

TEMPORARY ORDINANCE NO. 26-16\*\*

PERMANENT ORDINANCE NO. 32 -16

AN ORDINANCE TO ESTABLISH SALARY RANGES, RETIREMENT PICK-UP, LONGEVITY PAY, PRO-PAY, PERSONAL TIME, VACATION, FUNERAL LEAVE, HEALTH INSURANCE, LIFE INSURANCE, PAY SCALE, AND SICK LEAVE PAYOUT AT RETIREMENT FOR THOSE EMPLOYEES WHO ARE NOT MEMBERS OF THE RECOGNIZED BARGAINING UNITS EFFECTIVE THE FIRST PAY PERIOD OF 2017, AND TO DECLARE AN EMERGENCY

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

SECTION 1. NON-UNION PERSONNEL.

The following non-union positions are approved and established, effective Payroll #1, 2017, in accordance with the department, job title, salary range, and number of employees listed below:

<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>SALARY RANGE</u>	<u>NUMBER OF EMPLOYEES</u>
Auditor	Finance Specialist	10	2
	Payroll Specialist	10	1
	Administrative Assistant	13	0
Cemetery	Customer Service Coordinator	9	1
Certified Building	Permit Clerk	7	0
	Administrative Assistant	10	1
	Inspector I	13	0
	Inspector II	15	0
	Certified Inspector	17	2
	Zoning Inspector	17	0
Code Enforcement	PT Code Enforcement Inspector	10	1
Community Dev.	PT Housing Program Coord.	11	1
Engineering	Engineering Specialist I	8	0
	Engineering Admin. Assistant	10	0
	Environmental Technician II	11	0
	Engineering Specialist II	11	0
	Engineering Specialist III	14	1
	Survey Crew Chief	17	0
Fire	Administrative Assistant	10	1
	Fire & EMS Confidential Sec'y	9	1

Gas	Regulatory Affairs Specialist	9	1	
	<del>GIS Mapping Tech &amp; Econ Development Technician</del>	<del>17</del>	<del>1</del>	Dept Chg From ITT (2017)
Income Tax	Tax Clerk	7	0	
	Jr. Tax Auditor	9	0	
	Tax Auditor	11	3	
IT/Telecom	IT Specialist	6	0	
	Administrative Assistant	9	1	
	IT Specialist II	12	1	
	<del>GIS Mapping Technician</del>	<del>15</del>	<del>0</del>	delete old position
Law Director	<del>Clerk/Receptionist</del>	<del>1</del>	<del>1</del>	new position for 2017
	Paralegal	10	3	
	Office Manager	11	1	
Mayor	Executive Assistant	10	1	
Municipal Court --Clerk	<del>Clerk</del>	<del>4</del>	<del>2</del>	Add'l emp. for 2017
	Deputy Clerk	6	6	
	1 <sup>st</sup> Deputy/Traffic	9	1	
	1 <sup>st</sup> Deputy/Criminal	9	1	
	1 <sup>st</sup> Deputy/Civil	9	1	
	Administrative Assistant	13	1	
	Chief Deputy Clerk	17	1	
Municipal Court --Judicial	Probation Administrative Asst.	3	1	
	Judicial Office Assistant	3	0	
	<del>Probation Officer</del>	<del>10</del>	<del>8</del>	Add'l emp. for 2017
	Bailiff	13	3	
	Judicial Administrative Asst.	13	2	
	Senior Probation Officer	13	1	
Personnel	Administrative Secretary	6	0	
Police	<del>Administrative Assistant</del>	<del>10</del>	<del>1</del>	2016 Ord.
	<del>Executive Assistant</del>	<del>11</del>	<del>1</del>	
	Administrative Assistant	10	1	11/14/16
Sanitation	<del>Confidential Staff Secretary</del>	<del>9</del>	<del>1</del>	2016 Ord
	<del>Administrative Assistant</del>	<del>11</del>	<del>1</del>	
	Confidential Staff Secretary	9	1	11/14/16
Service-Safety	Executive Assistant I	12	1	

Storm Water Utility	Administrative Assistant	10	1	
	Storm Water Inspector	14	1	
	Storm Water Specialist III	14	1	
Transportation	Administrative Assistant	10	1	
Transit	Mechanic	12	1	
Transit	Clerical Assistant	1	1	PT to FT for 2017
<del>Tree Commission</del>	<del>Forester</del>	<del>13</del>	<del>1</del>	<del>Chg to Parks 11/28/16</del>
Utilities	Data Base Administrator	17	1	Dept. Chg. From ITT (2017)
Water	Confidential Dept. Secretary	7	1	
	Confidential Staff Secretary	9	1	
WPC	Confidential Staff Secretary	9	1	

SECTION 2. RETIREMENT PICK-UP.

Employees under this Ordinance do not receive retirement pension pick up.

SECTION 3. LONGEVITY PAY.

Full-time employees covered by this Ordinance, who were hired on or before December 31, 2005, shall, after five years of continuous service with the City, receive a \$3.25 bi-weekly payment for each year of service. An employee shall be paid longevity pay commencing January 1<sup>st</sup> of the year in which the anniversary of employment occurs.

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

SECTION 4. PRO-PAY.

Employees covered by this Ordinance shall be paid an additional \$25.00 bi-weekly for an Associate Degree or \$40.00 bi-weekly for a Bachelor Degree. Pro-pay does not apply to Community Development or part-time employees.

SECTION 5. PERSONAL TIME.

Full-time employees covered by this Ordinance shall receive 40 hours of personal time. Part-time employees covered by this Ordinance are not eligible for this benefit. The use of personal time must be approved by a supervisor.

SECTION 6. VACATION LEAVE.

The vacation schedule for employees covered by this Ordinance is hereby established as follows:

<u>Continuous Service</u>	<u>Vacation Hours</u>
1 – 5 years	80 hours
6 – 14 years	120 hours
15 – 24 years	160 hours
25 + years	200 hours

As used in this section, “year” means any 12 month period following the first date of employment with the City during which the employee is continuously employed with the City and works at least 1,600 hours.

Employees covered by this Ordinance shall accrue 80 hours of vacation leave upon completion of one full year of service with the City, and thereafter on the first day of January during any subsequent calendar year during which the employee is in active service with the City in accordance with the schedule listed above.

Employees covered by this Ordinance may carry-over no more than 40 hours of vacation leave into the subsequent calendar year, except as otherwise authorized by the Service-Safety Director or elected official responsible for supervision of that department.

SECTION 7. FUNERAL LEAVE.

Employees covered by this Ordinance shall be granted funeral leave with pay for the death of a family member as follows:

For a death within the employee’s immediate family (*e.g.*, spouse, parent, parent of spouse, child, step-child, step-parent, or sibling), an employee shall be granted five days of leave within seven days of the death of the family member.

For a death not within the employee’s immediate family (*e.g.*, brother in law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, appointed legal guardian, aunt, uncle, or grandparent of spouse), an employee shall be granted three days of leave within seven days of the death of the family member.

An employee may elect to take up to two additional bereavement days as other paid leave.

SECTION 8. MEDICAL INSURANCE.

Employees covered by this Ordinance shall pay an amount equal to 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 or her family shall be included under the Employee Insurance Coverage, but only one plan of Employee Insurance Coverage will apply per family even if more than one 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 City shall choose the insurance provider and plan, and the benefits provided herein are subject to the rules and regulations of the insurance carrier. Upon separation from employment with the City, an employee may elect to extend his or her medical insurance coverage as provided by Federal and/or Ohio law.

**SECTION 9. LIFE INSURANCE.**

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

Coverage Amount

\$26,000.00 per employee

\$ 2,000.00 per employee spouse

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

An employee will be eligible for insurance under this provision during the term of his or her employment with the City.

**SECTION 10. PAY SCALE.**

The Pay Scale for employees referenced in Section 1 of this Ordinance above, who were hired on or before December 31, 2010, is set forth in the attached Exhibit A. The Pay Scale for employees referenced in Section 1 of this Ordinance above, who were hired on or after January 1, 2011, is set forth in the attached Exhibit B. These Pay Scales are effective Payroll #1, 2017.

**SECTION 11. SICK LEAVE PAYOUT.**

A. An employee covered by this Ordinance who maintains a sick leave "bank" of more than 960 hours may elect to "cash in" up to \$500.00 of accrued but unused sick leave annually; provided, however, that an employee may "cash in" only accrued but unused sick leave in excess of 960 hours. In addition, employees with a sick leave "bank" of more than nine hundred sixty (960) hours may cash in two (2) hours of sick leave for one (1) hour of pay up to an additional five hundred dollar (\$500) payout provided the employee maintains a sick leave "bank" of at least nine hundred sixty (960) hours. 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 has a "bank" of at least 960 hours of

accrued but unused sick leave, that employee will be paid 100% of the value of the employee's accrued but unused sick leave up to 960 hours, and 25% of the value of that employee's accrued but unused sick leave in excess of 960 hours.

2. If, upon retirement, an employee does not have a "bank" of 960 hours of accrued but unused sick leave, that employee will be paid the value of 32 hours of the employee's accrued but unused sick leave for each year of the employee's continuous employment with the City, but in no case shall an employee be paid out more than the value of 960 hours of accrued but unused sick leave pursuant to this provision.

C. Full-time employees covered by this Ordinance, who were hired on or after January 1, 2011 and who have at least ten years of continuous service with the City, shall be granted the following:

1. Upon retirement, an employee may elect to be paid 25% of the value of the employee's accrued but unused sick leave. Regardless of the amount of the payment, a payout under this provision shall eliminate all of that employee's accrued but unused sick leave. An employee may elect to receive one or more payments, but the aggregate value of all payouts under this provision shall not exceed the value of 240 hours of accrued but unused sick leave.

D. For purposes of this section, the value of one hour of sick leave is equivalent to the employee's current regular hourly rate.

#### SECTION 12. SICK LEAVE EXCHANGE.

Employees covered by this Ordinance who maintain a sick leave "bank" of at least 960 hours may cash in sick leave for personal leave, at a ratio of two days of sick leave for one day of personal leave, for up to three personal days annually.

Employees who maintain a sick leave "bank" of at least 640 hours may cash in sick leave for personal leave, at a ratio of three days of sick leave for one day of personal leave, for up to three personal days annually.

#### SECTION 13. SUPERVISOR DISCRETION.

The Service-Safety Director or elected official responsible for supervision of a City department may, in the exercise of his or her sound discretion, adjust the pay step and/or benefits (e.g., vacation leave, personal time, and compensatory time) of an employee covered by this Ordinance in light of that employee's experience, education, performance, or other extenuating circumstances. Any adjustment under this provision must be in writing and, upon delivery to the City Auditor; the adjustment shall be made as soon as practicable.

#### SECTION 14. FORCE AND EFFECT.

This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the continued and uninterrupted services by the City of Lancaster. Wherefore this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed: 11/28/16 after 3<sup>rd</sup> reading. Vote: Yeas 8 Nays 0

Approved: 11/29/16

AT B Hayes  
President of Council

Attest: Jessica Lee Sandy

[Signature]  
Mayor

Offered by: David [Signature]

Second by: Harry E. Hiles

Requested by Finance Committee

CITY OF LANCASTER  
NON-UNION (hired on/before 12/31/10)  
PAYSCALE

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4
1	\$ 13.91	\$ 14.58	\$ 15.19	\$ 15.81	\$ 16.47
	1,112.80	1,166.40	1,215.20	1,264.80	1,317.60
	28,932.80	30,326.40	31,595.20	32,884.80	34,257.60
2	\$ 14.73	\$ 15.35	\$ 16.00	\$ 16.62	\$ 17.23
	1,178.40	1,228.00	1,280.00	1,329.60	1,378.40
	30,638.40	31,928.00	33,280.00	34,569.60	35,838.40
3	\$ 15.46	\$ 16.12	\$ 16.77	\$ 17.40	\$ 18.08
	1,236.80	1,289.60	1,341.60	1,392.00	1,446.40
	32,156.80	33,529.60	34,881.60	36,192.00	37,606.40
4	\$ 16.01	\$ 16.73	\$ 17.41	\$ 18.15	\$ 18.86
	1,280.80	1,338.40	1,392.80	1,452.00	1,508.80
	33,300.80	34,798.40	36,212.80	37,752.00	39,228.80
5	\$ 16.82	\$ 17.64	\$ 18.41	\$ 19.23	\$ 20.06
	1,345.60	1,411.20	1,472.80	1,538.40	1,604.80
	34,985.60	36,691.20	38,292.80	39,998.40	41,724.80
6	\$ 17.18	\$ 17.99	\$ 18.81	\$ 19.64	\$ 20.46
	1,374.40	1,439.20	1,504.80	1,571.20	1,636.80
	35,734.40	37,419.20	39,124.80	40,851.20	42,556.80
7	\$ 17.53	\$ 18.37	\$ 19.21	\$ 20.06	\$ 20.88
	1,402.40	1,469.60	1,536.80	1,604.80	1,670.40
	36,462.40	38,209.60	39,956.80	41,724.80	43,430.40
8	\$ 17.86	\$ 18.73	\$ 19.58	\$ 20.45	\$ 21.30
	1,428.80	1,498.40	1,566.40	1,636.00	1,704.00
	37,148.80	38,958.40	40,726.40	42,536.00	44,304.00
9	\$ 18.18	\$ 19.14	\$ 20.09	\$ 21.01	\$ 21.74
	1,454.40	1,531.20	1,607.20	1,680.80	1,739.20
	37,814.40	39,811.20	41,787.20	43,700.80	45,219.20
10	\$ 18.53	\$ 19.41	\$ 20.30	\$ 21.20	\$ 22.06
	1,482.40	1,552.80	1,624.00	1,696.00	1,764.80
	38,542.40	40,372.80	42,224.00	44,096.00	45,884.80
11	\$ 19.08	\$ 19.96	\$ 20.86	\$ 21.80	\$ 22.72
	1,526.40	1,596.80	1,668.80	1,744.00	1,817.60
	39,686.40	41,516.80	43,388.80	45,344.00	47,257.60
12	\$ 19.64	\$ 20.55	\$ 21.46	\$ 22.41	\$ 23.32
	1,571.20	1,644.00	1,716.80	1,792.80	1,865.60
	40,851.20	42,744.00	44,636.80	46,612.80	48,505.60
13	\$ 20.45	\$ 21.40	\$ 22.40	\$ 23.37	\$ 24.32
	1,636.00	1,712.00	1,792.00	1,869.60	1,945.60
	42,536.00	44,512.00	46,592.00	48,609.60	50,585.60
14	\$ 20.92	\$ 21.92	\$ 22.91	\$ 23.90	\$ 24.93
	1,673.60	1,753.60	1,832.80	1,912.00	1,994.40
	43,513.60	45,593.60	47,652.80	49,712.00	51,854.40



CITY OF LANCASTER  
NON-UNION (hired on/before 12/31/10)  
PAYSCALE

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4
15	\$ 21.46	\$ 22.48	\$ 23.50	\$ 24.51	\$ 25.53
	1,716.80	1,798.40	1,880.00	1,960.80	2,042.40
	44,636.80	46,758.40	48,880.00	50,980.80	53,102.40
16	\$ 22.14	\$ 23.19	\$ 24.26	\$ 25.34	\$ 26.37
	1,771.20	1,855.20	1,940.80	2,027.20	2,109.60
	46,051.20	48,235.20	50,460.80	52,707.20	54,849.60
17	\$ 22.89	\$ 23.94	\$ 25.02	\$ 26.12	\$ 27.17
	1,831.20	1,915.20	2,001.60	2,089.60	2,173.60
	47,611.20	49,795.20	52,041.60	54,329.60	56,513.60
18	\$ 23.57	\$ 24.64	\$ 25.77	\$ 26.86	\$ 27.97
	1,885.60	1,971.20	2,061.60	2,148.80	2,237.60
	49,025.60	51,251.20	53,601.60	55,868.80	58,177.60
19	\$ 24.25	\$ 25.41	\$ 26.51	\$ 27.64	\$ 28.82
	1,940.00	2,032.80	2,120.80	2,211.20	2,305.60
	50,440.00	52,852.80	55,140.80	57,491.20	59,945.60

NU 2

Hired on/before 12/31/2010

City of Lancaster  
Non-Union (hired on/after 1-1-11)  
Pay Scale

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	12.51	13.08	13.65	14.21	14.78	15.35	15.92	16.47
	1,000.80	1,046.40	1,092.00	1,136.80	1,182.40	1,228.00	1,273.60	1,317.60
	26,020.80	27,206.40	28,392.00	29,556.80	30,742.40	31,928.00	33,113.60	34,257.60
2	13.25	13.82	14.39	14.97	15.53	16.11	16.67	17.23
	1,060.00	1,105.60	1,151.20	1,197.60	1,242.40	1,288.80	1,333.60	1,378.40
	27,560.00	28,745.60	29,931.20	31,137.60	32,302.40	33,508.80	34,673.60	35,838.40
3	13.92	14.51	15.10	15.69	16.28	16.87	17.46	18.08
	1,113.60	1,160.80	1,208.00	1,255.20	1,302.40	1,349.60	1,396.80	1,446.40
	28,953.60	30,180.80	31,408.00	32,635.20	33,862.40	35,089.60	36,316.80	37,606.40
4	14.40	15.05	15.68	16.31	16.95	17.57	18.23	18.86
	1,152.00	1,204.00	1,254.40	1,304.80	1,356.00	1,405.60	1,458.40	1,508.80
	29,952.00	31,304.00	32,614.40	33,924.80	35,256.00	36,545.60	37,918.40	39,228.80
5	15.15	15.84	16.54	17.25	17.95	18.66	19.35	20.06
	1,212.00	1,267.20	1,323.20	1,380.00	1,436.00	1,492.80	1,548.00	1,604.80
	31,512.00	32,947.20	34,403.20	35,880.00	37,336.00	38,812.80	40,248.00	41,724.80
6	15.45	16.17	16.88	18.18	18.31	19.03	19.73	20.46
	1,236.00	1,293.60	1,350.40	1,454.40	1,464.80	1,522.40	1,578.40	1,636.80
	32,136.00	33,633.60	35,110.40	37,814.40	38,084.80	39,582.40	41,038.40	42,556.80
7	15.78	16.51	17.24	17.96	18.69	19.42	20.13	20.88
	1,262.40	1,320.80	1,379.20	1,436.80	1,495.20	1,553.60	1,610.40	1,670.40
	32,822.40	34,340.80	35,859.20	37,356.80	38,875.20	40,393.60	41,870.40	43,430.40
8	16.09	16.82	17.56	18.32	19.07	19.80	20.56	21.30
	1,287.20	1,345.60	1,404.80	1,465.60	1,525.60	1,584.00	1,644.80	1,704.00
	33,467.20	34,985.60	36,524.80	38,105.60	39,665.60	41,184.00	42,764.80	44,304.00
9	16.35	17.12	17.89	18.67	19.44	20.20	20.97	21.74
	1,308.00	1,369.60	1,431.20	1,493.60	1,555.20	1,616.00	1,677.60	1,739.20
	34,008.00	35,609.60	37,211.20	38,833.60	40,435.20	42,016.00	43,617.60	45,219.20
10	16.68	17.45	18.23	19.00	19.75	20.52	21.30	22.06
	1,334.40	1,396.00	1,458.40	1,520.00	1,580.00	1,641.60	1,704.00	1,764.80
	34,694.40	36,296.00	37,918.40	39,520.00	41,080.00	42,681.60	44,304.00	45,884.80
11	17.16	17.95	18.74	19.54	20.33	21.12	21.90	22.72
	1,372.80	1,436.00	1,499.20	1,563.20	1,626.40	1,689.60	1,752.00	1,817.60
	35,692.80	37,336.00	38,979.20	40,643.20	42,286.40	43,929.60	45,552.00	47,257.60
12	17.68	18.47	19.27	20.08	20.88	21.70	22.48	23.32
	1,414.40	1,477.60	1,541.60	1,606.40	1,670.40	1,736.00	1,798.40	1,865.60
	36,774.40	38,417.60	40,081.60	41,766.40	43,430.40	45,136.00	46,758.40	48,505.60

City of Lancaster  
Non-Union (hired on/after 1-1-11)  
Pay Scale

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
13	18.40	19.25	20.10	20.95	21.80	22.65	23.49	24.32
	1,472.00	1,540.00	1,608.00	1,676.00	1,744.00	1,812.00	1,879.20	1,945.60
	38,272.00	40,040.00	41,808.00	43,576.00	45,344.00	47,112.00	48,859.20	50,585.60
14	18.83	19.70	20.57	21.43	22.31	23.18	24.04	24.93
	1,506.40	1,576.00	1,645.60	1,714.40	1,784.80	1,854.40	1,923.20	1,994.40
	39,166.40	40,976.00	42,785.60	44,574.40	46,404.80	48,214.40	50,003.20	51,854.40
15	19.32	20.21	21.10	21.99	22.89	23.79	24.66	25.53
	1,545.60	1,616.80	1,688.00	1,759.20	1,831.20	1,903.20	1,972.80	2,042.40
	40,185.60	42,036.80	43,888.00	45,739.20	47,611.20	49,483.20	51,292.80	53,102.40
16	19.93	20.85	21.78	22.71	23.61	24.55	25.48	26.37
	1,594.40	1,668.00	1,742.40	1,816.80	1,888.80	1,964.00	2,038.40	2,109.60
	41,454.40	43,368.00	45,302.40	47,236.80	49,108.80	51,064.00	52,998.40	54,849.60
17	20.60	21.60	22.59	23.57	24.57	25.56	26.56	27.17
	1,648.00	1,728.00	1,807.20	1,885.60	1,965.60	2,044.80	2,124.80	2,173.60
	42,848.00	44,928.00	46,987.20	49,025.60	51,105.60	53,164.80	55,244.80	56,513.60
18	21.24	22.20	23.15	24.10	25.06	26.02	26.99	27.97
	1,699.20	1,776.00	1,852.00	1,928.00	2,004.80	2,081.60	2,159.20	2,237.60
	44,179.20	46,176.00	48,152.00	50,128.00	52,124.80	54,121.60	56,139.20	58,177.60
19	21.82	22.83	23.83	24.84	25.85	26.84	27.84	28.82
	1,745.60	1,826.40	1,906.40	1,987.20	2,068.00	2,147.20	2,227.20	2,305.60
	45,385.60	47,486.40	49,566.40	51,667.20	53,768.00	55,827.20	57,907.20	59,945.60

NU-2

Hired on/after 1-1-2011