City of Dublin

Office of the City Manager
5555 Perimeter Drive • Dublin, OH 43017-1090
Phone: 614.410.4400 • Fax: 614.410.4490

Memo

To: Members of Dublin City Council

From: Dana L. McDaniel, City Manager

Date: October 19, 2021

Initiated By: Jennifer Miglietti, Director of Human Resources

Re: Ordinance 69-21 – Amending Various Sections of Ordinance 15-17 (Compensation Plan for Non-Union Personnel)

Background

As part of the preparation and review of the 2022 Operating Budget submission, the City Manager and the various Directors identified positions to propose or reclassify for addition to the City's organizational structure. These new positions and reclassifications were advanced to Council for consideration for funding as part of the 2022 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.

Furthermore, the Director of Human Resources reviews the provisions of the various sections of the Non-Union Compensation Plan Ordinance for needed revisions and updates. This review resulted in two recommended revisions including the addition of Juneteenth as a City holiday, and a change to how the City designates exemption status for job descriptions under the Fair Labor Standards Act.

Summary

Attached for your consideration is Ordinance No. 69-21, amending Ordinance No. 15-17 (Non-Union Compensation Plan). Adoption of this ordinance will accomplish the following objectives:

- Update the list of authorized job descriptions to reflect proposed position and organizational changes reflected in the 2022 Operating Budget submission
- Incorporate updates to the list of recognized Holidays in the Compensation Plan
- Ensure the compensation plan is in compliance with current Federal and State law and governmental policies

The following highlights specific changes made to each section of the Compensation Plan 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

Paragraphs A – It is proposed to make changes throughout this section. These include:

1) Under the Office of the City Manager it is proposed that the Deputy City Manager/Chief Finance and Development Officer be removed and recreated under the Deputy City Manager/Chief Finance and Development Officer.

2) Under the Department of the Division of Communication and Public Information, it is proposed to retitle the Multi-Media Communications Specialist (4.2) to the Multi-Media Communications Strategist (4.2).

3) Under the Divisions of Human Resources it is proposed to eliminate the Wellness and Benefits Coordinator (5.1) and the Risk Management Assistant (5.2). Both of these positions will be retitled to Human Resources Coordinators (5.1) in order to increase capacity and enhance cross training.

4) Under the Division of Information Technology, the following is proposed:

    a. Create an Information Security Analyst at a paygrade (4.2).
    b. Create a Systems and Applications Administrator (4.1).
    c. Reclassify and upgrade Information Technology Project Leader (4.1) position to an Information Technology Business Relationships Manager (3.3).
    d. Reclassify and upgrade a Support Services Analyst (4.3) position to a Senior Support Services Analyst (4.2).

5) Under the Deputy City Manager/Chief Operating Officer it is proposed to add a Management Analyst (4.3).

6) Under the Division of Outreach and Engagement it is proposed to reclassify the Volunteer Resources Coordinator from a paygrade (5.2) to paygrade (5.1).

7) Under the Division of Public Service it is proposed to add a Quality Control Manager at paygrade (5.1).

8) Under the Division of Asset Management and Support Services it is proposed to retitle the Engineering Technician 1 (5.1) to Infrastructure Asset Technician (5.1).

9) Under the Division of Engineering it is proposed to remove the Construction Manager at paygrade (4.1).

10) Under the Division of Transportation and Mobility it is proposed this be removed from the Departments and Divisions Reporting to the Deputy City Manager/Chief Operating Officer and be placed under the Departments and Divisions Reporting to the Deputy City Manager/Chief Finance and Development Officer.

11) Under the Departments and Divisions Reporting to the Deputy City Manager/Chief Finance and Development Officer it is proposed to add the Deputy City Manager/Chief Finance and Development Officer at a paygrade (1.2) and a Management Analyst at a paygrade (4.3)

12) Under the Division of Transportation and Mobility in the Departments and Divisions Reporting to the Deputy City Manager/Chief Finance and Development Officer it is proposed to add a Planner II at a paygrade (4.2).
13) Under the Police Department, the following is proposed:

    a. Retitle the Police Lieutenant to Deputy Chief of Police and maintain the same pay grade of a (3.1).
    b. Create a Forensics Intelligence Support Analyst at pay grade (4.3).

Section 5. HOLIDAYS

Paragraph A. - It is proposed to add the 19th of June, otherwise known as "Juneteenth", as an additional annually recognized official holiday by the City in commemoration of the emancipation of African-American slaves. This is in keeping with the June 17, 2021 bill President Joe Biden signed into law establishing Juneteenth as an officially recognized federal holiday. Governor DeWine immediately followed suit and also established Juneteenth as an official State of Ohio holiday.

Section 14. OVERTIME/COMPENSATORY TIME

Paragraph C. – It is proposed to remove the charts listing the Exempt and Non-Exempt Positions. The designation status is determined by the Director of Human Resources and is annotated in the job description for each position which are located in the Division of Human Resources.

Staff Recommendation:

Staff recommends adoption of Ordinance 69-21, Amending Ordinance 15-17, as previously amended, at the second reading/public hearing on November 8, 2021. It is further recommended that the competitive process be waived in order 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 69-21.

Ordinance No. 69-21 *Passed* _____, 20____

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 has determined it to be appropriate to recognize June 19th, otherwise known as "Juneteenth", as a City working holiday commemorating the emancipation of African-American slaves in a similar fashion to the recognition signed into law by both the President of the United States and the Governor of Ohio; 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., Office of the City Manager, of Ordinance No. 15-17 be amended by removing the Deputy City Manager/Chief Finance and Development Officer as follows:

OFFICE OF THE CITY MANAGER

Classification	Pay Grade
~~Deputy City Manager/Chief Finance and Development Officer~~	~~1.2~~

Section 2. That Section 2 (Wage & Salary Structure/Administration), paragraph A., Division of Communication and Public Information of Ordinance No. 15-17 be amended by changing the title of the Multi-Media Communications Specialist to Multi-Media Communications Strategist as follows:

Division of Communications and Public Information

Classification	Pay Grade
Multi-Media Communications ~~Specialist~~ Strategist	4.2

Section 3. That Section 2 (Wage & Salary Structure/Administration), paragraph A., of Ordinance No. 15-17 Division of Human Resources be amended by removing the Wellness and Benefits Coordinator at pay grade (5.1) and the Risk Management Assistant at pay grade (5.2) as follows:

Division of Human Resources

Classification	Pay Grade
~~Wellness and Benefits Coordinator~~	~~5.1~~
~~Risk Management Assistant~~	~~5.2~~

Section 4. That Section 2 (Wage & Salary Structure/Administration), paragraph A., of Ordinance No. 15-17 Division of Information Technology be amended by adding the positons of Information Security Analyst at pay grade (4.2), the Systems and Applications Administrator at pay grade (4.1), the Information Technology Business Relationship Manager at pay grade (3.3), and the Senior Support Services Analyst at pay grade (4.2) as follows:

Division of Information Technology

Classification	Pay Grade
Information Security Analyst	4.2
Systems and Applications Administrator	4.1
Information Technology Business Relationship Manager	3.3
Senior Support Services Analyst	4.2

Section 5. That Section 2 (Wage & Salary Structure/Administration), paragraph A., of Ordinance No. 15-17 Deputy City Manager/Chief Operating Officer be amended by adding the Management Analyst at pay grade (4.3) as follows:

DEPUTY CITY MANAGER/CHIEF OPERATING OFFICER

Classification	Pay Grade
Management Analyst	4.3

Section 6. That Section 2 (Wage & Salary Structure/Administration), paragraph A., of Ordinance No. 15-17 Division of Outreach and Engagement be amended by upgrading the Volunteer Resources Coordinator at pay grade (5.2) to pay grade (5.1) as follows:

Division of Outreach and Engagement

Classification	Pay Grade
Volunteer Resources Coordinator	5.1 ~~5.2~~

Section 7. That Section 2 (Wage & Salary Structure/Administration), paragraph A., of Ordinance No. 15-17 Division of Public Service be amended by adding the position of Quality Control Manager at pay grade (5.1) as follows:

Division of Public Service

Classification	Pay Grade
Quality Control Manager	5.1

Section 8. That Section 2 (Wage & Salary Structure/Administration), paragraph A., of Ordinance No. 15-17 Division of Asset Management and Support Services be amended by retitling the position of Engineering Technician 1 at pay grade (5.1) to Infrastructure Asset Technician (5.1) as follows:

Classification	Pay Grade
~~Engineering Technician 1~~	~~5.1~~
Infrastructure Asset Technician	5.1

Section 9. That Section 2 (Wage & Salary Structure/Administration), paragraph A, of Ordinance No. 15-17 Division of Engineering be amended by removing the position of Construction Manager at pay grade (4.1) as follows:

Division of Engineering

Classification	Pay Grade
~~Construction Manager~~	~~4.1~~

Section 10. That Section 2 (Wage & Salary Structure/Administration), paragraph A., of Ordinance No. 15-17 Division of Transportation and Mobility be deleted under the Divisions Reporting to the Deputy City Manager/Chief Operating Officer as follows:

~~**Division of Transportation and Mobility**~~

~~Classification~~	~~Pay Grade~~
~~Director of Transportation and Mobility~~	~~3.1~~
~~Deputy Director~~	~~3.2~~
~~Civil Engineer II~~	~~4.1~~
~~Maintenance Crew Supervisor~~	~~5.1~~

Section 11. That Section 2 (Wage & Salary Structure/Administration), paragraph A., of Ordinance No. 15-17 be amended by adding the Deputy City Manager/Chief Finance and Development Officer at pay grade (1.2) and Management Analyst at pay grade (4.3) as follows:

DEPARTMENTS AND DIVISIONS REPORTING TO DEPUTY CITY MANAGER/CHIEF FINANCE AND DEVELOPMENT OFFICER

DEPUTY CITY MANAGER/CHIEF FINANCE AND DEVELOPMENT OFFICER

Classification	Pay Grade
Deputy City Manager / Chief Finance and Development Officer	1.2
Management Analyst	4.3

Section 12. That Section 2 (Wage & Salary Structure/Administration), paragraph A., of Ordinance No. 15-17 be amended by adding the Division of Transportation and Mobility as a Department And Division Reporting To The Deputy City Manager/Chief Finance And Development Officer and by adding the Director of Transportation and Mobility as pay

grade (3.1), Deputy Director at pay grade (3.2), Civil Engineer II at pay grade (4.1), Planner II (4.2) and Maintenance Crew Supervisor at pay grade (5.1) as follows:

Division of Transportation and Mobility

Classification	Pay Grade
Director of Transportation and Mobility	3.1
Deputy Director	3.2
Civil Engineer II	4.1
Planner II	4.2
Maintenance Crew Supervisor	5.1

Section 13. That Section 2 (Wage & Salary Structure/Administration), paragraph A., of Ordinance No. 15-17 Police Department be amended by reclassifying the Deputy Chief of Police from pay grade (2.2) to pay grade (3.1), deleting Police Lieutenant (3.1) and adding the Forensic Intelligence Support Analyst at a pay grade (4.3) as follows:

Police Department

Classification	Pay Grade
Deputy Chief of Police	3.1 ~~2.2~~
~~Police Lieutenant~~	~~3.1~~
Forensic Intelligence Support Analyst	4.3

Section 14. That Section 5 (Holidays), paragraph A., be amended by adding Juneteenth as an observed holiday as follows:

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

Section 15. That Section 14 (Overtime/Compensatory Time), paragraph C. be amended as follows:

~~A.~~ In accordance with the governing provisions of the Fair Labor Standards Act (F.L.S.A.), the Director of Human Resources will determine the designation status of each position. All ~~the following~~ job classification ~~have been designated as~~ designations of Exempt or Non-Exempt shall be annotated in the job descriptions located in the Division of Human Resources. ~~under one of the following exemption categories, and the employees serving in these classifications do not received overtime compensation or formal compensatory time:~~

~~**EXEMPT POSITIONS**~~

~~Executive~~	~~Administrative~~

~~City Manager~~ ~~Deputy City Manager/Chief Operating Officer~~ ~~Deputy City Manager/Chief Finance and Development Officer~~ ~~Assistant City Manager / Chief Strategy and Innovation Officer~~ ~~Chief Information Officer~~ ~~Chief of Police~~ ~~Clerk of Council/Director of Legislative Affairs~~ ~~Deputy Chief of Police~~ ~~Deputy Director of Finance~~ ~~Deputy Director, Engineering~~ ~~Deputy Director, Transportation and Mobility~~ ~~Director of Asset Management & Support Services~~ ~~Director of Building Standards~~ ~~Director of Communications and Public Information~~ ~~Director of Community Events~~ ~~Director of Court Services~~ ~~Director of Economic Development~~ ~~Director of Engineering~~ ~~Director of Facilities and Fleet Management~~ ~~Director of Finance~~ ~~Director of Human Resources~~ ~~Director of Information Technology~~ ~~Director of Outreach and Engagement~~ ~~Director of Parks and Recreation~~ ~~Director of Performance Analytics~~ ~~Director of Planning~~ ~~Director of Public Service~~ ~~Director of Recreation Services~~ ~~Director of Taxation~~ ~~Director of Transportation and Mobility~~ ~~Tech Service Bureau Commander~~	~~Accreditation Manager~~ ~~Accountant~~ ~~Adaptive Recreation Coordinator~~ ~~Budget Manager~~ ~~Benefits Administrator~~ ~~City Forester~~ ~~City Horticulturist~~ ~~Chief Accountant~~ ~~Clerk of Council~~ ~~Code Enforcement Supervisor~~ ~~Communications Manager~~ ~~Digital and Brand Manager~~ ~~Digital and Graphic Designer~~ ~~Economic Development Administrator~~ ~~Emergency Mgt. Coord./Law Enf. Planner~~ ~~Engineering Manager~~ ~~Event Administrator~~ ~~Event Coordinator~~ ~~Financial Analyst~~ ~~Fleet Manager~~ ~~Government and International Relations Manager~~ ~~Human Resource Manager~~ ~~Human Resource Business Partner~~ ~~Human Resource Coordinator~~ ~~Landscape Architect Manager~~ ~~Management Analyst~~ ~~Membership Services Coordinator~~ ~~Multi-Media Communications Specialist~~ ~~Nature Education Coordinator~~ ~~Operations Administrator~~ ~~Operations Manager~~ ~~Payroll Specialist~~ ~~Planner I~~ ~~Planner II~~ ~~Planning Manager~~ ~~Public Information Officer~~ ~~Public Affairs Officer~~ ~~Recreation Operations Supervisor~~ ~~Recreation Program Coordinator~~ ~~Recreation Program Supervisor~~ ~~Recreation Services Administrator~~ ~~Safety Administrator/Risk Manager~~ ~~Senior Data Analyst~~ ~~Senior Economic Development Administrator~~ ~~Senior Planner~~ ~~Senior Public Information Officer~~ ~~Tax Manager~~ ~~Theater Supervisor~~ ~~Talent Development and Training Manager~~ ~~Tax Manager~~ ~~Volunteer Resources Coordinator~~

~~In accordance with the governing provisions of the Fair Labor Standards Act (F.L.S.A.), the following job classifications have been designated as Non-Exempt and the employees serving in these classifications are entitled to overtime compensation or formal compensatory time:~~

~~Accounting Assistant~~ ~~Accounting Specialist~~ ~~Corporate Tax Auditor~~ ~~Accounting Specialist – Tax~~	~~Facilities Systems Specialist~~ ~~Fleet Technician II~~ ~~Landscape Architect~~ ~~Permit Technician~~

~~Administrative Support I~~
~~Administrative Support II~~
~~Administrative Support III~~
~~Assistant Forester~~
~~Assistant Horticulturist~~
~~Auditor~~
~~Building Inspector~~
~~Code Enforcement Officer~~
~~Communications Supervisor~~
~~Contract and Procurement Coordinator~~
~~Court Clerk~~
~~Court Liaison~~
~~Crew Supervisor~~
~~Data Analyst~~
~~Deputy Clerk of Council~~
~~Development Review Specialist I~~
~~Development Specialist II~~
~~Diversion Officer~~
~~Electrical Inspector~~
~~Electrical Worker~~
~~Engineering Technician I~~
~~Engineering Technician II~~
~~Engineering Project Inspector~~
~~Events Assistant~~
~~Executive Assistant to the City Manager~~
~~Planning Technician~~
~~Police Property Technician~~
~~Quality Control Manager~~
~~Records Retention Technician~~
~~Records Supervisor~~
~~Records Technician II~~
~~Records Technician I~~
~~Recreation Operations Specialist~~
~~Residential Plans Examiner~~
~~Review Services Coordinator~~
~~Risk Management Assistant~~
~~Senior Accounting Specialist~~
~~Senior Building Inspector~~
~~Support Services Analyst~~
~~Zoning Inspector~~

Section 16. 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 17. That this Ordinance shall be effective on January 1, 2022.

Passed this _____ day of _____, 2021.

_____
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 AND 69-21.)

Deleted: ¶
¶

Deleted: AND

SECTION 1. SCOPE OF PLAN

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

SECTION 2. WAGE & SALARY STRUCTURE/ADMINISTRATION

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

CITY COUNCIL

Division of Legislative Affairs

Classification	Pay Grade
Clerk of Council/Director of Legislative Affairs	3.2
Deputy Clerk of Council	4.2
Assistant Clerk of Council	4.3

Deleted: ¶
¶
¶
¶
¶

OFFICE OF THE CITY MANAGER

Classification	Pay Grade
City Manager	1.1

Deleted: Deputy City Manager/Chief Finance and Development Officer

Deleted: 1.2

Assistant City Manager/Chief Strategy and Innovation Officer	2.1
Chief Information Officer	2.1
Management Analyst	4.3

Division of Communications and Public Information

Classification	Pay Grade
Director of Communications and Public Information	3.1
Digital and Brand Manager	4.1
Public Affairs Officer	4.1
Senior Public Information Officer	4.2
Multi-Media Communications Strategist	4.2
Digital and Graphic Designer	4.3
Public Information Officer	4.3

Deleted: Specialist

DIVISIONS REPORTING TO THE ASSISTANT CITY MANAGER/ CHIEF STRATEGY AND INNOVATION OFFICER

Division of Court Services

Classification	Pay Grade
Director of Court Services	3.2
Diversion Officer	5.1
Court Clerk	5.2
Records Retention Technician	5.3

Division of Human Resources

Classification	Pay Grade
Director of Human Resources	3.1
Human Resource Manager	3.3
Safety Administrator/Risk Manager	4.1
Benefits Administrator	4.1
Talent Development and Training Manager	4.1
Human Resource Business Partner	4.2
Human Resource Coordinator	5.1
Human Resource Assistant	5.3

Deleted: Wellness and Benefits Coordinator

Deleted: 5.1

Deleted: Risk Management Assistant

Deleted: 5.2

Division of Information Technology

Classification	Pay Grade
Director of Information Technology	3.1
Network Operations Manager	3.3
Information Security Administrator	3.3
Information Security Analyst	4.2
Systems and Applications Administrator	4.1
Information Technology Business Relationship Manager	3.3
Information Technology Project Leader	4.1
Network Engineer	4.1
Network Administrator	4.2
Senior Support Services Analyst	4.2
Support Services Analyst	4.3

Division of Performance Analytics

Classification	Pay Grade
Director of Performance Analytics	3.1
Data Manager	3.3
Senior Data Analyst	4.1
Data Analyst	4.3

DEPUTY CITY MANAGER/CHIEF OPERATING OFFICER

Classification	Pay Grade
Deputy City Manager / Chief Operating Officer	1.2
Director of Parks and Recreation	2.1
Landscape Architect Manager	3.3
Landscape Architect	4.3
Management Analyst	4.3
Maintenance Crew Supervisor	5.1

DIVISIONS REPORTING TO THE DIRECTOR OF PARKS AND RECREATION

Division of Recreation Services

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

Division of Community Events

Classification	Pay Grade
Director of Community Events	3.2
Events Administrator	4.2
Events Coordinator	5.2
Events Assistant	5.3

Division of Outreach and Engagement

Classification	Pay Grade
Director of Outreach and Engagement	3.2
Volunteer Resources Coordinator	5.1
Nature Education Coordinator	5.1

Deleted: 5.2

DIVISIONS REPORTING TO THE DEPUTY CITY MANAGER/CHIEF OPERATING OFFICER

Division of Public Service

Classification	Pay Grade
Director of Public Service	3.2
Operations Administrator	4.2
City Horticulturist	4.3
City Forester	4.3
Maintenance Crew Supervisor	5.1
Quality Control Manager	5.1
Assistant Horticulturist	5.2
Assistant Forester	5.2

Division of Asset Management and Support Services

Classification	Pay Grade
Director of Asset Management and Support Services	3.2
Contract and Procurement Coordinator	4.3
Infrastructure Asset Technician	5.1
Crew Supervisor	5.1
Management Analyst	5.1

Deleted: Engineering Technician I

Deleted: 5.1

Division of Engineering

Classification	Pay Grade
Director of Engineering	3.1
Deputy Director	3.2
Senior Civil Engineer	3.3
Civil Engineer II	4.1
Operations Administrator	4.2
Engineering Technician II	4.3
Civil Engineer I	4.3
Engineering Technician I	5.1
Engineering Project Inspector	5.1

Deleted: Construction Manager

Deleted: 4.1

Moved down [1]: Division of Transportation and Mobility¶
Classification

Division of Facilities and Fleet Management

Classification	Pay Grade
Director of Facilities and Fleet Management	3.2
Fleet Manager	4.1
Operations Administrator	4.2
Fleet Technician II	4.3
Facilities System Specialist	4.3

Maintenance Crew Supervisor	5.1
Quality Control Manager	5.1

DEPARTMENT OF FINANCE
Finance / Accounting / Tax

Classification	Pay Grade
Director of Finance	2.1
Director of Taxation	3.2
Deputy Director of Finance	3.2
Budget Manager	3.3
Chief Accountant	3.3
Tax Manager	3.3
Financial Analyst	4.2
Accountant	4.3
Payroll Specialist	4.3
Corporate Tax Auditor	4.3
Senior Accounting Specialist	5.1
Accounting Specialist	5.2
Accounting Specialist-Tax	5.2
Auditor	5.2
Accounting Assistant	5.3

DEPARTMENTS AND DIVISIONS REPORTING TO DEPUTY CITY MANAGER/CHIEF FINANCE AND DEVELOPMENT OFFICER

DEPUTY CITY MANAGER/CHIEF FINANCE AND DEVELOPMENT OFFICER

Classification	Pay Grade
Deputy City Manager / Chief Finance and Development Officer	1.2
Management Analyst	4.3

Division of Economic Development

Classification	Pay Grade
Director of Economic Development	3.1
Senior Economic Development Administrator	4.1
Economic Development Administrator	4.2

Division of Building Standards

Classification	Pay Grade
Director of Building Standards	3.2
Commercial Plans Examiner	4.1
Senior Building Inspector	4.2
Building Inspector	4.3
Electrical Inspector	4.3
Residential Plans Examiner	4.3
Development Review Specialist II	5.1
Review Services Coordinator	5.1
Development Review Specialist I	5.2
Permit Technician	5.2

Division of Planning

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

Division of Transportation and Mobility

Moved (insertion) [1]

Classification	Pay Grade
Director of Transportation and Mobility	3.1
Deputy Director	3.2
Civil Engineer II	4.1
Planner II	4.2
Maintenance Crew Supervisor	5.1

POLICE DEPARTMENT

Classification	Pay Grade
Chief of Police	2.1
Deputy Chief of Police	3.1
Technical Services Bureau Commander	3.1
Operations Manager	3.3
Communications Manager	4.1
Accreditation Manager	4.1
Emergency Management Coordinator/Law Enforcement Planner	4.2
Communications Supervisor	4.2
Forensic Intelligence Support Analyst	4.3
Records Supervisor	4.3
Police Property Technician	5.2
Records Technician II	5.2
Records Technician I	5.3

Deleted: 2.2

Deleted: Police Lieutenant

Deleted: 3.1

ADMINISTRATIVE SUPPORT STAFF

(Authorized throughout City in accordance with Annual Operating Budget)

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

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

Pay Grade Table

Pay Grade	Market			Target		
1.1	$141,200	-	$169,500	$169,500	-	$207,100
1.2	$125,900	-	$151,100	$151,100	-	$184,600
2.1	$110,600	-	$132,700	$132,700	-	$162,100
2.2	$101,000	-	$121,200	$121,200	-	$148,100
3.1	$ 91,400	-	$109,700	$109,700	-	$134,100
3.2	$ 84,200	-	$101,000	$101,000	-	$123,400
3.3	$ 78,100	-	$ 93,700	$ 93,700	-	$114,500
4.1	$ 70,400	-	$ 84,400	$ 84,400	-	$103,200
4.2	$ 61,200	-	$ 73,400	$ 73,400	-	$ 89,800
4.3	$ 53,600	-	$ 64,400	$ 64,400	-	$ 78,700
5.1	$ 47,500	-	$ 57,000	$ 57,000	-	$ 69,600
5.2	$ 41,900	-	$ 50,200	$ 50,200	-	$ 61,400
5.3	$ 37,700	-	$ 45,200	$ 45,200	-	$ 55,200
6.1	$ 33,700	-	$ 40,400	$ 40,400	-	$ 49,400
6.2	$ 30,500	-	$ 36,600	$ 36,600	-	$ 44,800
6.3	$ 28,100	-	$ 33,800	$ 33,800	-	$ 41,300

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.

Pay Grade	Premium		
1.1	$207,100	-	$244,800
1.2	$184,600	-	$218,200
2.1	$162,100	-	$191,600
2.2	$148,100	-	$175,050
3.1	$134,100	-	$158,500
3.2	$123,400	-	$145,900
3.3	$114,500	-	$135,300
4.1	$103,200	-	$117,300
4.2	$ 89,800	-	$102,000
4.3	$ 78,700	-	$ 89,400
5.1	$ 69,600	-	$ 79,100
5.2	$ 61,400	-	$ 69,800
5.3	$ 55,200	-	$ 62,800
6.1	$ 49,400	-	$ 53,900
6.2	$ 44,800	-	$ 48,800
6.3	$ 41,300	-	$ 45,000

D. The City Manager shall have the authority to approve pay adjustments within the pay ranges established in this ordinance. These pay adjustments shall be based on the employee's performance, conduct, and position in his/her pay range, as described below.

1. Employees in the "market" segment of their pay range, whose performance meets the City's standards and who consistently demonstrate the core values of the organization, shall be eligible for larger and, if warranted by performance, more frequent pay adjustments to move them into the "target" segment of their ranges within a reasonable period of time.

2. Employees in the "target" segment of their pay ranges shall be eligible for normal adjustments to remain competitive with the local job market, provided their performance meets the City's standards and they consistently demonstrate the core values of the City. Once an employee reaches the maximum of his/her "target" segment, the employee shall no longer be eligible for pay adjustments unless he/she is approved for entrance into the "Premium" segment.

3. Employees who are approved for entrance into the "premium" segment of their pay range will be eligible for normal pay adjustments, provided they continue to meet defined criteria, continue to demonstrate a premium/value added

contribution, and continue to demonstrate the core values of the organization. Gaining access to the "Premium" segment of the pay range shall be a very rare occurrence and only a small percentage of the workforce shall be approved for entrance into the "Premium" segment. Gaining access to the "premium" segment shall require the approval of the City Manager, which shall be based on substantial justification.

E. All pay adjustments within the existing or new wage & salary structure shall be subject to the funding levels authorized by Council within the adopted Annual Operating Budget and Appropriations.

F. In the case of new appointments, a starting rate of compensation within the "market" or "target" segments of the range structure in Section 2, paragraph B shall be determined by the Director of Human Resources in consultation with the hiring manager or director and shall be based on the relative qualifications, expertise, skills, or capabilities of the successful candidate and the existing market conditions. A starting rate of compensation within the "premium" segment in the range structure shall require the approval of the City Manager and shall be based on unique, special, or exceptional qualifications, expertise, knowledge, skill, or capabilities of the successful candidate and on existing market conditions.

G. The listing of positions and classifications in Section 2, paragraph A and the pay ranges established in Section 2, paragraph B. shall be reviewed on a biennial basis by the Director of Human Resources and the Director of Finance and any adjustment deemed necessary shall be proposed by the City Manager to Council in the form of an amendment to this ordinance. If adopted by Council, these pay ranges shall become effective with this ordinance or any subsequent ordinance amending this ordinance.

H. Section 2, paragraphs A and B of this ordinance shall be amended as often as appropriate to include new job classifications, pay grades, and pay ranges.

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

J. The City Manager is hereby authorized to establish "Job Families" where appropriate for the job classifications listed in Section 2, paragraph A.

SECTION 3. MAYOR, VICE MAYOR, COUNCIL MEMBER COMPENSATION

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

Council Member	Vice Mayor	Mayor
$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 $250.00.

4. Bonuses may be awarded upon written request of the employee's supervisor, division director or department director, detailing the employee's achievement and recommending a bonus amount. The bonus shall not be awarded unless approved by the department director and the City Manager.

5. In the event the division director and department director believe that time off with pay would be a more effective reward for excellence under this program, and the time off will not negatively affect the operation of the division, the employee may be awarded up to eight (8) hours of paid leave in lieu of a monetary bonus.

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

7. To be eligible for a bonus, the employee must demonstrate a clearly exceptional level of effort and achieve an outcome that is superior.

8. The department director must validate that enough funds remain in the department's payroll budget to support the awarding of a bonus.

SECTION 5. HOLIDAYS

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

New Year's Day
Dr. Martin Luther King, Jr. Day
President's Day
Memorial Day
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. 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.

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

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

F. Should the Federal or State government designate a specific date or day of the week for observation of one of the above listed holidays, the City will generally follow that designation. For employees assigned to a Monday through Friday work schedule

(Saturday and Sunday off), when a holiday falls on a Saturday, the Friday immediately before the holiday shall be the observed day; should the holiday fall on a Sunday, the Monday immediately following the holiday shall be the observed day. For employees assigned to other than a Monday through Friday work schedule (Saturday and Sunday off), the holiday shall be celebrated on the calendar day on which the holiday actually falls.

SECTION 6. PERSONAL LEAVE

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

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

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

B. In the event that an employee is not in full pay status at the time Personal Leave is normally allocated to each employee, yet returns to full pay status at some point thereafter, the amount of that employee's Personal Leave allocation shall be pro-rated. (An employee on an approved disability leave receiving 70% of his/her normal wages/salary shall be regarded as being in full-pay status and would, therefore, receive the full Personal Leave allocation.) For every pay period the employee has been in less than full pay status, 1.54 hours of Personal Leave shall be deducted from the normal 40-hour annual allocation.

C. In the event that an employee is laid off from City service, said employee shall be compensated for all unused personnel leave at the rate of pay in effect at the time of layoff. For any other form of separation, no compensation will be provided to the employee for unused personal leave.

D. Personal Leave shall not be used to artificially extend the separation date of an employee who has resigned from employment with the City. The effective date of the

employee's resignation from employment shall be the same as the employee's last day worked.

E. Effective the first pay period in each payroll calendar year, all existing employees serving in Part-Time Permanent positions shall receive an amount of Personal Leave equal to the average number of hours worked per week in the previous 12 months. For example, if the employee averages 30 hours per week in the previous 12 months, then they shall receive 30 hours of Personal Leave. Employees who do not have a full 12 months of employment with the city, shall receive 16 hours of Personal Leave. However, new employees appointed during the year shall receive a pro-rated allocation of Personal Leave in accordance with the following schedule on their effective date of hire:

Timeframe Appointed	Personal Leave Allocation
January 1 through June 30	16 Hours (2 days)
June 30 through November 30	8 Hours (1 day)
December 1 or later	None

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

SECTION 7. SICK LEAVE

A. All employees serving in Full-Time Permanent positions shall be entitled to Sick Leave with pay for those reasons listed in Section 33.47 of the Dublin Codified Ordinances.

B. Any employee of the City, other than an elective officer, who has an accrued but unused Sick Leave balance from the State of Ohio or any political subdivision of the State of Ohio, and who is eligible to earn Sick Leave with the City of Dublin, shall be entitled to have this accrued but unused Sick Leave balance from these employers transferred for use with the City of Dublin, provided that said employee is hired by the City of Dublin within ten (10) years after his/her date of resignation/separation from any of these past employers with the State or any political subdivision thereof. New employees hired on or after January 1, 2007, whose Sick Leave is transferred from another public employer, must first use Sick Leave accrued with the City of Dublin prior to using his/her transferred balance. In addition, after January 1, 2007, any newly hired employee's transferred Sick Leave, to include that previously accrued during former employment with the City of Dublin, shall not be eligible for conversion to a cash payment either on an annual basis or upon separation.

C. For employees serving in Full-Time Permanent positions, Sick leave shall accrue at the rate of 2.77 hours per pay period (9 days/72 hours per year). An employee shall not earn the full Sick Leave accrual in a given pay period unless he/she is in full pay status for the entire pay period (i.e. on duty or on approved leave with pay). (An employee on an approved disability leave receiving 70% of his/her normal wages/salary shall be regarded as being in full-pay status and would, therefore, receive the full Sick Leave accrual.) In the event an employee is not in full pay status for an entire pay period,

he/she shall accrue Sick Leave at the rate of .034 hours for each one (1) hour in full pay status during the pay period.

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

E. If any employee fails to submit adequate proof of illness, injury, or death in the immediate family when requested by the City under the provisions of Section 33.47 of the Dublin Codified Ordinances; or in the event that such proof is submitted but does not provide satisfactory evidence, such leave shall be considered unauthorized leave and shall be without pay.

F. An employee who separates service, in good standing (employee's separation must not be for "just cause"), shall be entitled to convert a portion of his/her unused Sick Leave balance to a cash payment at time of separation. The rate of pay for such accrued unused Sick Leave shall be the employee's standard hourly rate of pay at separation multiplied by one-third (1/3) of the total number of accrued unused Sick Leave hours 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.

G. Sick leave shall accrue without limitation.

H. At the end of each payroll calendar year, an employee may choose to convert a portion of his/her accrued but unused Sick Leave to a cash payment, subject to all of the following conditions:

1. The employee must have 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 his/her responsibility to provide notification to the Department of Finance in the prescribed manner, indicating the number of hours he/she wishes to convert to cash, by the due date established by the City . The cash conversion shall then be paid to the employee in the first pay period in the new payroll calendar year. If the employee's employment is terminated for any

reason prior to the first pay period in the new calendar year, this provision shall not apply and the employee shall be subject to the provision of Section 7. F., above.

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

SECTION 8. BEREAVEMENT LEAVE

A. All employees serving in Full-Time Permanent positions shall be entitled to three (3) days of Bereavement Leave for 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 Public Service	Accrued Vacation Hours per Year
0 up to 1 Year	40 Hours
1 up to 4 Years	108 Hours
4 up to 9 Years	142 Hours
9 up to 15 Years	182 Hours
15 up to 20 Years	208 Hours
20 Years or more	246 Hours

B. An employee who has prior public service with any state government or any political subdivision thereof, may receive credit for his/her prior service with these employers for the purpose of computing the amount of his/her vacation leave with the City of Dublin, if the nature of said service is relevant to the nature of his/her service with the City of Dublin. The employee must notify the City within 30 days of hire and provide documented proof of prior public service within 90 days of hire with the City of Dublin.

C. A new employee of the City with less than one (1) year of prior public service as identified under Section 8 B above, shall not, within the first six (6) months of his/her employment with the City, use vacation leave and, during the remaining six (6) of his/her first year of employment, said employee shall be entitled to use up to a maximum of 40 hours of vacation leave.

D. A new employee of the City with more than one (1) year of prior public service as identified under Section 8 B above, shall be entitled to use vacation leave after the mid-point of his/her probationary period.

E. An employee shall not earn his/her full Vacation Leave accrual in a given pay period unless he/she is in full pay status (i.e. on duty or on approved leave with pay) in the entire pay period. In addition, an employee on approved disability leave shall not accrue Vacation Leave for the duration of such leave. In the event an employee is not in full pay status during the entire pay period, he/she shall accrue Vacation Leave on a pro-rated basis taking into account the number of hours in full pay status during the pay period and his/her rate of accrual at that given time. The formula for pro-rating the employee's accrual under such circumstances shall be the number of hours in full pay status multiplied by the converted hourly accrual rate.

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

G. An employee with fewer than 11 completed years of public service may automatically carry over, from one payroll calendar year to another, a maximum of 160 hours of unused Vacation Leave. An employee with 11 through 19 years of completed public service may automatically carry over 200 hours of unused Vacation Leave from one payroll calendar year to another. An employee with 20 or more years of completed public service may automatically carry over 240 hours of unused Vacation Leave from one payroll calendar year to another. In the event that an employee is precluded from using Vacation Leave because he/she was on an approved disability leave, the City Manager may allow such employee to carry over more Vacation Leave than the maximum normally allowable. Such authorization shall be obtained from the City Manager in the advance of any such carry over.

H. Upon separation or termination of employment, layoff, or death of the employee, unused Vacation Leave shall be converted to a cash payment at the rate of 100%. In addition, the conversion of Vacation Leave is permitted on an annual basis in accordance with the following terms and conditions:

1. Employees at the Executive level, as identified in Section 14 C of this ordinance under the "Executive" heading, shall be permitted to convert a maximum of 160 hours of unused Vacation Leave to cash at the end of each payroll calendar year. The calculation for the conversion of Vacation Leave under these circumstances shall be the Director's calculated hourly rate of pay multiplied by the number of hours to be converted.

2. Employees below the Executive level shall be permitted to convert a maximum of 40 hours of their unused Vacation Leave at the end of the payroll calendar year if the employee has 11 or more years of completed public service and has a minimum Vacation Leave balance of 120 hours at the end of the payroll calendar year. The calculation for the conversion of Vacation Leave under these

circumstances shall be the employee's normal hourly rate of pay multiplied by the number of hours to be converted.

3. Should an employee, other than those at the Executive Level, fail to use a minimum of 40 hours of Vacation Leave prior to the end of the payroll calendar year, he/she shall be ineligible for the conversion of any Vacation Leave at the end of the payroll calendar year.

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

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

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

K. The City shall determine the method of crediting vacation leave.

L. Vacation leave shall not be used to artificially extend the separation date of an employee who has resigned from employment with the City. The effective date of the employee's resignation shall be the same as the employee's last day worked.

SECTION 10. LONGEVITY PAY

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

Completed, Consecutive Years of Service in Full-Time Permanent Positions with the City of Dublin	Amount
Four (4) through Six (6) Years	$950
Seven (7) through Ten (10) Years	$1,150
Eleven (11) through Fourteen (14) Years	$1,450
Fifteen (15) through Nineteen (19) Years	$1,700
Twenty (20) or More Years	$1,900

B. Employees shall become eligible for their longevity payment 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, he/she shall forfeit his/her entitlement to such pay.

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

A. The City shall make available group medical, prescription drug, dental, and vision benefits to all employees serving in Full-Time Permanent positions and their dependents and to all Council Members and dependents in accordance with the City's Plan Documents. These benefits are described in full detail in the City's Summary Plan Documents and are made available subject to the plan design and required deductibles, co-payments, co-insurance, and annual out-of-pocket maximums, etc. identified in the Summary Plan Documents.

B. The City will provide health insurance coverage to Employees through a high deductible, health savings account (HSA). For employees and covered spouses (if applicable) enrolled in and meeting the requirements the City's health management program ("Healthy by Choice Plus"), the City will make annual contributions to each participating employee's health savings account based on the coverage level (single or family) and participation in the City's Healthy by Choice (HBC) Plus program. The benefit plan provides participation-based and results-based wellness incentives to help offset the employee deductible amounts under this plan design ($2,500 – single coverage, $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.

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

Single Coverage: $1,875
Family Coverage w/o Spouse: $3,750
Family Coverage w/Spouse: $3,750

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

Single Coverage: $1,875
Family Coverage w/o spouse $1,875
Family Coverage w/ spouse: $3,750

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

E. The City shall make available group term life insurance and accidental death and dismemberment insurance coverage to all employees serving in Full-Time Permanent positions in accordance with the City's Plan Documents, with no contribution on the part of employee. The City shall provide coverage in the amount of 1.5 times the employee's base annual compensation rate in effect as of December 31st of each year, with a minimum coverage level of $50,000 and a maximum coverage level of $150,000.00.

F. 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.

SECTION 12. TUITION REIMBURSEMENT

A. All employees serving in Full-Time Permanent positions shall be eligible to participate in the City' Tuition Reimbursement Program. Under this program, each employee shall be eligible for a maximum of Three Thousand Dollars ($3,000) in reimbursement per calendar year for fees and required textbooks, and courses of instruction voluntarily undertaken. Courses of instruction eligible for reimbursement under this program shall include courses necessary for job-related degree programs or courses of study not necessarily within a job-related degree program but which are still job related. In addition, only course work provided by a recognized institution (e.g. college, university, community college, post-secondary technical school, etc.) shall be eligible for reimbursement under this program.

B. All coursework subject to potential reimbursement shall be transmitted, in advance and through the employee's Department/Division Head, to the Director of Human Resources for approval. The Department/Division Head shall provide a written recommendation concerning approval/disapproval of the request at time of transmittal to the Director of Human Resources. If practicable, an employee shall make application for approval of the course work at least fifteen (15) days prior to commencement of the course of study. The Director of Human Resources shall evaluate the employee's coursework/degree program for job-relatedness and shall notify the employee, in writing, regarding his approval/disapproval of said coursework/degree program on that basis. An employee may receive blanket approval for an entire degree program or a continuing course of study if all courses within the program are identified. If all or part of the program is approved, the employee need not reapply for approval for each course within the portion(s) approved. If the Director of Human Resources disapproves all or part of the program/coursework, the employee may appeal, in writing, such disapproval directly to the City Manager within 72 hours of notification from the Director of Human Resources. The City Manager will issue a written decision on the employee's appeal within five (5) working days of receiving the appeal.

C. Courses are to be taken on other than scheduled working hours, unless approval is obtained from the appropriate Department/Division Head, Director of Human Resources, and the City Manager to take such courses on work time.

D. Reimbursement shall be made upon successful completion of the course with a grade of C (2.00) or better. The employee shall submit an official transcript or certificate demonstrating successful completion of the course and a receipt from the institution confirming the employee has paid for tuition, fees, and required textbooks. Any financial assistance available to an employee shall be deducted from the amount of tuition reimbursement that would otherwise be applied. The employee shall not be reimbursed for incidental expenses such as paper or supplies, mileage, parking, meals, or other expenses other than tuition, fees, and required textbooks.

E. In the event that an employee receives reimbursement under this program and voluntarily separates service with the City within the first year following reimbursement, he/she shall pay 100% of the reimbursement back to the City. Furthermore, in the event an employee voluntarily separates service during the second year following reimbursement, he/she shall pay 50% of the reimbursement back to the City. Should an employee have a tuition reimbursement payback obligation to the City, such obligation 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 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 his/her established job classification for a period of more than ten (10) consecutive work days, the employee shall be compensated at a higher rate of pay beginning on the eleventh (11^{th}) day and extending for the duration of the assignment. However, if in the judgment of the City Manager, circumstances warrant a temporary pay supplement retroactive to the date the employee first assumed the higher-level duties, the City Manager shall have the discretion to award such 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, on a case-by-case basis, shall have the discretion to award a temporary pay supplement in an amount greater than the normal pay adjustment established for that particular year, yet appropriate to the individual merits/circumstances of each situation.

SECTION 14. OVERTIME/COMPENSATORY TIME

A. Non-exempt employees whose normal workweek consists of 40 hours based on five (5) consecutive eight (8) hour workdays who work or are in paid status in excess of eight (8) hours on any workday, shall be compensated at the rate of time-and-one-half the non-exempt employee's regular hourly rate of pay for each overtime hour worked.

B. Non-Exempt employees who are on an approved Alternative Work Schedule, pursuant to an Administrative Order issued and controlled by the City Manager in keeping with Section 33.44 of the Dublin Codified Ordinances, who work or are in a paid status in excess of their normally approved work hours for that workday, usually nine (9) or ten (10) hours, shall be compensated at the rate of time-and-one-half the non-exempt employee's regular hourly rate of pay for each overtime hour worked.

In accordance with the governing provisions of the Fair Labor Standards Act (F.L.S.A.), 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.

Deleted: the following

Deleted: s

Deleted: have been

Deleted: ed as

Deleted: under one of the following exemption categories, and the employees serving in these classifications do not receive overtime compensation or formal compensatory time:¶

Page Break

EXEMPT POSITIONS¶

Executive

C. Pursuant to the Fair Labor Standards Act, the City shall grant a non-exempt employee compensatory time off in lieu of overtime pay, at the rate of time-and-one-half for each overtime hour worked, if the supervisor and employee agree prior to work commencing that compensatory time will be earned in lieu of cash compensation. 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 his/her responsibility to forward a memorandum to the Department of Finance specifying the number of hours he/she wishes to convert to cash, prior to the end of the year. The cash conversion shall then be paid in a lump sum in the employee's regular payroll deposit, which shall be forwarded to the employee on the scheduled pay date at the conclusion of the first pay period in the new payroll year. The payroll deposit in which this conversion payment is included shall be taxed at the employee's existing W-4 rate.

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 fulltime 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.

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 $1.10 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 1st Tuesday of November through April. Because the implementation of snow shifts causes an actual change in work shifts, when employees regularly assigned to first shift work on snow removal operations, shift differential shall apply to those hours worked between 5 p.m.

and 6:45 a.m.

C. For employees 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.

Deleted: ¶

E. Due to requirements to meet minimum staffing levels in the 24-hour a day operations of the Northwest Regional Emergency Command Center (NRECC), shift differential shall apply to Communications Supervisors regularly assigned to first shift or an administrative shift only for those hours worked between 6:45 p.m. and 6:45 a.m.

SECTION 16. ON DUTY PAY

All full time non-exempt permanent employees may receive On Duty pay when placed into this status outside of their normal work hours pursuant to an Administrative Order issued by the City Manager. The intent of this status/pay is to ensure responsiveness in the event of an emergency requiring the call in of employees 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

	EMPLOYEE CATEGORY			
BENEFIT & SECTION OF COMPENSATION PLAN	**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 (Section 14)	Yes	No	No	No
Shift Differential (Section 15)	Yes	No	No	No