

TEMPORARY ORDINANCE NO. 32-12

PERMANENT ORDINANCE NO.

29-12

AN ORDINANCE TO ESTABLISH THE BENEFITS, TITLES, AND COMPENSATION FOR MANAGEMENT AND PROFESSIONAL PERSONNEL EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2013.

BE IT ORDAINED by the Council of the City of Lancaster, State of Ohio.

SECTION 1. That following Job Titles, Salary Grades, and Number of Employees are hereby established for the Departments listed as follows:

<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>SALARY RANGES</u>	<u>EMPLOYEES</u>
Auditor	Assistant Auditor	14	1
Cemetery	Cemetery Maint. Supervisor	9	1
Community Dev.	Executive Director - PT	22	1
	Assistant Ex. Dir.	11	1
Engineering	City Engineer	31	1
	Asst. City Engineer	25	1
	Storm Water Coordinator	20	1
	Environmental Specialist	18	0
	Engineer II	18	0
	City Planner	16	0
Gas	General Manager	31	1
	Operations Manager	27	1
	Construction Supv.	15	2
	Const. Saf/Reg/Cmpl Spv	15	1
Income Tax	Tax Commissioner	22	1
	Asst. Tax Comm.	15	0
Info Tech/Telecom	Chief Information Officer	24	1
	Network Administrator	15	1
	GIS Coordinator	14	1
Muni. Ct.-Judicial	Court Administrator	17	1
	Chief Probation Officer	11	1
Personnel	Personnel Manager	16	0

<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>SALARY RANGES</u>	<u>EMPLOYEES</u>
Sanitation	Dept. Superintendent	25	1
	Asst. Superintendent	18	1
Service-Safety Dir.	Service-Safety Director	30	1
	Code Enforcement Officer	10	1
Transit	Administrative Manager	9	1
Transportation	Dept. Superintendent	25	1
	Operations Manager	18	1
	Traffic Control Supervisor	18	1
	Maintenance Supervisor	15	1
Utilities	Dept. Superintendent	21	1
	Customer Service Manager	10	1
Water	Plant Manager	20	2
	Construction Supervisor	15	1
	Distribution Manager	20	1
Water Pollution Control	Water/Waste Water Supt.	29	1
	Plant Manager	22	1
	Asst. Plant Manager	18	1
	Chemist	15	1

SECTION 2. POLICE CHIEF AND DEPUTY POLICE CHIEFS

That the annual compensation for the Police Chief and one Deputy Police Chief, effective Payroll #1, 2013, shall be as follows:

Police Chief	Hourly	\$ 49.22
	Bi-weekly	\$ 3,937.60
	Annual	\$102,377.60
Deputy Police Chief	Hourly	\$ 44.74
	Bi-weekly	\$ 3,579.20
	Annual	\$ 93,059.20

SECTION 3. FIRE CHIEF AND ASSISTANT FIRE CHIEFS

That the annual compensation for the Fire Chief and one Assistant Fire Chiefs, effective Payroll #1, 2013, shall be as follows:

Fire Chief	Hourly	\$ 46.79
	Bi-weekly	\$ 3,743.20
	Annual	\$ 97,323.20
Assistant Fire Chiefs	Hourly	\$ 42.55
	Bi-weekly	\$ 3,404.00
	Annual	\$ 88,504.00

SECTION 4. ECONOMIC DEVELOPMENT DIRECTOR

That the annual compensation for the Economic Development Department Director, effective Payroll #1, 2013, shall be as follows:

Director	Hourly	\$ 6.33
	Bi-weekly	\$ 506.40
	Annual	\$ 13,166.40

SECTION 5. CHIEF BUILDING OFFICIAL

That the annual compensation for the Chief Building Officer, effective Payroll #1, 2013, shall be as follows:

Building Official	Hourly	\$ 6.33
	Bi-weekly	\$ 506.40
	Annual	\$ 13,166.40

SECTION 6. RETIREMENT PICK-UP

Employees under this ordinance do not receive retirement pension pick-up.

SECTION 7. LONGEVITY PAY

Employees hired on or after January 1, 2006 are not eligible to receive this benefit.

Full-time employees hired prior to December 31, 2005, and covered in this Ordinance, shall, after five (5) years of continuous service with the City, receive a \$3.25 bi-weekly payment for each year of service. If the anniversary date of an employee falls within the year, the employee shall be paid longevity commencing January 1<sup>st</sup> of that year. Longevity does not apply to Community Development.

SECTION 8. PRO-PAY/CERTIFICATION PAY

That the employees covered by this Ordinance shall be paid an additional \$30.00 bi-weekly for an Associate Degree in the field related to their work or an Ohio Environmental Protection Agency Class I or Class II Water or Wastewater Certification, or an Electrical Safety Inspection License; **OR** \$45.00 bi-weekly for a Bachelor Degree in a field related to their work or an Ohio Environmental Protection Agency Class III or Class IV Water or Wastewater Certification, **OR** \$60.00 bi-weekly for a Masters Degree in a field related to their work. Pro-pay does not apply to Community Development.

SECTION 9. MEDICAL INSURANCE

Employees will pay the amount of 15% of the monthly premium for both family and single coverage. These deductions will be made pursuant to the City's 125 plan.

The employee and members of his/her family shall be included under the Employee Insurance Coverage, but only one (1) plan of Employee Insurance Coverage will apply per family even if more than one (1) member of an employee's immediate family is employed by the City.

The insurance benefits provided in this Ordinance shall be substantially equal to those currently provided during the life of this Agreement. The Employer shall choose the insurance carrier. The insurance benefits provided herein are subject to the rules and regulations of the insurance carrier. Employees who are laid off can make insurance payments at the Employer's rate for up to eighteen (18) months, provided the carrier allows him to do so.

#### SECTION 10. LIFE INSURANCE

The City shall provide to all full time employees covered by this ordinance a life insurance program as follows:

##### Coverage Amount

\$50,000.00 per employee

\$ 2,000.00 per employee spouse

Up to \$2,000.00 per employee child (to age 19)

The paid insurance will remain in effect during employment. Any employee who retires from the City shall not be eligible for City paid life insurance coverage after retirement.

The life insurance program is a term of employment. Those employees on leaves without pay are not eligible for the fully paid programs outlined.

Arrangements for continued coverage may be made and costs incurred are the responsibility of the employee.

#### SECTION 11. PAY SCALE

The Pay Scale for those employees hired on or before December 31, 2010 for those job titles listed in Section 1, effective payroll #1, 2013 are hereby established as attached Exhibit A.

The Pay Scale for those employees hired on or after January 1, 2011 for those job titles listed in Section 1, effective payroll #1, 2013 are hereby established as attached Exhibit B.

SECTION 12. VACATION

That the vacation schedule is hereby established as follows:

Vacation Schedule

<u>Continuous Service</u>	<u>Weeks' Vacation</u>
1 – 5 years	80 hours
6 – 14 years	120 hours
15 – 20 years	160 hours
21 + years	200 hours

“Year” means any twelve (12) consecutive months, after the anniversary employment. At least one thousand six hundred (1,600) hours must be worked during this time to count as a year.

If the anniversary date of employment falls within the calendar year, the employee shall accrue vacation starting from January 1st of that year.

Vacation shall be taken during the year in which they become due unless otherwise authorized by the Service-Safety Director. Vacation will be limited to one-week carry-over.

SECTION 13. ANNUAL PHYSICAL

The current Health Plan provides for routine preventive outpatient care when received from an in-network provider with the deductible being waived. There is a co-pay required that the City will pay, up to \$25.00. An original Explanation of Benefits must be provided before the co-payment reimbursement is completed.

SECTION 14. PERSONAL TIME

Employees covered by this ordinance shall receive forty (40) hours of personal time each year. Personal hours must be used in the year earned and will not accumulate.

SECTION 15. FUNERAL LEAVE

Employees covered by this Ordinance shall be granted the following:

Five (5) days within seven (7) days if a death occurs in an employees' immediate family (spouse, parents, spouses' parents, children, step-children, step-parents, brother and sister).

Three (3) days shall be allowed for the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, appointed legal guardian, aunt, uncle or spouse's grandparents with pay. Up to two (2) additional bereavement days can be taken as other paid leave.

SECTION 16: SICK LEAVE PAYOUT

- A. All employees who are covered by this Ordinance and maintain a sick leave “bank” of more than nine hundred and sixty (960) hours may elect to “cash in” up to five hundred dollars (\$500.00) of their sick leave “bank,” annually, but under no condition may an employee “cash in” any part of the nine hundred and sixty (960) hours which is considered a minimum number of “bank” hours that must be maintained by each employee unless used for actual sick time. The value of the sick time per hour is an employee’s regular hourly rate.
- B. Full-time employees covered by this Ordinance and hired on or before December 31, 2010 shall be granted the following:
  1. If, upon retirement, an employee covered by this Ordinance has a “bank” of nine hundred sixty (960) hours of accumulated, but unused sick leave, they will be paid one hundred percent (100%) of that accumulated, but unused sick leave, plus twenty-five percent (25%) of all accumulated, but unused sick leave hours in excess of nine hundred sixty (960).
  2. If, upon retirement, an employee covered by this Ordinance does not have a “bank” of nine hundred sixty (960) hours of accumulated, but unused sick leave, they will be paid thirty-two (32) hours of their accumulated, but unused sick time remaining in the employee’s sick leave “bank”, for each year of their continuous employment with the City, up to a maximum of nine hundred sixty (960) hours.
- C. Full-time employees covered by this Ordinance and hired on or after January 1, 2011 shall be granted the following:
  1. Upon retirement, an employee covered by this Ordinance may elect, at the time of retirement from active service, and with ten or more years of service with the City of Lancaster, to be paid in cash for one-fourth the value of the employee’s accrued but unused sick leave credit. The payment shall be based on the employee’s rate of pay at the time of retirement and eliminates all sick leave credit accrued but unused by the employee. An employee may receive one or more payments under this section, but the aggregate value of accrued but unused sick leave credit that is paid shall not exceed, for all payments, the value of thirty (240 hours) days of accrued but unused sick leave.

SECTION 17: SICK LEAVE EXCHANGE

All employees who are covered by this Ordinance and maintain a sick leave "bank" of nine hundred and sixty (960) hours are eligible to cash in two (2) days of sick leave for one (1) day of personal leave, for a maximum of three (3) personal days. For employees who maintain a sick leave "bank" of six hundred and forty (640) hours are eligible to cash in three (3) days of sick leave for one (1) day of personal leave, for a maximum of three (3) personal days.

SECTION 18. That this Ordinance shall take effect and be in force from and after the earliest period allowed by law after its passage by Council and approval by the Mayor

Passed: 12/10/12 after 3<sup>rd</sup> reading.

VOTE: Yeas 9 Nays 0

Approved: 12/10/12

Tom Stutz  
\_\_\_\_\_  
President of Council

Attest: Teresa L. Sandy

[Signature]  
\_\_\_\_\_  
Mayor

Offered by: [Signature]

Seconded by: [Signature]

Sponsored by Finance Committee

I, Teresa L. Sandy, Clerk of Council do hereby certify that on \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_, \_\_\_\_\_ the Lancaster Eagle Gazette published the summary of this ordinance in accordance with Ohio Revised 731.24.

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

11/19/12

CITY OF LANCASTER  
MANAGEMENT (hired on or before 12-31-10)  
PAYSCALE

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4
9	21.47	22.37	23.31	24.19	25.22
	1,717.60	1,789.60	1,864.80	1,935.20	2,017.60
	44,657.60	46,529.60	48,484.80	50,315.20	52,457.60
10	22.05	23.06	24.01	24.90	25.92
	1,764.00	1,844.80	1,920.80	1,992.00	2,073.60
	45,864.00	47,964.80	49,940.80	51,792.00	53,913.60
11	22.74	23.69	24.71	25.70	27.22
	1,819.20	1,895.20	1,976.80	2,056.00	2,177.60
	47,299.20	49,275.20	51,396.80	53,456.00	56,617.60
12	23.37	24.38	25.39	26.40	27.44
	1,869.60	1,950.40	2,031.20	2,112.00	2,195.20
	48,609.60	50,710.40	52,811.20	54,912.00	57,075.20
13	24.07	25.09	26.14	27.17	28.25
	1,925.60	2,007.20	2,091.20	2,173.60	2,260.00
	50,065.60	52,187.20	54,371.20	56,513.60	58,760.00
14	24.58	25.70	26.73	27.87	28.87
	1,966.40	2,056.00	2,138.40	2,229.60	2,309.60
	51,126.40	53,456.00	55,598.40	57,969.60	60,049.60
15	25.14	26.30	27.44	28.50	29.63
	2,011.20	2,104.00	2,195.20	2,280.00	2,370.40
	52,291.20	54,704.00	57,075.20	59,280.00	61,630.40
16	25.97	27.12	28.25	29.40	30.52
	2,077.60	2,169.60	2,260.00	2,352.00	2,441.60
	54,017.60	56,409.60	58,760.00	61,152.00	63,481.60
17	26.73	27.87	29.08	30.29	31.34
	2,138.40	2,229.60	2,326.40	2,423.20	2,507.20
	55,598.40	57,969.60	60,486.40	63,003.20	65,187.20
18	27.44	28.63	29.83	31.10	32.04
	2,195.20	2,290.40	2,386.40	2,488.00	2,563.20
	57,075.20	59,550.40	62,046.40	64,688.00	66,643.20
19	28.18	29.36	30.67	32.31	33.19
	2,254.40	2,348.80	2,453.60	2,584.80	2,655.20
	58,614.40	61,068.80	63,793.60	67,204.80	69,035.20
20	28.87	30.21	31.48	32.81	34.08
	2,309.60	2,416.80	2,518.40	2,624.80	2,726.40
	60,049.60	62,836.80	65,478.40	68,244.80	70,886.40



RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4
21	29.70	31.04	32.31	33.57	34.90
	2,376.00	2,483.20	2,584.80	2,685.60	2,792.00
	61,776.00	64,563.20	67,204.80	69,825.60	72,592.00
22	30.60	31.93	33.32	34.83	36.10
	2,448.00	2,554.40	2,665.60	2,786.40	2,888.00
	63,648.00	66,414.40	69,305.60	72,446.40	75,088.00
23	31.55	32.94	34.33	35.73	37.11
	2,524.00	2,635.20	2,746.40	2,858.40	2,968.80
	65,624.00	68,515.20	71,406.40	74,318.40	77,188.80
24	32.48	33.94	35.41	36.80	38.25
	2,598.40	2,715.20	2,832.80	2,944.00	3,060.00
	67,558.40	70,595.20	73,652.80	76,544.00	79,560.00
25	33.37	34.90	36.48	37.80	39.39
	2,669.60	2,792.00	2,918.40	3,024.00	3,151.20
	69,409.60	72,592.00	75,878.40	78,624.00	81,931.20
26	34.33	35.91	37.42	38.96	40.43
	2,746.40	2,872.80	2,993.60	3,116.80	3,234.40
	71,406.40	74,692.80	77,833.60	81,036.80	84,094.40
27	35.52	37.01	38.56	40.16	41.83
	2,841.60	2,960.80	3,084.80	3,212.80	3,346.40
	73,881.60	76,980.80	80,204.80	83,532.80	87,006.40
28	36.41	37.94	39.58	41.24	42.88
	2,912.80	3,035.20	3,166.40	3,299.20	3,430.40
	75,732.80	78,915.20	82,326.40	85,779.20	89,190.40
29	37.49	39.06	40.78	42.50	44.14
	2,999.20	3,124.80	3,262.40	3,400.00	3,531.20
	77,979.20	81,244.80	84,822.40	88,400.00	91,811.20
30	38.63	40.24	41.89	43.63	45.45
	3,090.40	3,219.20	3,351.20	3,490.40	3,636.00
	80,350.40	83,699.20	87,131.20	90,750.40	94,536.00
31	39.80	41.46	43.14	44.95	46.81
	3,184.00	3,316.80	3,451.20	3,596.00	3,744.80
	82,784.00	86,236.80	89,731.20	93,496.00	97,364.80
32	40.99	42.70	44.46	46.31	48.23
	3,279.20	3,416.00	3,556.80	3,704.80	3,858.40
	85,259.20	88,816.00	92,476.80	96,324.80	100,318.40

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
9	19.32	20.16	21.01	21.85	22.70	23.54	24.38	25.22
	1,545.60	1,612.80	1,680.80	1,748.00	1,816.00	1,883.20	1,950.40	2,017.60
	40,185.60	41,932.80	43,700.80	45,448.00	47,216.00	48,963.20	50,710.40	52,457.60
10	19.83	20.71	21.57	22.44	23.30	24.17	25.03	25.92
	1,586.40	1,656.80	1,725.60	1,795.20	1,864.00	1,933.60	2,002.40	2,073.60
	41,246.40	43,076.80	44,865.60	46,675.20	48,464.00	50,273.60	52,062.40	53,913.60
11	20.47	21.43	22.40	23.35	24.31	25.28	26.24	27.22
	1,637.60	1,714.40	1,792.00	1,868.00	1,944.80	2,022.40	2,099.20	2,177.60
	42,577.60	44,574.40	46,592.00	48,568.00	50,564.80	52,582.40	54,579.20	56,617.60
12	21.04	21.96	22.88	23.80	24.71	25.64	26.55	27.44
	1,683.20	1,756.80	1,830.40	1,904.00	1,976.80	2,051.20	2,124.00	2,195.20
	43,763.20	45,676.80	47,590.40	49,504.00	51,396.80	53,331.20	55,224.00	57,075.20
13	21.67	22.60	23.54	24.49	25.42	26.36	27.31	28.25
	1,733.60	1,808.00	1,883.20	1,959.20	2,033.60	2,108.80	2,184.80	2,260.00
	45,073.60	47,008.00	48,963.20	50,939.20	52,873.60	54,828.80	56,804.80	58,760.00
14	22.12	23.09	24.06	25.03	26.00	26.98	27.94	28.87
	1,769.60	1,847.20	1,924.80	2,002.40	2,080.00	2,158.40	2,235.20	2,309.60
	46,009.60	48,027.20	50,044.80	52,062.40	54,080.00	56,118.40	58,115.20	60,049.60
15	22.63	23.64	24.64	25.65	26.65	27.65	28.65	29.63
	1,810.40	1,891.20	1,971.20	2,052.00	2,132.00	2,212.00	2,292.00	2,370.40
	47,070.40	49,171.20	51,251.20	53,352.00	55,432.00	57,512.00	59,592.00	61,630.40
16	23.37	24.40	25.42	26.45	27.47	28.50	29.52	30.52
	1,869.60	1,952.00	2,033.60	2,116.00	2,197.60	2,280.00	2,361.60	2,441.60
	48,609.60	50,752.00	52,873.60	55,016.00	57,137.60	59,280.00	61,401.60	63,481.60
17	24.06	25.10	26.15	27.19	28.24	29.28	30.33	31.34
	1,924.80	2,008.00	2,092.00	2,175.20	2,259.20	2,342.40	2,426.40	2,507.20
	50,044.80	52,208.00	54,392.00	56,555.20	58,739.20	60,902.40	63,086.40	65,187.20
18	24.69	25.74	26.78	27.83	28.87	29.92	30.97	32.04
	1,975.20	2,059.20	2,142.40	2,226.40	2,309.60	2,393.60	2,477.60	2,563.20
	51,355.20	53,539.20	55,702.40	57,886.40	60,049.60	62,233.60	64,417.60	66,643.20
19	25.36	26.48	27.59	28.72	29.84	30.96	32.07	33.19
	2,028.80	2,118.40	2,207.20	2,297.60	2,387.20	2,476.80	2,565.60	2,655.20
	52,748.80	55,078.40	57,387.20	59,737.60	62,067.20	64,396.80	66,705.60	69,035.20
20	25.99	27.14	28.29	29.45	30.60	31.74	32.89	34.08
	2,079.20	2,171.20	2,263.20	2,356.00	2,448.00	2,539.20	2,631.20	2,726.40
	54,059.20	56,451.20	58,843.20	61,256.00	63,648.00	66,019.20	68,411.20	70,886.40

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
21	26.74	27.90	29.07	30.23	31.39	32.54	33.71	34.90
	2,139.20	2,232.00	2,325.60	2,418.40	2,511.20	2,603.20	2,696.80	2,792.00
	55,619.20	58,032.00	60,465.60	62,878.40	65,291.20	67,683.20	70,116.80	72,592.00
22	27.53	28.76	29.98	31.21	32.43	33.66	34.88	36.10
	2,202.40	2,300.80	2,398.40	2,496.80	2,594.40	2,692.80	2,790.40	2,888.00
	57,262.40	59,820.80	62,358.40	64,916.80	67,454.40	70,012.80	72,550.40	75,088.00
23	28.39	29.63	30.88	32.12	33.37	34.61	35.86	37.11
	2,271.20	2,370.40	2,470.40	2,569.60	2,669.60	2,768.80	2,868.80	2,968.80
	59,051.20	61,630.40	64,230.40	66,809.60	69,409.60	71,988.80	74,588.80	77,188.80
24	29.23	30.52	31.81	33.10	34.39	35.67	36.96	38.25
	2,338.40	2,441.60	2,544.80	2,648.00	2,751.20	2,853.60	2,956.80	3,060.00
	60,798.40	63,481.60	66,164.80	68,848.00	71,531.20	74,193.60	76,876.80	79,560.00
25	30.02	31.37	32.71	34.05	35.39	36.73	38.07	39.39
	2,401.60	2,509.60	2,616.80	2,724.00	2,831.20	2,938.40	3,045.60	3,151.20
	62,441.60	65,249.60	68,036.80	70,824.00	73,611.20	76,398.40	79,185.60	81,931.20
26	30.89	32.26	33.62	34.97	36.34	37.70	39.06	40.43
	2,471.20	2,580.80	2,689.60	2,797.60	2,907.20	3,016.00	3,124.80	3,234.40
	64,251.20	67,100.80	69,929.60	72,737.60	75,587.20	78,416.00	81,244.80	84,094.40
27	31.97	33.37	34.78	36.18	37.59	38.99	40.40	41.83
	2,557.60	2,669.60	2,782.40	2,894.40	3,007.20	3,119.20	3,232.00	3,346.40
	66,497.60	69,409.60	72,342.40	75,254.40	78,187.20	81,099.20	84,032.00	87,006.40
28	32.77	34.21	35.66	37.11	38.56	40.01	41.45	42.88
	2,621.60	2,736.80	2,852.80	2,968.80	3,084.80	3,200.80	3,316.00	3,430.40
	68,161.60	71,156.80	74,172.80	77,188.80	80,204.80	83,220.80	86,216.00	89,190.40
29	33.74	35.23	36.72	38.21	39.70	41.18	42.67	44.14
	2,699.20	2,818.40	2,937.60	3,056.80	3,176.00	3,294.40	3,413.60	3,531.20
	70,179.20	73,278.40	76,377.60	79,476.80	82,576.00	85,654.40	88,753.60	91,811.20
30	34.77	36.30	37.82	39.36	40.89	42.42	43.95	45.45
	2,781.60	2,904.00	3,025.60	3,148.80	3,271.20	3,393.60	3,516.00	3,636.00
	72,321.60	75,504.00	78,665.60	81,868.80	85,051.20	88,233.60	91,416.00	94,536.00
31	35.82	37.39	38.97	40.54	42.12	43.69	45.26	46.81
	2,865.60	2,991.20	3,117.60	3,243.20	3,369.60	3,495.20	3,620.80	3,744.80
	74,505.60	77,771.20	81,057.60	84,323.20	87,609.60	90,875.20	94,140.80	97,364.80
32	36.90	38.51	40.13	41.75	43.36	44.98	46.59	48.23
	2,952.00	3,080.80	3,210.40	3,340.00	3,468.80	3,598.40	3,727.20	3,858.40
	76,752.00	80,100.80	83,470.40	86,840.00	90,188.80	93,558.40	96,907.20	100,318.40