.2</u>         |
| <u>Development Review Specialist I</u>     | <u>5.2</u>         |
| <u>Landscape Inspector</u>                 | <u>5.2</u>         |
| <u>Membership Services Coordinator</u>     | <u>5.2</u>         |
| <u>Permit Technician</u>                   | <u>5.2</u>         |
| <u>Police Property Technician</u>          | <u>5.2</u>         |
| <u>Records Technician II</u>               | <u>5.2</u>         |
| <u>Recreation Operations Specialist</u>    | <u>5.2</u>         |
| <u>Recreation Program Coordinator</u>      | <u>5.2</u>         |
| <u>Zoning Inspector</u>                    | <u>5.2</u>         |
| <u>Accounting Assistant</u>                | <u>5.3</u>         |
| <u>Events Assistant</u>                    | <u>5.3</u>         |
| <u>Human Resources Assistant</u>           | <u>5.3</u>         |
| <u>Records Retention Technician</u>        | <u>5.3</u>         |

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|---------------------------------|--------------------|
| <u>Records Technician I</u>     | <u>5.3</u>         |
| <b>Classification</b>           | <b>Pay Grade 6</b> |
| <u>Administrative Support I</u> | <u>6.1</u>         |

- 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:

[illegible][illegible]

| Pay Grade | Market                | Target                |
|-----------|-----------------------|-----------------------|
| 1.1       | \$173,400 - \$208,000 | \$208,000 - \$254,300 |
| 1.2       | \$137,700 - \$165,200 | \$165,200 - \$201,900 |
| 2.1       | \$119,100 - \$142,900 | \$142,900 - \$174,600 |
| 2.2       | \$108,400 - \$130,100 | \$130,100 - \$159,000 |
| 3.1       | \$98,700 - \$118,400  | \$118,400 - \$144,700 |
| 3.2       | \$90,900 - \$109,100  | \$109,100 - \$133,400 |
| 3.3       | \$84,300 - \$101,100  | \$101,100 - \$123,600 |
| 4.1       | \$74,300 - \$89,100   | \$89,100 - \$109,000  |
| 4.2       | \$64,400 - \$77,300   | \$77,300 - \$94,400   |
| 4.3       | \$56,200 - \$67,500   | \$67,500 - \$82,400   |
| 5.1       | \$49,500 - \$59,400   | \$59,400 - \$72,700   |
| 5.2       | \$43,500 - \$52,200   | \$52,200 - \$63,800   |
| 5.3       | \$40,800 - \$49,000   | \$49,000 - \$59,800   |
| 6.1       | \$36,100 - \$43,300   | \$43,300 - \$53,000   |
| 6.2       | \$32,300 - \$38,700   | \$38,700 - \$47,400   |
| 6.3       | \$29,300 - \$35,200   | \$35,200 - \$43,000   |

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- 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.

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| <u>Pay Grade</u> | <u>Premium</u>               |
|------------------|------------------------------|
| <u>1.1</u>       | <u>\$254,300 - \$300,500</u> |
| <u>1.2</u>       | <u>\$201,900 - \$238,600</u> |
| <u>2.1</u>       | <u>\$174,600 - \$206,400</u> |
| <u>2.2</u>       | <u>\$159,000 - \$187,900</u> |
| <u>3.1</u>       | <u>\$144,700 - \$171,000</u> |
| <u>3.2</u>       | <u>\$133,400 - \$157,600</u> |
| <u>3.3</u>       | <u>\$123,600 - \$146,100</u> |
| <u>4.1</u>       | <u>\$109,000 - \$123,800</u> |
| <u>4.2</u>       | <u>\$94,400 - \$107,300</u>  |
| <u>4.3</u>       | <u>\$82,400 - \$93,700</u>   |
| <u>5.1</u>       | <u>\$72,700 - \$82,600</u>   |
| <u>5.2</u>       | <u>\$63,800 - \$72,500</u>   |
| <u>5.3</u>       | <u>\$59,800 - \$68,000</u>   |
| <u>6.1</u>       | <u>\$53,000 - \$57,800</u>   |
| <u>6.2</u>       | <u>\$47,400 - \$51,700</u>   |
| <u>6.3</u>       | <u>\$43,000 - \$46,900</u>   |

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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 their pay range, as described below.

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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 their "target" segment, the employee shall no longer be eligible for pay adjustments unless they are approved for entrance into the "Premium" segment.

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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 or designee, 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 or designee 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 or designee 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 or designee shall determine competitive, equitable compensation rates for Seasonal, Temporary, or other such casual employees of the City.

J. The City Manager or designee 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 the 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 ~~\$500.00~~.
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 or designee.
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

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lieu of a monetary bonus.

6. The employee is not to be informed of the bonus until it is approved by the City Manager or designee.
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  
Juneteenth  
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 take the next regularly scheduled work day off and receive eight (8) hours of holiday pay. If an employee is unable to take the next regularly scheduled work day off they shall receive eight (8) of hours compensatory time or eight (8) hours of holiday pay on the holiday. An employee on Sick Leave the workday before or after the holiday may

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be required to present a doctor's certificate in order to receive credit for the eight (8) hours of holiday pay.

- 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:

| <b>Timeframe Appointed</b>    | <b>Personal Leave Allocation</b> |
|-------------------------------|----------------------------------|
| 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 ~~their~~ 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.

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- 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 ~~their~~ 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,

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must first use Sick Leave accrued with the City of Dublin prior to using their 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.

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- 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 they are 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 their 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, they shall accrue Sick Leave at the rate of .034 hours for each one (1) hour in full pay status during the pay period.

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- 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, (must not be terminated for "just cause"), shall be entitled to convert a portion their 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 requested, which were 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. The number of unused sick leave hours that are converted to cash at this 1/3 rate, under this provision, are considered executed and therefore unavailable for transfer to any other State of Ohio agency or subdivision thereof.

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- 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 their accrued but unused Sick Leave to a cash payment, subject to all of the following conditions:

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1. The employee must have a minimum balance of 80 hours or more after conversion at the end of the payroll calendar year;

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 their responsibility to provide notification to the Department of Finance in the prescribed manner, indicating the number of hours they wish 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.

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- I. If an employee is killed while performing their authorized, assigned job duties, their surviving spouse, or secondarily, their 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.

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## **SECTION 8. BEREAVEMENT LEAVE**

A. All employees serving in Full-Time Permanent positions shall be entitled to three (3) days of Bereavement Leave for each death of a family member. Family member is defined as 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:

| Completed Years of<br>Public Service | Accrued Vacation<br>Hours per Year |
|--------------------------------------|------------------------------------|
| 0 up to 1 Year                       | <u>80</u> 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                          |

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- B. An employee who has prior public service with any type of federal, state government or any political subdivision thereof with the United States, may receive credit for their

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prior service with these employers for the purpose of computing the amount of their vacation leave 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.

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- C. An employee shall not earn their full Vacation Leave accrual in a given pay period unless they are 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, they 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 their 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.

**Deleted:** <#>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.¶

**Deleted:** <#>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. ¶

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- D. Procedures governing the use and approval of vacation leave are contained within Section 33.46 of the Dublin Codified Ordinances.

- E. 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 they were on an approved disability leave, the City Manager or designee may allow such employee to carry over more Vacation Leave than the maximum normally allowable. Such authorization shall be obtained from the City Manager or designee in the advance of any such carry over.

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- F. An employee who separates service, in good standing (must not be terminated for "just cause"), 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:

**Deleted:** Upon separation or termination of employment

1. Employees in the 1.1 – 3.2 pay grades 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, ~~they shall be ineligible for the conversion of any Vacation Leave at the end of the payroll calendar year.~~

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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 ~~their~~ responsibility provide notification to the Department of Finance in the prescribed manner, indicating the number of hours ~~they wish~~ to convert to cash, by the due date established by the City. ~~The cash conversion shall be paid to the employee in the first pay period in the new payroll calendar year.~~

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- G. If a non-exempt employee is ordered to work while on approved vacation leave, ~~they~~ shall be paid the rate of double-time, with a minimum guarantee of four (4) hours pay for each such call in.

**Deleted:** 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.

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- H. Vacation leave may be taken in minimum multiples of one-quarter hour.

- I. The City shall determine the method of crediting vacation leave.

- J. 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:

| <b>Completed, Consecutive Years of Service in Full-Time Permanent Positions with the City of Dublin</b> | <b>Amount</b> |
|---|---------------|
| 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 on the anniversary date of their appointment and must be in an active status on that date. 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, ~~they~~ shall forfeit ~~their~~ entitlement to such pay.

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## **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, ~~\$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).

**Deleted:** \$5,000 – Family Coverage w/o spouse,

- C. 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

**Deleted:** <#> 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. ¶

These premiums can be waived depending on the employee's and spouses, 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.

- D. 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 31<sup>st</sup> of each year, with a minimum coverage level of \$50,000 and a maximum coverage level of \$150,000.00.
- E. 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 (2,080 hours) maximum. Paperwork is required to be submitted within 10 (ten) working days of the qualifying event to be eligible for the short term disability program.

**SECTION 12. TUITION REIMBURSEMENT**

- A. All employees serving in Full-Time Permanent positions shall be eligible to participate in the City's Tuition Reimbursement Program. Under this program, each employee shall be eligible for a maximum of Five Thousand Dollars (\$5,000) in reimbursement per

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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 submit 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 or designee will issue a written decision on the employee's appeal within ten (10) working days of receiving the appeal.

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- 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 or designee 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, they 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, they shall pay 50% of the reimbursement back to the City. Should an employee have a tuition reimbursement payback obligation to the City, such obligation will be recouped by the City pursuant to the terms of a repayment agreement entered into between the City and the employee at the time of application. Any remaining obligations, if any, must be satisfied within one (1) year of the employee separation date. In addition to being indebted to the City of Dublin, which may result in collection

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actions, 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 their 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 (11<sup>th</sup>) 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 or designee shall have the discretion to award such retroactively. 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. 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 or designee, 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.

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### **SECTION 14. OVERTIME/COMPENSATORY TIME**

- A. Non-exempt employees whose normal workweek consists of 40 hours shall be compensated at the rate of time-and-one-half the non-exempt employee's regular hourly rate of pay as per the Fair Labors Standard Act (FLSA).
- B. In accordance with the governing provisions of the FLSA the Director of Human Resources will determine the designation status of each position. All job classification designations of Exempt or Non-Exempt shall be annotated in the job descriptions located in the Division of Human Resources.
- C. Pursuant to the FLSA, 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. 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. 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 their compensatory time bank, they shall be permitted

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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. ¶

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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 their responsibility to provide notification to the Department of Finance in the prescribed manner specifying the number of hours they wish to convert to cash, by the due date established by the City. The cash conversion shall be paid in a lump sum in the employee's regular payroll deposit in the first pay period in the new payroll calendar year. The payroll deposit in which this conversion payment is included shall be taxed at the employee's existing W-4 rate.

- D. 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.
- E. 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.
- F. When a non-exempt full-time permanent employee is required or requested 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 (1½) 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. The work period on the second day off must be separate and distinct from the previous six days and recorded by clocking in 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. When situations arise requiring an employee to clock in on the first regular day off prior to midnight and work crosses over midnight into the second regular day off, the rate of pay shall remain at time-and-one-half (1½) for the first 8 hours of work as this is considered one work period. Any hours worked in excess of 8 hours in this specific situation shall be compensated at the double-time rate.
- G. 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.

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- H. 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 \$~~1.40~~ per hour with the exception of hours in paid status while on approved leave.
- B. For employees regularly assigned to first shift, shift differential shall not apply except when assigned to snow removal operations which runs from the 1<sup>st</sup> 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 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.
- 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.

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#### **SECTION 16. ON DUTY PAY**

All full time non-exempt permanent employees 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 ~~or designee~~. The intent of this status/pay is to ensure responsiveness in the event of an emergency requiring the call in of employees outside of normal work hours. This status shall end when the employee 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**

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