

TEMPORARY ORDINANCE NO. 22-21

PERMANENT ORDINANCE NO. 22-21

AN ORDINANCE TO AMEND ORDINANCE 30-20, REPEAL AND REPLACE EXISTING 30-20, AND DECLARE AN EMERGENCY FOR THE MANAGEMENT PAY ORDINANCE

WHEREAS, Permanent Ordinance 30-20, Management Pay Ordinance, was passed by City Council on December 14, 2020;

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

SECTION 1. That Permanent Ordinance 30-20, Management Pay Ordinance, be amended as shown in Exhibit A.

SECTION 2. That existing Permanent Ordinance 30-20, Management Pay Ordinance, be repealed and replaced in its entirety.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 1st reading. Vote: Yeas 8 Nays 0

Approved: 7/19/21

Clerk: Jeresa Lee Gandy

Offered by: Tom Star

Second by: Kurt McCut

Requested by Finance Committee

David A. Cee

President of Council

David L. Sheffer

Mayor

**EXHIBIT A**

TEMPORARY ORDINANCE NO. 28-20

PERMANENT ORDINANCE NO. 30-20

AN ORDINANCE TO ESTABLISH THE BENEFITS, TITLES, AND COMPENSATION FOR MANAGEMENT AND PROFESSIONAL PERSONNEL 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. MANAGEMENT AND PROFESSIONAL PERSONNEL.**

The following management and professional 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	Assistant Auditor	14	1
Cemetery	Maintenance Supervisor	12	1
Certified Building	Certified Building Administrator	13	1
	Chief Building Official	23	1
Community Dev.	Executive Director	<del>15</del> -16	1 (TO 28-20)
	Asst. Executive Director <del>PT</del>	11	1 (TO 28-20)
Engineering	City Engineer	31	1
	Assistant City Engineer	25	1
Gas	General Manager	31	1
	Operations Manager	27	1
	Construction Supervisor	15	2
	Compliance/Supply Manager	18	1
Income Tax	Tax Commissioner	22	1
IT/Telecom	Chief Information Officer	24	1
	Network Administrator	15	1
	GIS Coordinator	14	1
Law Director	Assistant Law Director	25	1
	Senior Attorney	20	1
	Assistant Prosecutor	16	3
	Assistant Prosecutor	16	1 (TO 22-21) (9/1/21-12/31/21)
<del>Muni. Court</del>	<del>Court Administrator</del>	<del>17</del>	<del>1</del>
<del>Judicial</del>	<del>Chief Probation Officer</del>	<del>11</del>	<del>1</del>

Personnel	HR Coordinator	16	1
Sanitation	Department Superintendent	25	1
	Assistant Superintendent	18	1
Service-Safety	Service-Safety Director	30	1
	Code Enforcement Director	13	1
Storm Water Utility	Storm Water Manager	23	1
	Storm Water Engineer II	17	1
Transit	Transit Director	15	1
	Transit Assistant Director	12	1
Transportation	Department Superintendent	25	1
	Operations Manager	20	1
	Traffic Control Supervisor	15	1
	Maintenance Supervisor	15	1
Utilities	Department Superintendent	21	1
	Assistant Superintendent	18	1
Water	Department Superintendent	28	1 (TO 22-21) (July 19, 2021)
	Plant Manager	20	2
	Construction Supervisor	15	1
	Distribution Manager	20	1
Water Pollution Control	<del>Water/WPC Superintendent</del>	<del>29</del>	<del>1</del> (TO 22-21) (July 19, 2021)
	Department Superintendent	29	1 (TO 22-21) (July 19, 2021)
	<del>Plant Manager</del>	<del>22</del>	<del>1</del> (TO 22-21) (July 19, 2021)
	Assistant Superintendent	20	1 (TO 22-21) (July 19, 2021)
	Water/WPC Engineer	25	1 (TO 22-21) (July 19, 2021)
	Chemist	15	1

**SECTION 2. POLICE CHIEF AND DEPUTY POLICE CHIEF.**

The annual compensation for the Police Chief, Deputy Police Chief, and Communication Technician Supervisor effective payroll #1, 2021, shall be as follows:

Police Chief	Hourly	\$ 59.28
	Bi-weekly	\$ 4,742.40
	Annual	\$ 123,302.40

Deputy Police Chief	Hourly	\$ 54.67	
	Bi-weekly	\$ 4,373.60	
	Annual	\$ 113,713.60	
Communication Tech Supervisor	Hourly	<del>\$ 27.79</del> <b>\$28.33</b>	(TO 22-21) (July 19, 2021)
	Bi-weekly	<del>\$ 2,223.20</del> <b>\$2,266.40</b>	
	Annual	<del>\$ 57,803.20</del> <b>\$58,926.40</b>	(wages calculated 14% above top Comm Tech pay)

**SECTION 3. FIRE CHIEF AND ASSISTANT FIRE CHIEF.**

The annual compensation for the Fire Chief and one Assistant Fire Chief, effective payroll #1, 2021, shall be as follows:

Fire Chief	Hourly	\$ 56.51
	Bi-weekly	\$ 4,520.80
	Annual	\$ 117,540.80
Assistant Fire Chief	Hourly	\$ 52.84
	Bi-weekly	\$ 4,227.20
	Annual	\$ 109,907.20

~~SECTION 4. ECONOMIC DEVELOPMENT DIRECTOR.~~

~~The annual compensation for the Economic Development Department Director, effective Payroll #1, 2020, shall be as follows:~~

<del>Director</del>	<del>Hourly</del>	<del>\$ 19.04</del>
	<del>Bi-weekly</del>	<del>\$ 1,523.94</del>
	<del>Annual</del>	<del>\$ 39,622.40</del>

**SECTION 4. RETIREMENT PICK-UP.**

Employees covered by this Ordinance do not receive retirement pension pick-up.

**SECTION 5. 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 (5) 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 commencing January 1<sup>st</sup> of the year in which the anniversary of employment with the City occurs. Longevity does not apply to Community Development.

**SECTION 6. PRO-PAY/CERTIFICATION PAY.**

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 Master's Degree or Doctorate Degree in a field related to their work. Pro-pay does not apply to part-time

employees.

**SECTION 7. MEDICAL INSURANCE**

Employees must work an average of 30 hours or more per week over the past 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 provider.

**SECTION 8. LIFE INSURANCE**

The City shall provide to all full-time employees covered by this Ordinance a term 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)

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 9. PAY SCALE**

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

**SECTION 10. VACATION LEAVE**

The vacation leave schedule for employees referenced in 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 – 20 years	160 hours
21 + 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 calendar year in which the employee is in active service with the City in accordance with the

schedule 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 and/or elected official responsible for supervision of the department.

#### SECTION 11. 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.

#### SECTION 12. 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 13. 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:

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.

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 14. 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 15. 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 16. 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

[Signature]  
President of Council

Attest: Jessica Lee (Sandy)

[Signature]  
Mayor

Offered by: [Signature]

Second by: [Signature]

Requested by Finance Committee



RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
9	22.52	23.49	24.50	25.49	26.44	27.43	28.42	29.40
	1,801.60	1,879.20	1,960.00	2,039.20	2,115.20	2,194.40	2,273.60	2,352.00
	46,841.60	48,859.20	50,960.00	53,019.20	54,995.20	57,054.40	59,113.60	61,152.00
10	23.11	24.13	25.14	26.16	27.17	28.19	29.17	30.21
	1,848.80	1,930.40	2,011.20	2,092.80	2,173.60	2,255.20	2,333.60	2,416.80
	48,068.80	50,190.40	52,291.20	54,412.80	56,513.60	58,635.20	60,673.60	62,836.80
11	23.87	25.00	26.12	27.23	28.35	29.47	30.58	31.71
	1,909.60	2,000.00	2,089.60	2,178.40	2,268.00	2,357.60	2,446.40	2,536.80
	49,649.60	52,000.00	54,329.60	56,638.40	58,968.00	61,297.60	63,606.40	65,956.80
12	24.53	25.61	26.68	27.76	28.81	29.89	30.96	31.99
	1,962.40	2,048.80	2,134.40	2,220.80	2,304.80	2,391.20	2,476.80	2,559.20
	51,022.40	53,268.80	55,494.40	57,740.80	59,924.80	62,171.20	64,396.80	66,539.20
13	25.25	26.34	27.43	28.53	29.62	30.71	31.84	32.93
	2,020.00	2,107.20	2,194.40	2,282.40	2,369.60	2,456.80	2,547.20	2,634.40
	52,520.00	54,787.20	57,054.40	59,342.40	61,609.60	63,876.80	66,227.20	68,494.40
14	25.77	26.90	28.03	29.17	30.30	31.46	32.57	33.66
	2,061.60	2,152.00	2,242.40	2,333.60	2,424.00	2,516.80	2,605.60	2,692.80
	53,601.60	55,952.00	58,302.40	60,673.60	63,024.00	65,436.80	67,745.60	70,012.80
15	26.37	27.53	28.74	29.90	31.06	32.23	33.39	34.54
	2,109.60	2,202.40	2,299.20	2,392.00	2,484.80	2,578.40	2,671.20	2,763.20
	54,849.60	57,262.40	59,779.20	62,192.00	64,604.80	67,038.40	69,451.20	71,843.20
16	27.25	28.44	29.62	30.83	32.02	33.23	34.41	35.58
	2,180.00	2,275.20	2,369.60	2,466.40	2,561.60	2,658.40	2,752.80	2,846.40
	56,680.00	59,155.20	61,609.60	64,126.40	66,601.60	69,118.40	71,572.80	74,006.40
17	28.03	29.26	30.49	31.68	32.91	34.13	35.35	36.54
	2,242.40	2,340.80	2,439.20	2,534.40	2,632.80	2,730.40	2,828.00	2,923.20
	58,302.40	60,860.80	63,419.20	65,894.40	68,452.80	70,990.40	73,528.00	76,003.20
18	28.79	30.00	31.21	32.45	33.66	34.88	36.10	37.35
	2,303.20	2,400.00	2,496.80	2,596.00	2,692.80	2,790.40	2,888.00	2,988.00
	59,883.20	62,400.00	64,916.80	67,496.00	70,012.80	72,550.40	75,088.00	77,688.00
19	29.56	30.87	32.16	33.46	34.78	36.09	37.38	38.69
	2,364.80	2,469.60	2,572.80	2,676.80	2,782.40	2,887.20	2,990.40	3,095.20
	61,484.80	64,209.60	66,892.80	69,596.80	72,342.40	75,067.20	77,750.40	80,475.20
20	30.29	31.63	32.98	34.33	35.67	36.99	38.35	39.73
	2,423.20	2,530.40	2,638.40	2,746.40	2,853.60	2,959.20	3,068.00	3,178.40
	63,003.20	65,790.40	68,598.40	71,406.40	74,193.60	76,939.20	79,768.00	82,638.40

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
21	31.16	32.53	33.89	35.23	36.60	37.92	39.28	40.67
	2,492.80	2,602.40	2,711.20	2,818.40	2,928.00	3,033.60	3,142.40	3,253.60
	64,812.80	67,662.40	70,491.20	73,278.40	76,128.00	78,873.60	81,702.40	84,593.60
22	32.09	33.53	34.95	36.38	37.81	39.23	40.65	42.08
	2,567.20	2,682.40	2,796.00	2,910.40	3,024.80	3,138.40	3,252.00	3,366.40
	66,747.20	69,742.40	72,696.00	75,670.40	78,644.80	81,598.40	84,552.00	87,526.40
23	33.09	34.54	36.01	37.44	38.90	40.33	41.80	43.26
	2,647.20	2,763.20	2,880.80	2,995.20	3,112.00	3,226.40	3,344.00	3,460.80
	68,827.20	71,843.20	74,900.80	77,875.20	80,912.00	83,886.40	86,944.00	89,980.80
24	34.07	35.58	37.09	38.57	40.09	41.58	43.07	44.60
	2,725.60	2,846.40	2,967.20	3,085.60	3,207.20	3,326.40	3,445.60	3,568.00
	70,865.60	74,006.40	77,147.20	80,225.60	83,387.20	86,486.40	89,585.60	92,768.00
25	35.00	36.58	38.12	39.70	41.25	42.82	44.37	45.91
	2,800.00	2,926.40	3,049.60	3,176.00	3,300.00	3,425.60	3,549.60	3,672.80
	72,800.00	76,086.40	79,289.60	82,576.00	85,800.00	89,065.60	92,289.60	95,492.80
26	36.02	37.61	39.19	40.77	42.37	43.94	45.54	47.13
	2,881.60	3,008.80	3,135.20	3,261.60	3,389.60	3,515.20	3,643.20	3,770.40
	74,921.60	78,228.80	81,515.20	84,801.60	88,129.60	91,395.20	94,723.20	98,030.40
27	37.28	38.90	40.55	42.17	43.82	45.45	47.09	48.76
	2,982.40	3,112.00	3,244.00	3,373.60	3,505.60	3,636.00	3,767.20	3,900.80
	77,542.40	80,912.00	84,344.00	87,713.60	91,145.60	94,536.00	97,947.20	101,420.80
28	38.21	39.87	41.57	43.26	44.95	46.64	48.32	49.98
	3,056.80	3,189.60	3,325.60	3,460.80	3,596.00	3,731.20	3,865.60	3,998.40
	79,476.80	82,929.60	86,465.60	89,980.80	93,496.00	97,011.20	100,505.60	103,958.40
29	39.33	41.07	42.80	44.53	46.27	48.00	49.74	51.45
	3,146.40	3,285.60	3,424.00	3,562.40	3,701.60	3,840.00	3,979.20	4,116.00
	81,806.40	85,425.60	89,024.00	92,622.40	96,241.60	99,840.00	103,459.20	107,016.00
30	40.54	42.32	44.08	45.88	47.67	49.44	51.24	52.98
	3,243.20	3,385.60	3,526.40	3,670.40	3,813.60	3,955.20	4,099.20	4,238.40
	84,323.20	88,025.60	91,686.40	95,430.40	99,153.60	102,835.20	106,579.20	110,198.40
31	41.75	43.58	45.41	47.25	49.09	50.91	52.76	54.57
	3,340.00	3,486.40	3,632.80	3,780.00	3,927.20	4,072.80	4,220.80	4,365.60
	86,840.00	90,646.40	94,452.80	98,280.00	102,107.20	105,892.80	109,740.80	113,505.60
32	43.01	44.89	46.77	48.67	50.55	52.44	54.29	56.22
	3,440.80	3,591.20	3,741.60	3,893.60	4,044.00	4,195.20	4,343.20	4,497.60
	89,460.80	93,371.20	97,281.60	101,233.60	105,144.00	109,075.20	112,923.20	116,937.60