

TEMPORARY ORDINANCE NO. 21-21

PERMANENT ORDINANCE NO. 21-21

AN ORDINANCE TO AMEND ORDINANCE 11-21, REPEAL AND REPLACE EXISTING 11-21, AND DECLARE AN EMERGENCY FOR THE NON UNION PAY ORDINANCE

WHEREAS, Permanent Ordinance 31-20, Non Union Pay Ordinance, was passed by City Council on December 14, 2020; and

WHEREAS, Permanent Ordinance 3-21, Non Union Pay Ordinance, was passed by City Council on January 25, 2021; and

WHEREAS, Permanent Ordinance 11-21, Non Union Pay Ordinance was passed by City Council on April 12, 2021;

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO:

SECTION 1. That Permanent Ordinance 11-21, Non Union Pay Ordinance, be amended as shown in Exhibit A.

SECTION 2. That existing Permanent Ordinance 11-21, Non Union Ordinance, be repealed and replaced in its entirety.

SECTION 3. That in the interest of the health, safety and welfare of the community and in order to maintain workforce continuity, City Council does hereby declare an emergency so that this ordinance shall take effect and be in full force immediately..

Passed: 7/19/21 after 1<sup>st</sup> reading. Vote: Yeas 8 Nays 0

Approved: 7/19/21

Clerk: Jeresa Lee Sandy

Offered by: Tom Suk

Second by: Melody L. Bobbitt

Requested by Finance Committee

Laura A. Clee  
President of Council  
David L. Scheffler  
Mayor

**EXHIBIT A**TEMPORARY ORDINANCE NO. 29-20PERMANENT ORDINANCE NO. 31-20

AN ORDINANCE TO ESTABLISH BENEFITS, TITLES, AND COMPENSATION FOR THOSE EMPLOYEES WHO ARE NOT MEMBERS OF THE RECOGNIZED BARGAINING UNITS EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2021, 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, 2021, 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                                  |
| Cemetery           | Customer Service Coordinator                         | 9                   | 1                                  |
| Certified Building | Permit Clerk                                         | 9                   | 1                                  |
|                    | Administrative Assistant                             | 10                  | 1                                  |
|                    | Certified Inspector                                  | 17                  | 2                                  |
| Code Enforcement   | PT Code Enforcement Inspector                        | 10                  | 2                                  |
| Community Dev.     | <del>PT</del> Housing Program Coord.                 | <del>12</del> 12    | 1 (TO 29-20)                       |
|                    | PT Clerical Assistant                                | 4                   | 1 (TO 29-20)                       |
| Engineering        | Engineering Specialist III                           | 14                  | 1                                  |
|                    | Right-of-Way Inspector                               | 14                  | 1                                  |
| Fire               | Administrative Assistant                             | 10                  | 1                                  |
|                    | Fire & EMS Confidential Sec'y                        | 9                   | 1                                  |
| Gas                | Regulatory Affairs Specialist                        | 9                   | 1                                  |
|                    | Engineering Technology & Econ Development Technician | 18                  | 1                                  |
| Income Tax         | Tax Auditor                                          | 11                  | 3                                  |
|                    | Tax Auditor                                          | 11                  | 1 (TO 2-21)(training until 5/1/21) |
|                    | PT Tax Clerk                                         | 4                   | 1                                  |
| IT/Telecom         | Administrative Assistant                             | 9                   | 1                                  |
|                    | IT Specialist II                                     | 12                  | 1                                  |
| Law Director       | Paralegal/Receptionist                               | 9                   | 1                                  |
|                    | Paralegal                                            | 10                  | 3                                  |
|                    | Office Manager                                       | 11                  | 1                                  |

|                            |                                           |               |                                         |
|----------------------------|-------------------------------------------|---------------|-----------------------------------------|
| Mayor                      | Executive Assistant                       | 11            | 1                                       |
| Municipal Court            | Clerk                                     | 4             | 2                                       |
| --Clerk                    | Deputy Clerk                              | 6             | 7                                       |
|                            | 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                                       |
| <del>Municipal Court</del> | <del>Probation Administrative Asst.</del> | <del>3</del>  | <del>1</del>                            |
| <del>--Judicial</del>      | <del>Judicial Office Assistant</del>      | <del>10</del> | <del>1</del>                            |
|                            | <del>Probation Officer</del>              | <del>10</del> | <del>9</del>                            |
|                            | <del>Bailiff</del>                        | <del>13</del> | <del>3</del>                            |
|                            | <del>Judicial Administrative Asst.</del>  | <del>13</del> | <del>2</del>                            |
|                            | <del>Senior Probation Officer</del>       | <del>13</del> | <del>1</del>                            |
| Police                     | Administrative Assistant                  | 10            | 1                                       |
| Sanitation                 | Scale House Clerk                         | 1             | 1                                       |
|                            | Confidential Staff Secretary              | 9             | 1                                       |
| Service-Safety             | Executive Assistant I                     | 12            | 1                                       |
| Storm Water Utility        | Administrative Assistant                  | 10            | 1                                       |
|                            | Storm Water Inspector                     | 14            | 1                                       |
|                            | Storm Water Specialist III                | 17            | 1                                       |
| Transportation             | Administrative Assistant                  | 10            | 1                                       |
| Utilities                  | Data Base Administrator                   | 17            | 1                                       |
|                            | <del>Customer Service Coordinator</del>   | <del>10</del> | <del>1</del> (TO 21-21) (July 19, 2021) |
|                            | Customer Service Manager                  | 10            | 1 (TO 21-21) (July 19, 2021)            |
| Water                      | <del>Confidential Dept. Secretary</del>   | <del>7</del>  | <del>1</del> (TO 10-21)(April 12, 2021) |
|                            | Confidential Dept. Secretary              | 7             | 1 (TO 10-21)(through June 2021)         |
|                            | <del>Confidential Staff Secretary</del>   | <del>9</del>  | <del>1</del> (TO 10-21)(April 12, 2021) |
|                            | Confidential Staff Secretary              | 9             | 1 (TO 10-21)(through June 2021)         |
|                            | Administrative Assistant                  | 10            | 1 (TO 10-21)(April 12, 2021)            |
| WPC                        | Confidential Staff Secretary              | 9             | 1                                       |

## SECTION 2. PAY SCALE.

The Pay Scale for employees referenced in Section 1 of this Ordinance above, is set forth in the attached Exhibit A. The Pay Scale is effective Payroll #1, 2021.

## SECTION 3. RETIREMENT PICK-UP.

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

## SECTION 4. LONGEVITY PAY.

Employees covered by this ordinance, who were hired on or after January 1, 2006 are not eligible to receive this benefit.

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.

SECTION 5. PRO-PAY.

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

SECTION 6. HOLIDAY PAY.

Employees will follow The City's holiday schedule. Employees who are scheduled to, and do work on the holidays, shall be compensated for working such holidays at the rate of one and one-half times such employee's normal rate of pay. Employees must work their scheduled day before and after the holiday to receive holiday pay.

SECTION 7. PERSONAL TIME.

Employees covered by this Ordinance shall receive 40 hours of personal time each year. Personal time must be used in the year in which it was accrued and will not accumulate. Part-time employees are exempt from this benefit. The use of personal time must be approved by a supervisor.

SECTION 8. 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 an average of 30 hours or more per week.

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 9. 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.

Days of leave shall be defined as normal average working hours. An employee may elect to take up to two additional bereavement days as other paid leave.

**SECTION 10. MEDICAL INSURANCE.**

Employees must work an average of 30 hours or more per week over the previous twelve (12) months to be eligible for 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.

**SECTION 11. 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. An employee on leave without pay is not eligible for this program.

**SECTION 12. 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. An employee covered by this Ordinance who has a bank of more than nine hundred sixty (960) hours can exchange a minimum of eight (8) hours, or one day, for an additional vacation day, not to exceed forty (40) hours.

C. Full-time employees covered by this Ordinance and hired on or before December 31, 2010 shall be granted the following:

- I. 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.

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

**SECTION 13. 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 14. 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 15. 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: 12/14/20 after 2nd reading. Vote: Yeas 9 Nays 0

Approved: 12/14/20

Ted Case  
President of Council

Attest: Jeresa Lee Bondy

David Schyler  
Mayor

Offered by: Shelly J. Miller-Dorman

Second by: Melody K. Bobbitt

Requested by Finance Committee

| RANGE | STARTING  | STEP 1    | STEP 2    | STEP 3    | STEP 4    | STEP 5    | STEP 6    | STEP 7    |
|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1     | 13.41     | 14.02     | 14.63     | 15.22     | 15.84     | 16.45     | 17.06     | 17.65     |
|       | 1,072.80  | 1,121.60  | 1,170.40  | 1,217.60  | 1,267.20  | 1,316.00  | 1,364.80  | 1,412.00  |
|       | 27,892.80 | 29,161.60 | 30,430.40 | 31,657.60 | 32,947.20 | 34,216.00 | 35,484.80 | 36,712.00 |
| 2     | 14.20     | 14.81     | 15.42     | 16.05     | 16.64     | 17.26     | 17.86     | 18.46     |
|       | 1,136.00  | 1,184.80  | 1,233.60  | 1,284.00  | 1,331.20  | 1,380.80  | 1,428.80  | 1,476.80  |
|       | 29,536.00 | 30,804.80 | 32,073.60 | 33,384.00 | 34,611.20 | 35,900.80 | 37,148.80 | 38,396.80 |
| 3     | 14.91     | 15.55     | 16.18     | 16.81     | 17.45     | 18.08     | 18.72     | 19.37     |
|       | 1,192.80  | 1,244.00  | 1,294.40  | 1,344.80  | 1,396.00  | 1,446.40  | 1,497.60  | 1,549.60  |
|       | 31,012.80 | 32,344.00 | 33,654.40 | 34,964.80 | 36,296.00 | 37,606.40 | 38,937.60 | 40,289.60 |
| 4     | 15.43     | 16.13     | 16.80     | 17.48     | 18.17     | 18.83     | 19.53     | 20.21     |
|       | 1,234.40  | 1,290.40  | 1,344.00  | 1,398.40  | 1,453.60  | 1,506.40  | 1,562.40  | 1,616.80  |
|       | 32,094.40 | 33,550.40 | 34,944.00 | 36,358.40 | 37,793.60 | 39,166.40 | 40,622.40 | 42,036.80 |
| 5     | 16.23     | 16.97     | 17.73     | 18.49     | 19.24     | 19.99     | 20.73     | 21.50     |
|       | 1,298.40  | 1,357.60  | 1,418.40  | 1,479.20  | 1,539.20  | 1,599.20  | 1,658.40  | 1,720.00  |
|       | 33,758.40 | 35,297.60 | 36,878.40 | 38,459.20 | 40,019.20 | 41,579.20 | 43,118.40 | 44,720.00 |
| 6     | 16.56     | 17.32     | 18.09     | 19.48     | 19.62     | 20.39     | 21.14     | 21.93     |
|       | 1,324.80  | 1,385.60  | 1,447.20  | 1,558.40  | 1,569.60  | 1,631.20  | 1,691.20  | 1,754.40  |
|       | 34,444.80 | 36,025.60 | 37,627.20 | 40,518.40 | 40,809.60 | 42,411.20 | 43,971.20 | 45,614.40 |
| 7     | 16.91     | 17.70     | 18.47     | 19.25     | 20.02     | 20.82     | 21.57     | 22.38     |
|       | 1,352.80  | 1,416.00  | 1,477.60  | 1,540.00  | 1,601.60  | 1,665.60  | 1,725.60  | 1,790.40  |
|       | 35,172.80 | 36,816.00 | 38,417.60 | 40,040.00 | 41,641.60 | 43,305.60 | 44,865.60 | 46,550.40 |
| 8     | 17.24     | 18.03     | 18.82     | 19.63     | 20.44     | 21.22     | 22.03     | 22.82     |
|       | 1,379.20  | 1,442.40  | 1,505.60  | 1,570.40  | 1,635.20  | 1,697.60  | 1,762.40  | 1,825.60  |
|       | 35,859.20 | 37,502.40 | 39,145.60 | 40,830.40 | 42,515.20 | 44,137.60 | 45,822.40 | 47,465.60 |
| 9     | 17.52     | 18.34     | 19.18     | 20.00     | 20.84     | 21.64     | 22.47     | 23.29     |
|       | 1,401.60  | 1,467.20  | 1,534.40  | 1,600.00  | 1,667.20  | 1,731.20  | 1,797.60  | 1,863.20  |
|       | 36,441.60 | 38,147.20 | 39,894.40 | 41,600.00 | 43,347.20 | 45,011.20 | 46,737.60 | 48,443.20 |
| 10    | 17.87     | 18.70     | 19.53     | 20.36     | 21.17     | 21.99     | 22.82     | 23.64     |
|       | 1,429.60  | 1,496.00  | 1,562.40  | 1,628.80  | 1,693.60  | 1,759.20  | 1,825.60  | 1,891.20  |
|       | 37,169.60 | 38,896.00 | 40,622.40 | 42,348.80 | 44,033.60 | 45,739.20 | 47,465.60 | 49,171.20 |
| 11    | 18.39     | 19.24     | 20.07     | 20.94     | 21.78     | 22.63     | 23.47     | 24.34     |
|       | 1,471.20  | 1,539.20  | 1,605.60  | 1,675.20  | 1,742.40  | 1,810.40  | 1,877.60  | 1,947.20  |
|       | 38,251.20 | 40,019.20 | 41,745.60 | 43,555.20 | 45,302.40 | 47,070.40 | 48,817.60 | 50,627.20 |
| 12    | 18.94     | 19.80     | 20.65     | 21.52     | 22.38     | 23.25     | 24.09     | 25.00     |
|       | 1,515.20  | 1,584.00  | 1,652.00  | 1,721.60  | 1,790.40  | 1,860.00  | 1,927.20  | 2,000.00  |
|       | 39,395.20 | 41,184.00 | 42,952.00 | 44,761.60 | 46,550.40 | 48,360.00 | 50,107.20 | 52,000.00 |



| RANGE | STARTING  | STEP 1    | STEP 2    | STEP 3    | STEP 4    | STEP 5    | STEP 6    | STEP 7    |
|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 13    | 19.72     | 20.63     | 21.54     | 22.45     | 23.36     | 24.27     | 25.17     | 26.07     |
|       | 1,577.60  | 1,650.40  | 1,723.20  | 1,796.00  | 1,868.80  | 1,941.60  | 2,013.60  | 2,085.60  |
|       | 41,017.60 | 42,910.40 | 44,803.20 | 46,696.00 | 48,588.80 | 50,481.60 | 52,353.60 | 54,225.60 |
| 14    | 20.18     | 21.10     | 22.04     | 22.97     | 23.92     | 24.83     | 25.76     | 26.72     |
|       | 1,614.40  | 1,688.00  | 1,763.20  | 1,837.60  | 1,913.60  | 1,986.40  | 2,060.80  | 2,137.60  |
|       | 41,974.40 | 43,888.00 | 45,843.20 | 47,777.60 | 49,753.60 | 51,646.40 | 53,580.80 | 55,577.60 |
| 15    | 20.70     | 21.65     | 22.61     | 23.57     | 24.53     | 25.50     | 26.42     | 27.36     |
|       | 1,656.00  | 1,732.00  | 1,808.80  | 1,885.60  | 1,962.40  | 2,040.00  | 2,113.60  | 2,188.80  |
|       | 43,056.00 | 45,032.00 | 47,028.80 | 49,025.60 | 51,022.40 | 53,040.00 | 54,953.60 | 56,908.80 |
| 16    | 21.36     | 22.35     | 23.34     | 24.33     | 25.30     | 26.31     | 27.31     | 28.26     |
|       | 1,708.80  | 1,788.00  | 1,867.20  | 1,946.40  | 2,024.00  | 2,104.80  | 2,184.80  | 2,260.80  |
|       | 44,428.80 | 46,488.00 | 48,547.20 | 50,606.40 | 52,624.00 | 54,724.80 | 56,804.80 | 58,780.80 |
| 17    | 22.07     | 23.14     | 24.21     | 25.26     | 26.33     | 27.39     | 28.46     | 29.11     |
|       | 1,765.60  | 1,851.20  | 1,936.80  | 2,020.80  | 2,106.40  | 2,191.20  | 2,276.80  | 2,328.80  |
|       | 45,905.60 | 48,131.20 | 50,356.80 | 52,540.80 | 54,766.40 | 56,971.20 | 59,196.80 | 60,548.80 |
| 18    | 22.75     | 23.78     | 24.80     | 25.82     | 26.85     | 27.88     | 28.92     | 29.97     |
|       | 1,820.00  | 1,902.40  | 1,984.00  | 2,065.60  | 2,148.00  | 2,230.40  | 2,313.60  | 2,397.60  |
|       | 47,320.00 | 49,462.40 | 51,584.00 | 53,705.60 | 55,848.00 | 57,990.40 | 60,153.60 | 62,337.60 |
| 19    | 23.39     | 24.47     | 25.54     | 26.63     | 27.71     | 28.77     | 29.84     | 30.89     |
|       | 1,871.20  | 1,957.60  | 2,043.20  | 2,130.40  | 2,216.80  | 2,301.60  | 2,387.20  | 2,471.20  |
|       | 48,651.20 | 50,897.60 | 53,123.20 | 55,390.40 | 57,636.80 | 59,841.60 | 62,067.20 | 64,251.20 |