

TEMPORARY ORDINANCE NO. 38-22

PERMANENT ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO ESTABLISH BENEFITS, TITLES, AND COMPENSATION FOR TRANSIT PERSONNEL EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2023, AND TO DECLARE AN EMERGENCY

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

SECTION 1. TRANSIT PERSONNEL.

The following non-union positions are approved and established, effective Payroll #1, 2023, in accordance with the department, job title, salary range, and number of employees listed below:

<u>JOB TITLE</u>	<u>SALARY RANGE</u>	<u>NUMBER OF EMPLOYEES</u>
Clerical Assistant	<del>4</del> 5	1 (TO 38-22)(11/14/22)
Scheduler	<del>3</del> 4	1 (TO 38-22)(11/14/22)
Dispatcher	5	2
PT Dispatcher	5	1
PT Transit Operator	4	As Needed
<del>Lead</del> Transit Operator	4	<del>3</del> 9 (TO 38-22)(11/14/22)
Safety and Training Coordinator	<del>6</del> 8	1 (TO 38-22)(11/14/22)
Mechanic	12	1
Master Mechanic	15	1
PT Reservations	2	1 (TO 38-22)(11/14/22)

SECTION 2. 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 3. VACATION LEAVE.

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

<u>Continuous Service</u>	<u>Full time Vacation Hours</u>	<u>Part time Vacation Hours</u>
1 – 5 years	80 hours	50 hours
6 – 14 years	120 hours	75 hours
15 – 20 years	160 hours	100 hours
21 + years	200 hours	125 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.

Employees covered by this Ordinance shall accrue 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 4. 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, stepchild, stepparent, 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 5. 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 carrier.

#### SECTION 6. 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 26)

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

employment with the City.

**SECTION 7. HOLIDAY PAY.**

Employees will follow the Transit Department'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.

**SECTION 8. 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, 2023.

**SECTION 9. 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, 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 10. 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 11. UNEXCUSED ABSENCES.**

There will be no pay for unexcused absences the scheduled day before or after a holiday or vacation day.

**SECTION 12. 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 13. 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: \_\_\_\_\_ after \_\_\_\_\_ reading. Vote: Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
President of Council

Attest: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Offered by: \_\_\_\_\_

Second by: \_\_\_\_\_

Requested by Finance Committee

City of Lancaster  
Transit Pay Scale  
(hired on or before 12/31/19)

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	14.30	14.94	15.60	16.22	16.89	17.53	18.19	18.81
	1,144.00	1,195.20	1,248.00	1,297.60	1,351.20	1,402.40	1,455.20	1,504.80
	29,744.00	31,075.20	32,448.00	33,737.60	35,131.20	36,462.40	37,835.20	39,124.80
2	15.14	15.79	16.44	17.11	17.74	18.40	19.04	19.68
	1,211.20	1,263.20	1,315.20	1,368.80	1,419.20	1,472.00	1,523.20	1,574.40
	31,491.20	32,843.20	34,195.20	35,588.80	36,899.20	38,272.00	39,603.20	40,934.40
3	15.89	16.58	17.24	17.92	18.61	19.27	19.96	20.64
	1,271.20	1,326.40	1,379.20	1,433.60	1,488.80	1,541.60	1,596.80	1,651.20
	33,051.20	34,486.40	35,859.20	37,273.60	38,708.80	40,081.60	41,516.80	42,931.20
4	16.45	17.19	17.91	18.64	19.36	20.07	20.82	21.55
	1,316.00	1,375.20	1,432.80	1,491.20	1,548.80	1,605.60	1,665.60	1,724.00
	34,216.00	35,755.20	37,252.80	38,771.20	40,268.80	41,745.60	43,305.60	44,824.00
5	17.31	18.09	18.90	19.71	20.51	21.31	22.10	22.92
	1,384.80	1,447.20	1,512.00	1,576.80	1,640.80	1,704.80	1,768.00	1,833.60
	36,004.80	37,627.20	39,312.00	40,996.80	42,660.80	44,324.80	45,968.00	47,673.60
6	17.65	18.46	19.28	20.52	20.91	21.74	22.54	23.38
	1,412.00	1,476.80	1,542.40	1,641.60	1,672.80	1,739.20	1,803.20	1,870.40
	36,712.00	38,396.80	40,102.40	42,681.60	43,492.80	45,219.20	46,883.20	48,630.40
7	18.02	18.87	19.69	20.77	21.34	22.19	22.99	23.86
	1,441.60	1,509.60	1,575.20	1,661.60	1,707.20	1,775.20	1,839.20	1,908.80
	37,481.60	39,249.60	40,955.20	43,201.60	44,387.20	46,155.20	47,819.20	49,628.80
8	18.38	19.22	20.06	20.92	21.79	22.62	23.48	24.33
	1,470.40	1,537.60	1,604.80	1,673.60	1,743.20	1,809.60	1,878.40	1,946.40
	38,230.40	39,977.60	41,724.80	43,513.60	45,323.20	47,049.60	48,838.40	50,606.40
9	18.68	19.55	20.45	21.32	22.21	23.07	23.95	24.82
	1,494.40	1,564.00	1,636.00	1,705.60	1,776.80	1,845.60	1,916.00	1,985.60
	38,854.40	40,664.00	42,536.00	44,345.60	46,196.80	47,985.60	49,816.00	51,625.60
10	19.05	19.94	20.82	21.70	22.57	23.44	24.33	25.20
	1,524.00	1,595.20	1,665.60	1,736.00	1,805.60	1,875.20	1,946.40	2,016.00
	39,624.00	41,475.20	43,305.60	45,136.00	46,945.60	48,755.20	50,606.40	52,416.00
11	19.60	20.51	21.39	22.32	23.21	24.13	25.02	25.95
	1,568.00	1,640.80	1,711.20	1,785.60	1,856.80	1,930.40	2,001.60	2,076.00
	40,768.00	42,660.80	44,491.20	46,425.60	48,276.80	50,190.40	52,041.60	53,976.00
12	20.19	21.11	22.02	22.94	23.86	24.78	25.68	26.66
	1,615.20	1,688.80	1,761.60	1,835.20	1,908.80	1,982.40	2,054.40	2,132.80
	41,995.20	43,908.80	45,801.60	47,715.20	49,628.80	51,542.40	53,414.40	55,452.80



RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4
1	14.30	14.65	15.02	15.39	15.78
	1,144.00	1,172.00	1,201.60	1,231.20	1,262.40
	29,744.00	30,472.00	31,241.60	32,011.20	32,822.40
2	15.14	15.51	15.90	16.31	16.71
	1,211.20	1,240.80	1,272.00	1,304.80	1,336.80
	31,491.20	32,260.80	33,072.00	33,924.80	34,756.80
3	15.89	16.30	16.70	17.12	17.54
	1,271.20	1,304.00	1,336.00	1,369.60	1,403.20
	33,051.20	33,904.00	34,736.00	35,609.60	36,483.20
4	16.45	16.86	17.28	17.71	18.17
	1,316.00	1,348.80	1,382.40	1,416.80	1,453.60
	34,216.00	35,068.80	35,942.40	36,836.80	37,793.60
5	17.31	17.73	18.19	18.64	19.10
	1,384.80	1,418.40	1,455.20	1,491.20	1,528.00
	36,004.80	36,878.40	37,835.20	38,771.20	39,728.00
6	17.65	18.09	18.55	19.02	19.49
	1,412.00	1,447.20	1,484.00	1,521.60	1,559.20
	36,712.00	37,627.20	38,584.00	39,561.60	40,539.20
7	18.02	18.47	18.94	19.42	19.90
	1,441.60	1,477.60	1,515.20	1,553.60	1,592.00
	37,481.60	38,417.60	39,395.20	40,393.60	41,392.00
8	18.38	18.83	19.31	19.79	20.29
	1,470.40	1,506.40	1,544.80	1,583.20	1,623.20
	38,230.40	39,166.40	40,164.80	41,163.20	42,203.20
9	18.68	19.15	19.62	20.11	20.61
	1,494.40	1,532.00	1,569.60	1,608.80	1,648.80
	38,854.40	39,832.00	40,809.60	41,828.80	42,868.80
10	19.05	19.52	20.02	20.51	21.02
	1,524.00	1,561.60	1,601.60	1,640.80	1,681.60
	39,624.00	40,601.60	41,641.60	42,660.80	43,721.60
11	19.60	20.09	20.58	21.11	21.63
	1,568.00	1,607.20	1,646.40	1,688.80	1,730.40
	40,768.00	41,787.20	42,806.40	43,908.80	44,990.40
12	20.19	20.71	21.22	21.74	22.29
	1,615.20	1,656.80	1,697.60	1,739.20	1,783.20
	41,995.20	43,076.80	44,137.60	45,219.20	46,363.20

