

**ORDINANCE NO. 2020-121**

**AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS, PAY RANGES, SALARY SCHEDULES AND OTHER MATTERS THAT MAY AFFECT PAY, FOR ALL NON-ELECTED OFFICERS AND EMPLOYEES OF THE CITY OF FINDLAY, OHIO, AND REPEALING ORDINANCE NO. 2019-086, AND ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.**

BE IT ORDAINED by the Council of the City of Findlay, State of Ohio, two-thirds (2/3) of all members elected thereto concurring:

**SECTION 1: REPEAL**

That Ordinance No. 2019-086 As Amended, and all other Ordinances and/or parts of Ordinances in conflict herewith be repealed and Ordinance No. 2020-121 is hereby enacted establishing Job Classifications, Pay Ranges, Salary Schedules and other matters that may affect pay for all non-elected officers and employees of the City of Findlay, Ohio.

**SECTION 2: UNCLASSIFIED SERVICE OF CIVIL SERVICE**

The unclassified service of the civil service of the City shall include:

- A. All officers elected by the people.
- B. All directors or heads of departments.
- C. All officers and members of boards and commissions whose appointment is subject to concurrence by Council.
- D. One administrative assistant to each elective officer and the various directors or heads of departments, the Deputy Auditor and one secretary and one assistant or clerk for each board or commission appointed by the Mayor.
- E. The City Clerk.
- F. The legal assistants to the Law Director.
- G. Four clerical/administrative support employees for the City Auditor, per ORC section 124.11 (A)(8).
- H. Bailiffs, constables, clerks of court and deputy clerks of court, official stenographers, and other employees of courts.
- I. Physicians, nurses, engineers, veterinarians, and surveyors, or other comparable professions which require licensing under the laws of the State of Ohio.
- J. Those employees whose job duties require, as essential qualifications over and above technical competency requirements, a high degree of trust, confidence, reliance, integrity or fidelity and who perform non-ministerial, discretionary duties in the department heads place and stead.

**SECTION 3: CLASSIFIED SERVICE OF CIVIL SERVICE**

- A. The classified service shall comprise all positions not specifically included in Section 2, above.
- B. In all examinations for positions in the classified service requiring applicants to be state licensed or certified, or requiring peculiar and exceptional qualifications of a scientific, managerial, semiprofessional, or educational

character, prior residence within the City shall not be required for entrance to the examinations, but on appointment, the persons shall be required to comply with the residency provisions provided herein.

**SECTION 4: RESIDENCY PROVISION**

- A. Pursuant to Ohio Revised Code 9.481(B) (2) (b), the City requires any individual employed by the City of Findlay as a condition of employment, to reside in either Hancock County, or in any county adjacent to Hancock County in the State of Ohio. The only exceptions to this residency requirement are elected officials who are required to live in the City of Findlay, as well as those employees appointed under the provisions of Ohio Revised Code, which require residency in the City.
- B. Elected officials and the Director of Public Service or Safety have the authority to grant temporary exceptions to the residency requirement upon request of employees that fall under their appointing authority

**SECTION 4.1 PROMOTIONAL POLICY**

Effective March 1, 2016, an employee who is promoted to or hired into a job classification that is in the "Administrative," "Professional," "Executive," or "Computer" job classifications of the ordinance, and that is paid using a minimum and maximum biweekly salary range will be assigned a biweekly amount within the allowed range. Once the employee is assigned an amount within the range, all future increases in the biweekly salary amount shall not exceed eight percent (8%) in any calendar year without Council authorization.

**SECTION 5: EXECUTIVE, ADMINISTRATIVE, PROFESSIONAL, AND COMPUTER JOB CLASSIFICATIONS AND RANGES FOR BIWEEKLY SALARIES**

That from and after January 10, 2021 the following job classifications of the various non-elected officers and employees of the City of Findlay, Ohio shall be declared as Executive, Administrative, Professional or Computer positions under provisions of the Fair Labor Standards Act and guidelines provided by the U.S. Department of Labor. These job classifications shall be exempted from the payment of overtime, and shall be paid a bi-weekly salary as provided by law. These job classifications and biweekly pay amounts are to be used by full-time employees only, as defined in Section 12.

<u>JOB CLASSIFICATION</u>	<u>BIWEEKLY PAY</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
Airport Director.....	\$1,856.00	\$3,192.00
Assistant City Engineer.....	\$2,381.60	\$3,561.60
Assistant Fire Chief.....	\$2,322.40	\$3,699.20
City Clerk/Chief Assistant/Mayor's Office.....	\$1,930.40	\$3,305.60
City Engineer.....	\$2,668.80	\$3,956.80
Clerk of Municipal Court.....	\$1,930.40	\$3,699.20
Software Developer.....	\$1,856.00	\$3,192.00
Information Systems Manager.....	\$2,438.40	\$3,956.80
Deputy City Auditor.....	\$2,339.20	\$4,385.60
Director of Public Safety.....	\$2,668.80	\$4,385.60
Director of Public Service.....	\$2,339.20	\$4,385.60
Engineer (EI).....	\$1,856.00	\$3,224.00
Engineer Project Manager.....	\$1,856.00	\$3,192.00
Fire Chief.....	\$2,668.80	\$4,070.40
Flood Plain/Zoning Administrator.....	\$1,856.00	\$3,192.00
Human Resources Director.....	\$2,339.20	\$4,385.60
Income Tax Administrator.....	\$2,322.40	\$3,699.20
Police Captain.....	\$2,322.40	\$3,699.20
Police Chief.....	\$2,668.80	\$4,070.40
Professional Civil Engineer.....	\$2,176.80	\$3,214.40
Professional Surveyor.....	\$1,888.80	\$2,967.20
Project Coordinator.....	\$1,856.00	\$3,096.80
Public Works Superintendent.....	\$2,322.40	\$3,699.20
Public Works Supervisor.....	\$1,856.00	\$3,192.00

Recreation Administrative Supervisor.....	\$1,856.00	\$3,192.00
Rec., Marketing & Facilities Supt.....	\$2,322.40	\$3,699.20
Service-Safety Director.....	\$3,018.40	\$6,577.60
Sewer Maintenance Supervisor.....	\$1,856.00	\$3,192.00
Traffic Signal Supervisor.....	\$1,856.00	\$3,192.00
Utilities Billing Supervisor.....	\$1,856.00	\$3,192.00
Wastewater Treatment Supervisor.....	\$1,856.00	\$3,192.00
Water Distribution Supervisor.....	\$1,856.00	\$3,182.00
Water Pollution Control Supt.....	\$2,322.40	\$3,699.20
Water Treatment Plant Supt.....	\$2,322.40	\$3,699.20
Water Treatment Supervisor.....	\$1,856.00	\$3,192.00

**SECTION 6: EXCEPTED PAY RANGES**

That from and after January 10, 2021 the following job classifications and salaries are hereby established as an exception to all other pay ranges outlined in this ordinance.

<u>JOB CLASSIFICATION</u>	<u>BIWEEKLY PAY</u>
Assistant Director of Law I.....	\$2,152.35
Assistant Director of Law II.....	\$1,983.27
Assistant Director of Law III.....	\$1,821.67
Assistant Director of Law IV.....	\$1,653.91
Member – Civil Service Commission.....	\$197.79

**SECTION 7: OVERTIME ELIGIBLE EMPLOYEE CLASSIFICATIONS PAID WITHIN A RANGE OF HOURLY RATES**

That from and after January 10, 2021 the following job classifications of the various non-elected officers and employees of the City of Findlay, Ohio, shall be declared as overtime eligible positions pursuant to Section 15 herein. These job classifications are to be used for part-time and full-time employees as defined in Section 12.

<u>JOB CLASSIFICATION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Computer Support Technician.....	\$11.18	\$20.26
Network Administrator .....	\$20.97	\$36.65
Senior Network Administrator.....	\$21.98	\$40.22
Code Enforcement Officer I .....	\$19.54	\$26.19
Code Enforcement Officer II.....	\$25.00	\$32.42
Fire Inspector/Part Time .....	\$25.00	\$30.82
GIS Technician .....	\$22.83	\$32.42
GIS Specialist .....	\$26.78	\$39.54
Mechanic – Fire Department .....	\$16.26	\$29.59
Performance/Data Management Technician.....	\$21.34	\$35.82
Assistant to Director of Law/Council Clerk.....	\$19.31	\$28.82
Auditor Staff Accountant.....	\$21.63	\$39.58

**SECTION 8: HOURLY JOB CLASSIFICATIONS AND PAY RANGES**

That from and after January 10, 2021 the following hourly job classifications and pay ranges of the various non-elected officers and employees of the City of Findlay, Ohio, shall be as follows:

Employees hired on or before August 21, 2003 shall be placed in a pay range which begins with a zero (0). Those hired after August 21, 2003 shall be placed in a pay range that begins with a nine (9). Seasonal or temporary employees will be placed in a pay range that begins with an eight (8).

JOB CLASSIFICATIONS

PAY RANGE

These job classifications and pay ranges are to be used for full-time and part-time employees as defined in Section 12. The employees in these classifications shall be paid on an hourly basis as provided by law and shall be eligible for overtime pursuant to Section 15 herein.

Account Clerk I .....	0130	9130
Account Clerk II .....	0140	9140
Account Clerk III .....	0150	9150
Account Clerk IV .....	0160	9160
Administrative Assistant I.....	0120	9120
Administrative Assistant II.....	0130	9130
Administrative Assistant III.....	0140	9140
Administrative Assistant IV .....	0150	9150
Administrative Assistant V .....	0160	9160
Administrative Assistant VI .....	0170	9170
Airport Worker I.....	0130	9130
Airport Worker II.....	0140	9140
Airport Worker III.....	0160	9160
Assistant Recreation Supervisor .....	0160	9160
Assistant Utilities Billing Supervisor.....	0160	9160
Building & Grounds Maintenance Tech.....	0160	9160
Building & Ice Maintenance Tech .....	0130	9130
Building Maintenance Tech .....	0150	9150
City Forester .....	0180	9180
Clerk I .....	0080	9080
Clerk II .....	0110	9110
Clerk III .....	0120	9120
Clerk IV .....	0140	9140
Clerk-Civil Service Commission/Engineering I .....	0120	9120
Clerk-Civil Service Commission/Engineering II .....	0130	9130
Clerk-Civil Service Commission/Engineering III .....	0140	9140
Clerk-Civil Service Commission/Engineering IV.....	0150	9150
Clerk-Civil Service Commission/Engineering V.....	0160	9160
Clerk-Civil Service Commission/Engineering VI.....	0170	9170
Code Enforcement Coordinator.....	0120	9120
Chief Construction Inspector .....	0190	9190
Construction Inspector I.....	0160	9160
Construction Inspector II.....	0170	9170
Construction Inspector III.....	0180	9180
Custodial/Maintenance Worker .....	0030	9030
Custodial Worker I .....	0050	9050
Custodial Worker II .....	0070	9070
Customer Service/Field Representative .....	0005	9005
Graduate Engineer .....	0170	9170
Engineering Technician .....	0180	9180
Fleet Maintenance Manager.....	0120	9120
CAD I .....	0110	9110
CAD II .....	0130	9130
Engineering Tech I.....	0150	9150
Engineering Tech II.....	0170	9170
Facility Coordinator.....	0030	9030
Firefighter (Part-time Only).....	N/A	9080,9090,9100,9110
Public Works Groundskeeper .....	0030-0140,9030-9140	
Lab Technician I – No License .....	0170	N/A
Lab Technician I – Class I License.....	0171	N/A
Lab Technician I – Class II License.....	0172	N/A
Lab Technician I – Class III License.....	0173	N/A

Lab Technician I – Class IV License .....	0174	N/A
Lab Technician I .....	N/A	9160
Lab Technician II – No License .....	0180	N/A
Lab Technician II – Class I License .....	0181	N/A
Lab Technician II – Class II License .....	0182	N/A
Lab Technician II – Class III License .....	0183	N/A
Lab Technician II .....	N/A	9170
MS4 Coordinator .....	0170	9170
Operations/Scheduler .....	0160	9160
Public Maintenance Mechanic I .....	0160	9160
Public Maintenance Mechanic II .....	0170	9170
Public Maintenance Mechanic III .....	0180	9180
Public Works Maintenance Worker I .....	0110	9110
Public Works Maintenance Worker II .....	0120	9120
Public Works Maintenance Worker III .....	0130	9130
Public Works Maintenance Worker IV .....	0140	9140
Public Works Maintenance Worker V .....	0150	9150
Public Works Maintenance Worker VI .....	0160	9160
Public Works Cemetery Foreman .....	0170	9170
Public Works Foreman I .....	0170	9170
Public Works Foreman II .....	0180	9180
Public Works Foreman III .....	0190	9190
Parking Enforcement Officer .....	0110	9110
Payroll Clerk .....	0130	9130
Records Administrator I .....	0150	9150
Records Administrator II .....	0170	9170
Recreation Activities Coordinator .....	0090-0150	9090-9150
Secretary I .....	0120	9120
Secretary II .....	0140	9140
Secretary III .....	0150	9150
Security Officer .....	0031	9031
Sewer Maintenance Worker I – No License .....	0120	N/A
Sewer Maintenance Worker I – Class I License .....	0125	N/A
Sewer Maintenance Worker I – Class II License .....	0130	N/A
Sewer Maintenance Worker I .....	N/A	9120
Sewer Maintenance Worker II – No License .....	0140	N/A
Sewer Maintenance Worker II – Class I License .....	0141	N/A
Sewer Maintenance Worker II – Class II License .....	0142	N/A
Sewer Maintenance Worker II .....	N/A	9130
Sewer Maintenance Worker III – No License .....	0160	N/A
Sewer Maintenance Worker III – Class I License .....	0161	N/A
Sewer Maintenance Worker III – Class II License .....	0162	N/A
Sewer Maintenance Worker III .....	N/A	9140
Sewer Maintenance Worker IV .....	0150	9150
Sewer Maintenance Worker V .....	0160	9160
Sewer Maintenance Worker VI .....	0170	9170
Sewer Maintenance Foreman I .....	0180	9180
Sewer Maintenance Foreman II .....	0190	9190
Sign Maintenance Supervisor .....	0190	9190
Surveyor Technician I .....	0120	9120
Surveyor Technician II .....	0140	9140
Surveyor I, SIT .....	0160	9160
Surveyor II, Intern .....	0180	9180
Tax Administrator Agent I .....	0120	9120
Tax Administrator Agent II .....	0130	9130
Traffic Signal Electrician I .....	0160	9160
Traffic Signal Electrician II .....	0180	9180
Traffic Signal Electrician III .....	0190	9190

Traffic Signal Electrician Assistant I .....	0120	9120
Traffic Signal Electrician Assistant II .....	0140	9140
Truck Driver I .....	0110	9110
Truck Driver II .....	0120	9120
Utilities Billing Clerk I .....	0110	9110
Utilities Billing Clerk II .....	0120	9120
Utilities Billing Clerk III .....	0130	9130
Utilities Billing Clerk IV .....	0140	9140
Utility Grounds Maintenance Worker I .....	0110	9110
Utilities Ground Maintenance Worker II .....	0120	9120
Utility Grounds Maintenance Worker III .....	0130	9130
Utility Grounds Maintenance Worker IV .....	0140	9140
Utility Grounds Maintenance Worker V .....	0150	9150
Utility Grounds Maintenance Worker VI .....	0160	9160
Utility Maintenance Mechanic I .....	0140	9140
Utility Maintenance Mechanic II .....	0150	9150
Utility Maintenance Mechanic III .....	0160	9160
Utility Maintenance Mechanic IV .....	0170	9170
Utility Maintenance Mechanic V .....	0180	9180
Utility Maintenance Mechanic VI .....	0190	9190
Water Meter Maintenance Worker .....	0130	9130
Water Meter Technician I .....	0120	9120
Water Meter Technician II .....	0140	9140
Water Meter Technician III .....	0150	9150
Waterline Maintenance Technician Assistant – Class I License .....	0150	N/A
Waterline Maintenance Technician Assistant – Class II License .....	0151	N/A
Waterline Maintenance Technician Assistant .....	N/A	9150
Waterline Maintenance Technician – Class I License .....	0160	N/A
Waterline Maintenance Technician – Class II License .....	0161	N/A
Waterline Maintenance Technician .....	N/A	9160
Waterline Maintenance Worker I – No License .....	0120	N/A
Waterline Maintenance Worker I – Class I License .....	0125	N/A
Waterline Maintenance Worker I – Class II License .....	0130	N/A
Waterline Maintenance Worker I .....	N/A	9120
Waterline Maintenance Worker II – No License .....	0140	N/A
Waterline Maintenance Worker II – Class I License .....	0141	N/A
Waterline Maintenance Worker II – Class II License .....	0142	N/A
Waterline Maintenance Worker II .....	N/A	9130
Waterline Maintenance Worker III – No License .....	0160	N/A
Waterline Maintenance Worker III – Class I License .....	0161	N/A
Waterline Maintenance Worker III – Class II License .....	0162	N/A
Waterline Maintenance Worker III .....	N/A	9140
Waterline Maintenance Worker IV .....	0150	9150
Waterline Maintenance Worker V .....	0160	9160
Waterline Maintenance Worker VI .....	0170	9170
Waterline Maintenance Foreman I .....	0180	9180
Waterline Maintenance Foreman II .....	0190	9190
Water Treatment Plant Operator Assistant - No License .....	0140	N/A
Water Treatment Plant Operator Assistant – Class I License .....	0141	N/A
Water Treatment Plant Operator Assistant – Class II License .....	0142	N/A
Water Treatment Plant Operator Assistant - Class III License .....	0143	N/A
Water Treatment Plant Operator Assistant .....	N/A	9140
Water Treatment Plant Operator – No License/OIT .....	0160	9160
Water Treatment Plant Operator - Class I License .....	0161	9170
Water Treatment Plant Operator – Class II License .....	0162	9180
Water Treatment Plant Operator – Class III License .....	0163	9190
Welder .....	0160	9160
W/W Treatment Plant Operator Assistant - No License .....	0140	N/A

WW Treatment Plant Operator Assistant – Class I License.....	0141	N/A
WW Treatment Plant Operator Assistant – Class II License.....	0142	N/A
WW Treatment Plant Operator Assistant - Class III License.....	0143	N/A
WW Treatment Plant Operator Assistant .....	N/A	9140
WW Treatment Plant Operator – No License/OIT .....	0160	9160
WW Treatment Plant Operator - Class I License .....	0161	9170
WW Treatment Plant Operator – Class II License .....	0162	9180
WW Treatment Plant Operator – Class III License .....	0163	9190
Zoning/Building Inspector .....	0160	9160

TEMPORARY JOB CLASSIFICATIONS

PAY RANGE

This job classification and pay ranges are to be used for temporary and seasonal employees as defined in Section 12. Overtime eligibility shall be determined pursuant to Section 15 herein and under the applicable provisions of the Fair Labor Standards Act.

Temporary Support Staff.....8010 – 8160

	<u>MINIMUM</u>	<u>MAXIMUM</u>
Learn to Skate Instructor I.....	\$10.00	\$14.00
Learn to Skate Instructor II.....	\$15.00	\$24.00
Learn to Skate Instructor III.....	\$25.00	\$30.00

SECTION 9: LICENSE STIPENDS/SHIFT DIFFERENTIAL/EMERGENCY CONTACT PAY

- A. Effective January 12, 2020 employees who are in the following classifications will be paid an annual license stipend upon providing proof of the license level obtained: Sewer Maintenance Supervisor, Water Treatment Superintendent, Water Pollution Control Superintendent, Water Distribution Supervisor, Water Treatment Supervisor, Wastewater Treatment Supervisor, Waterline Maintenance Foreman I, and II and Sewer Maintenance Foreman I, and II. The following license stipend amounts will be paid on the first payday in July of each year to active employees:

Class I License	\$250.00
Class II License	\$500.00
Class III License	\$750.00
Class IV License	\$1,000.00

- B. Effective January 12, 2020, employees hired after August 21, 2003 and who are in the following classifications will be paid an annual license stipend upon providing proof of the license level obtained: Sewer Maintenance Worker I, II, and III, IV, V and VI, Waterline Maintenance Worker I, II, III, IV, V and VI, Waterline Maintenance Foreman I and II, and Sewer Maintenance Foreman I and II, Waterline Maintenance Technician Assistant, Waterline Maintenance Technician and Laboratory Technician I and II. The license stipend will be paid on the first payday in July of each year to active employees:

Class I License	\$250.00
Class II License	\$500.00
Class III License	\$750.00
Class IV License	\$1,000.00

- C. Effective May 18, 2008, employees of the Water Distribution Department who are required to carry a cell phone and/or pager designated for emergency contact and who must be available to co-ordinate response to an emergency situation, will receive at least ten dollars (\$10.00) per day for each day that they serve in the capacity as emergency contact.

- D. Effective January 12, 2020, employees with the titles of Water Treatment Plant Operator, Water Treatment Plant Operator Assistant, Lab Technician I and II, Wastewater Treatment Plant Operator and Wastewater Treatment Plant Operator Assistant shall be paid an hourly shift differential during the afternoon and overnight shifts.

Eligible employees shall receive seventy-five cents (\$0.75) per hour for each complete hour worked between 4 p.m. and midnight, and they shall receive fifty cents (\$0.50) per hour for each complete hour worked between midnight and 8 a.m. Shift differential shall not be paid for any partial hour worked.

When an eligible employee works between the hours of 4 p.m. and 8 a.m. on the holidays outlined in Section 22, Paragraph D, or when an operator is working overtime during the hours of 4 p.m. through 8 a.m., appropriate shift differential will be paid at the same factoring rate as the base wage. (Ex: Holiday Pay is paid at 1.5 of the base)

**SECTION 10: PAY RANGES EFFECTIVE JANUARY 10, 2021**

- A. That the following pay ranges are hereby established for the non-elected officials and employees of the City of Findlay, Ohio, and all of said non-elected officials and employees shall be paid hourly on a bi-weekly basis, as provided by law, except as noted in Sections 5, 6 and 7.

Completed Years of Service	0	1 - 2	3 - 4	5 - 6	7	8 Or more
Pay Range	A	B	C	D	E	F
0005	9.06	9.87	10.26	10.78	11.22	11.76
0010	10.13	11.07	11.59	12.19	12.74	13.37
0020	10.62	11.59	12.19	12.74	13.37	13.93
0022	10.83	10.83	10.83	10.83	10.83	10.83
0030	11.05	12.19	12.74	13.37	13.93	14.65
0031	11.73	12.81	13.31	13.98	14.55	15.26
0032	11.52	11.52	11.52	11.52	11.52	11.52
0040	12.70	13.93	14.60	15.22	15.95	16.66
0050	13.31	14.60	15.22	15.95	16.66	17.37
0060	13.89	15.22	15.95	16.66	17.37	18.21
0070	14.50	15.95	16.66	17.37	18.21	18.99
0080	15.20	16.66	17.37	18.21	18.99	19.81
0090	15.88	17.37	18.21	18.99	19.81	20.81
0100	16.55	18.21	18.99	19.81	20.81	21.68
0110	17.34	18.99	19.81	20.81	21.68	22.70
0120	18.04	19.81	20.81	21.68	22.70	23.72
0125	18.44	20.32	21.19	22.22	23.21	24.27
0130	18.85	20.81	21.68	22.70	23.72	24.86
0140	19.79	21.68	22.70	23.72	24.86	26.00
0141	20.62	22.70	23.72	24.86	26.00	26.00
0142	21.60	23.72	24.86	26.00	26.00	26.00
0143	22.61	24.86	26.00	26.00	26.00	26.00
0150	20.62	22.70	23.72	24.86	26.00	27.24
0151	21.60	23.72	24.86	26.00	27.24	27.24
0160	21.60	23.72	24.86	26.00	27.24	28.56
0161	22.61	24.86	26.00	27.24	28.56	29.11
0162	23.67	26.00	27.24	28.56	29.11	29.64



Completed Years of Service	0	1 - 2	3 - 4	5 - 6	7	8 Or more
Pay Range	A	B	C	D	E	F
0163	24.76	27.24	28.56	29.11	29.64	30.26
0170	22.61	24.86	26.00	27.24	28.56	29.94
0171	23.67	26.00	27.24	28.56	29.94	29.94
0172	24.76	27.24	28.56	29.94	29.94	29.94
0173	25.95	28.56	29.94	29.94	29.94	30.51
0174	27.20	29.94	29.94	29.94	29.94	30.51
0175	28.49	29.94	29.94	29.94	29.94	30.51
0180	23.67	26.00	27.24	28.56	29.94	31.27
0181	24.76	27.24	28.56	29.94	31.27	31.27
0182	25.95	28.56	29.94	31.27	31.27	31.27
0183	27.20	29.94	31.27	31.27	31.27	31.27
0190	24.76	27.24	28.56	29.94	31.27	32.77
0191	25.95	28.56	29.94	31.27	32.77	32.77
0192	27.20	29.94	31.27	32.77	32.77	32.77
0193	28.49	31.27	32.77	32.77	32.77	32.77
0200	25.94	28.56	29.94	31.27	32.77	34.34
0220	28.50	31.27	32.77	34.34	35.93	37.69
9005	9.06	9.51	9.80	10.09	10.28	10.51
9010	10.13	10.65	10.97	11.30	11.52	11.74
9020	10.62	11.11	11.47	11.80	12.06	12.29
9030	11.05	11.61	11.94	12.30	12.55	12.83
9031	11.73	12.34	12.70	13.07	13.34	13.60
9040	12.70	13.34	13.74	14.14	14.43	14.71
9050	13.31	13.95	14.36	14.80	15.13	15.44
9060	13.89	14.58	15.03	15.47	15.76	16.07
9070	14.50	15.20	15.65	16.12	16.46	16.79
9080	15.20	15.98	16.44	16.95	17.28	17.63
9090	15.88	16.64	17.14	17.67	18.01	18.39
9100	16.55	17.36	17.88	18.43	18.80	19.19
9110	17.34	18.22	18.77	19.32	19.71	20.10
9120	18.04	18.93	19.52	20.09	20.50	20.93
9130	18.85	19.80	20.39	21.01	21.44	21.85
9140	19.79	20.77	21.40	22.02	22.49	22.95
9150	20.62	21.68	22.33	22.99	23.45	23.92
9160	21.60	22.66	23.36	24.06	24.55	25.05
9170	22.61	23.76	24.47	25.19	25.72	26.23
9180	23.67	24.85	25.61	26.37	26.91	27.43
9190	24.76	25.98	26.79	27.58	28.12	28.69

ALL SEASONAL AND TEMPORARY EMPLOYMENT POSITIONS PAY AT STEP A

8010	Minimum Wage
8020	5% over Minimum Wage
8030	5% over Pay Range Directly Above
8040	5% over Pay Range Directly Above
8050	5% over Pay Range Directly Above
8060	5% over Pay Range Directly Above
8070	5% over Pay Range Directly Above
8080	5% over Pay Range Directly Above
8090	5% over Pay Range Directly Above
8100	5% over Pay Range Directly Above
8110	5% over Pay Range Directly Above
8120	5% over Pay Range Directly Above
8130	5% over Pay Range Directly Above
8140	5% over Pay Range Directly Above
8150	5% over Pay Range Directly Above
8160	5% over Pay Range Directly Above

SECTION 11: STEPS

- A. The pay ranges established in Section 10 above establish six (6) steps, and each step within each pay range states the hourly rate. Advancement from Step A shall be based upon the individual employee's completed years of service with the City of Findlay, Ohio on the following schedule:

<u>Completed Years of Service</u>	<u>Step</u>
0	A (0)
1, 2	B (1, 2)
3, 4	C (3, 4)
5, 6	D (5, 6)
7	E (7)
8 or more	F (8)

- B. Service time credit with the City shall be carried with the employee when transferring between departments, or when changing job classifications, except that no service time credit shall apply to the Police or Fire Departments in the positions of sworn police officer or sworn firefighter for new employees at these departments after February 26, 1984.
- C. Service time credit shall only apply to regular, full-time employees, and shall not apply to temporary, seasonal, or part-time help. Service time credit is used in the calculations of pay rate and longevity eligibility. Service time credit does not apply to vacation accrual.
1. New employees hired after February 26, 1984, may receive service credit for previous employment when such previous employment is determined to be qualified and competent in a similar job position. Such service credit shall be awarded on the following basis:

<u>Years of Experience</u>	<u>Service Credit</u>
5 or More	2 years
2, 3, 4	1 year
1 or less	0

- E. New employees hired after February 26, 1984, by the Police or Fire Departments, into the classification of sworn police officer or sworn firefighter, shall only receive service credit for previous employment with full time, paid departments which are determined to be equal to the Findlay Police and Fire Departments in training and experience.

**SECTION 12: DEFINITIONS**

- A. For the purpose of interpreting this ordinance, full time employees shall be those employees having completed their regular work schedule of thirty (30) or more hours per week on a twelve (12) months per calendar year basis.
- B. Part-time employees shall be those employees having completed their regular work schedule of less than thirty (30) hours per week on a twelve (12) months per calendar year basis. Furlough days will be used in the calculation of the regular work schedule.
- C. Seasonal or temporary employees shall be those employees who work less than twelve (12) months in a calendar year.

**SECTION 13: COMPENSATION FOR ACTING POSITIONS**

- A. When it is required to appoint an employee to an acting position on a temporary basis to fulfill a position temporarily unoccupied, then and in such event, the acting employee shall be paid the salary as designated for the position under the City salary ordinance, providing, however, the temporary salary increase shall commence only after thirty business days of continuous service in the acting position.
- B. When the vacancy appears to be permanent, as in death, retirement, or termination, the temporary salary shall commence upon the appointment of the employee to the acting position.

**SECTION 14: LONGEVITY**

- A. Effective December 24, 2000, all full-time employees who have completed ten (10) or more years of continuous full-time service shall accrue a longevity fund of thirty dollars (\$30) per bi-weekly pay period in addition to their regular rate of pay.
- B. Effective December 24, 2000, all full-time employees who have completed fifteen (15) or more years of continuous full-time service shall accrue a longevity fund of fifty dollars (\$50) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual to be earned upon the completion of ten (10) years of service.
- C. Effective December 24, 2000, all full-time employees who have completed twenty (20) or more years of continuous full-time service shall accrue a longevity fund of seventy dollars (\$70) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual to be earned upon the completion of fifteen (15) years of service.
- D. Effective December 24, 2000, all full-time employees who have completed twenty-five (25) or more years of continuous full-time service shall accrue a longevity fund of ninety dollars (\$90) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual to be earned upon the completion of twenty (20) years of service.
- E. Accrued longevity funds shall be paid in a separate check to be issued annually coincidental with the last pay check in the calendar year.
- F. Longevity accruals under this section shall be included in any calculation of overtime pay rates.
- G. Longevity accruals shall be included in wage rates on a one-time basis, at the time of retirement, or death, to calculate unused holivac, vacation and/or sick leave payments.

- H. The classifications of Assistant Director of Law I through Assistant Director of Law IV, inclusive, shall accrue longevity as set forth in this section.

**SECTION 15: OVERTIME PAY EFFECTIVE JANUARY 3, 2016**

- A. Each eligible City employee, except temporary or seasonal employees in the Swimming Pool Departments, who is scheduled to work more than forty (40) hours per calendar week shall be compensated at the rate of time and one half (1-1/2) his regular hourly rate for any hours worked in excess of forty (40) hours per calendar week.
- B. The calculation of overtime pay shall be calculated including holidays, and vacation leave as part of the straight time determination. Sick leave hours and callback hours as provided in Section 16 shall not be considered as part of the straight time determination.
  - 1. An employee who is eligible for overtime may elect to take accrued compensatory time ("Comp Time") off instead of overtime pay for any overtime worked, upon approval of management. The compensatory time shall be granted by the employee's supervisor on a time and one half (1-1/2) basis (i.e. for one hour of overtime, one and one half hours of comp time will be granted.) Employees may accumulate up to and maintain 120 hours of unused comp time and may with approval of the Director of Public Service or Safety, accumulate and maintain a balance in excess of 120 hours of unused comp time.
  - 2. When an employee who has been eligible for overtime receives a promotion and accepts a position that is exempt from the payment of overtime, the employee will be paid for all unused accumulated compensatory time hours at the time of the promotion. The payment will be made using a rate of pay in effect prior to the employee's promotion.

**SECTION 16: CALL BACK PAY EFFECTIVE JANUARY 3, 2016**

- A. An employee who is called back to work from off duty, shall be paid at least three (3) hours' pay at one and one half (1 ½) times the employee's regular rate of pay.
- B. No hours worked or paid under this section shall be counted in the straight time determination pursuant to Section 15 as paid hours worked as part of the employee's regular work week.
- C. There shall be no duplication of overtime pay during the same three (3) hour call-in period.

**SECTION 17: SICK LEAVE PAYMENT; UNUSED SICK LEAVE PAYMENT**

In addition to the sick leave provided for in O.R.C. Sec. 124.38, the following policy on sick leave payment is established for all employees of the City. As used in this section, "retirement" means disability or service retirement under any state or municipal retirement system in this state.

- A. Any employee incurring a non-duty related sickness or disability shall receive sick leave with full pay, subject to accumulated sick leave.
- B. An employee incurring a duty related sickness or injury shall receive sick leave with full pay for the maximum period as prescribed for total temporary disability in the Ohio Revised Code unless extended by City Council upon recommendation of the Director of Public Service or Safety. Sick leave used under these conditions, and subject to worker's compensation payments, shall be reinstated to accumulated sick leave, provided that the employee completes the proper application for worker's compensation benefits and refunds to the City all funds received as a result of the application. There shall be no reinstatement for sick leave not subject to workers compensation reimbursement.
- C. Accumulated sick leave shall be computed on a basis of one hour of accumulated sick leave for each one hour missed from the regular scheduled shift as a result of sickness or disability.

D. Any City employee hired on or before August 21, 2003 and paid directly by warrant by the City Auditor may elect at the time of retirement from active service with the City, or death, and with ten (10) or more years of service with the State or any of its political subdivisions, to be paid in cash one fourth (1/4) the value of the first 960 hours of accrued but unused sick leave credit and, if applicable, to be paid in cash one-half (1/2) the value of all accrued but unused sick leave credit in excess of 960 hours. Payment shall be contingent upon 30 days written notice prior to retirement. In the event an employee has more than one thousand nine hundred twenty (1,920) hours of unused sick leave, all such sick leave shall be paid at the rate of one-half (1/2) of said leave. The accumulated but unused sick leave payment provided for herein shall be based on the employee's rate of pay at the time of retirement and shall eliminate all sick leave credit accrued but unused by the employee at the time payment is made

Any City employee hired after August 21, 2003 and paid directly by warrant by the City Auditor may elect at the time of retirement from active service with the City, or death, and with ten (10) or more years of service with the State or any of its political subdivisions, to be paid in cash one fourth (1/4) the value of 960 hours of accrued but unused sick leave credit. Payment shall be contingent upon 30 days written notice prior to retirement. The accumulated but unused sick leave payment provided for herein shall be based on the employee's rate of pay at the time of retirement and shall eliminate all sick leave credit accrued but unused by the employee at the time payment is made.

#### SECTION 18: DONATED LEAVE POLICY

A. This policy sets forth the process to allow employees to voluntarily provide donated leave to co-workers, or receive donated leave, if there is a critical need due to a serious health condition or injury of an employee. This policy would apply to full-time and part-time permanent employees only.

##### To Request Donated Leave

In order to determine if an employee is eligible to receive donated leave as a result of their serious illness or injury, the employee must provide sufficient documentation to establish the existence of a serious health condition.

An employee requesting donated leave will complete the "Application to Request Donated Leave" form, or equivalent documentation to establish the serious illness or injury. It is the responsibility of the employee to provide documentation for certification. Leave donation requests will not be processed until all necessary documentation is provided.

An employee may receive donated leave up to the number of hours the employee is scheduled to work each pay period only, if the employee who is to received donated leave:

1. has a serious health condition,
2. has utilized all accrued vacation/holovac and sick hours, and
3. has applied for any paid leave, workers compensation or other benefits program for which the employee is eligible. Donated leave may be used to satisfy the waiting period for these benefits.

##### B Certification of Eligibility

Upon receiving the "Application to Request Donated Leave", the Human Resources Director shall review all documents submitted including necessary medical documentation, but excluding any Protected Health Information (PHI), to ensure any such application meets both the standard for sick leave usage and the criteria for donated leave. So long as all the requirements of this section have been met, the Human Resources Director shall approve any such application for donated leave.

For this section, a "serious health condition" is defined as:

1. an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or
2. a period of incapacity of more than seven (7) days that also involves:
  - a. treatment by a health care provider in connection with such inpatient care, or
  - b. the constant supervision of the health care provider, or

- c. a condition which is permanent or long-term for which treatment may not be effective.

C. Donation Process

An employee of the City of Findlay may voluntarily donate accrued, unused sick and/or vacation/holovac hours to another employee of the City who has no accrued leave and, who has a critical need for it due to a serious health condition. Employees wishing to donate leave to a fellow employee must complete the "Leave Donation Donor Form" and certify the following information:

1. the name of the employee for whom the leave is intended,
2. that the employee voluntarily elects to donate leave and does so with the understanding the donated leave will not be returned,
3. willingness to donate a minimum of 8 hours, and
4. that they will retain a combined leave balance of sick and vacation/holovac hours of 480 or more.

D Establishing Need and Utilization of Donated Leave

Upon establishing the need and utilization of donated leave, the Auditor's Office will perform the following functions:

1. notify the donating employee of the specific pay period it will be used in and the amount of leave to be used, and
2. inform the requesting employee of the amount of leave that will be used from donations.

E. Administering the Donation Program

The leave donation program shall be administered on pay period by pay period basis under the following guidelines:

1. Employees using donated leave shall be considered in active pay status and shall accrue leave and any other benefits to which they would otherwise be entitled.
2. Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.
3. Donated leave shall not count toward the probationary period.
4. Donated leave shall never be converted to a cash benefit.
5. Donated leave or the leave accrued by the use of the donation is not eligible for reimbursement when used to satisfy the waiting period for workers compensation benefits.
6. If the leave meets the FMLA criteria, the leave time will also be charged against the employee's yearly entitlement as outlined by FMLA and the employee handbook.

- F. The City of Findlay shall respect an employee's right of privacy. However, the City may, with permission of the employee who is in need of leave, inform employees of their co-worker's critical need for leave. In addition, supervisors and all other employees are **prohibited from directly soliciting** leave donations from co-workers to ensure that no employees are coerced to donate leave.

**SECTION 19: MEDICAL INSURANCE**

- A. The City agrees to share in the cost of providing health and prescription drug insurance for full-time employees. Employees hired before November 1, 2013 may choose between a Core Plan and a High Deductible Health Plan (HDHP). Employees hired after November 1, 2013 may only enroll in the High Deductible Health Plan (HDHP).
- B. Except as otherwise provided herein, the cost of health and prescription drug insurance coverage shall be shared between the employer and full-time employees, whether the employee selects family, employee plus or single coverage. The employer's share of the monthly premium, regardless of the plan option(s) selected by the employee, shall be shared on the following basis:

Employer's Share 90% of monthly premium  
Employee's Share 10% of monthly premium

- C. The City shall make a contribution to the health savings account of an employee who elects coverage under the HDHP. The contribution amount will be approved by Council annually. These amounts shall be distributed across 24 pay periods. The employee must be in active paid status to receive these contributions.

In order to continue to qualify for the ten percent (10%) premium contribution limit for medical and prescription drug coverage, employees must participate in the employer's wellness program which includes a wellness screening and attending one open enrollment meeting. If the employee does not participate, the employer's share of the premium contribution for medical and prescription drug coverage shall be eighty percent (80%) and the employee's share of the premium for medical and prescription drug coverage will increase to twenty percent (20%).

Employees hired after May 1, 2016 shall be given an opportunity to participate in the wellness program upon hire as part of the onboarding and pre-employment process. Employees hired after May 1, 2016 that choose not to participate in the wellness program upon hire shall have a premium contribution of twenty percent (20%) and the City's share of the premium shall be eighty percent (80%). All employees on the City's health plan shall have an opportunity to participate in the wellness program.

- D. The City is able to assess a premium surcharge for employees who enroll in the City's health insurance who declare tobacco use by themselves or a covered spouse. The surcharge is to be paid by the employee, however the City will not be required to pay a portion of this surcharge in addition to the employee's share.
- E. The City shall make available to employees an optional dental and/or vision coverage, if selected by the employee. The monthly premium cost shall be shared:

Employer's Share	90% of monthly premium
Employee's Share	10% of monthly premium

- F. The employee's share shall be deducted from the payroll of each participating employee.
- G. An employee must be on the payroll of the City for a period of 30 days, before becoming eligible for the hospitalization and health insurance contributions provisions contained herein.
- H. A Health Insurance Committee will be formed and be comprised of thirteen (13) members consisting of two (2) representatives each from the Police Union and Fire Union, and eight (8) representatives from the non-union departments and one (1) representative of the employer. The Mayor, Auditor and/or other administrator of the employer health care plan will serve as ex officio members of the committee but shall not enjoy or exercise voting rights. In addition, the employer retains the right to invite advisory personnel to participate in all meetings for informational purposes only.
- I. The function of the committee will be to conduct regular meetings aimed at discussing the function, cost and financial condition of the health care plan. Whenever changes to the health care plan are due to an increase in health insurance cost of more than twelve percent (12%), the employer has the right to make plan design changes to lower the overall cost of the plan to twelve percent (12%). The employer will be required to share any proposed changes with the insurance committee and seek input from the committee prior to implementing any changes. Whenever changes to the health care plan are otherwise warranted or necessitated, the committee shall vote on which changes and/or provisions shall be implemented.
- J. A majority vote of the insurance committee shall bind all employees. In the event that the committee cannot reach a majority vote, after further discussion and consideration of said plan changes, only the proposed changes receiving a plurality of votes shall be considered and the plan receiving a majority of those votes shall bind all employees. In no event shall a plan change adopted by the committee impose a different effect or outcome on any single employee or group of employees.

- K. For the Mayor, Auditor, Director of Law, and the Judges of the Municipal Court, the City shall provide for a hospitalization and health insurance policy for those elected officials upon notification by such elected official that he/she desires such coverage. The policy shall be under the same group plan provided for non-elected City employees and the amount to be paid by the City shall be equal to that paid by the City for non-elected employees.
- L. The City Council may choose to appropriate additional funds for payments of health insurance costs upon the recommendation of the Auditor, if it is deemed necessary to meet the financial obligations related to health insurance costs. The funding would be in addition to the distribution of monthly premiums as outlined in Paragraphs B and C of this section.

**SECTION 20: LIFE INSURANCE**

- A. All full-time employees shall be covered under a group life insurance policy and shall receive double indemnity coverage under said policy.
- B. The Mayor, Auditor, Treasurer, Director of Law, Council Members, President of Council and the Judges of the Municipal Court, shall be furnished by the City a term life insurance policy in an amount and terms equal to the amount of term life insurance provided to non-elected employees.
- C. Such policy to insure the life of such full-time and elected officials with the aforementioned reserves the right to designate his beneficiary of the insurance on his life.
- D. The Mayor, subject to City Council approval, shall determine the amount of life insurance coverage provided to all full-time employees.

**SECTION 21: REGULAR VACATION/HOLIVAC AND ACCRUAL SERVICE YEARS**

- A. Holivac is the combination of holidays and vacation hours into a single accrual. The holivac system recognizes eleven (11) holidays per year and the amount of vacation that the individual employee is entitled to receive.
- B. One year of service shall be computed on 26 biweekly pay periods. These weeks do not need to be consecutive. If there is a break in the employee's full-time service with the City, upon re-hire to a full-time position, the employee will be given credit for previous time for which vacation/holivac accrual was eligible. Positions listed in the Excepted Pay Ranges of this Ordinance are not eligible for vacation/holivac accrual credit upon re-hire.
- C. Each full-time employee, after service of one (1) year with the City, shall have earned and will be due annually thereafter a maximum of eighty (80) hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0385 hours for each paid base hour for those entitled to a maximum of 80 hours per year. Employees subject to holivac shall accrue 0.0808 hours on each paid base hour.
- D. A full-time employee with eight (8) or more years of service with the City shall have earned and is entitled to a maximum of 120 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0577 hours on each base hour paid for those entitled to a maximum of 120 hours per year. Employees subject to holivac shall accrue 0.1000 hours on each paid base hour.
- E. A full-time employee with fifteen (15) or more years of service with the City shall have earned and is entitled to a maximum of 160 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0769 hours on each paid base hour for those entitled to a maximum of 160 hours per year. Employees subject to holivac shall accrue 0.1192 hours on each paid base hour.
- F. A full-time employee with twenty-two (22) or more years of service with the City shall have earned and is entitled to a maximum 200 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0962 hours on each paid base hour for those entitled to a maximum of 200 hours per year. Employees subject to holivac shall accrue 0.1385 hours on each paid base hour.



- G. Vacation/holovac leave is earned while on other paid leave provided by the City but vacation/holovac is not accrued when working overtime hours. Vacation/holovac leave is earned only while on active pay status with the City.
- H. During the first year of service, no vacation shall be granted to an employee, but the employee during the first year of service shall accumulate vacation hours as provided for by ordinance of City Council. During the first year of service, employees subject to holovac shall accrue their holidays at a rate of 0.0423 hours on each paid base hour. After one year of service, an employee may take vacation or holovac up to the number of hours accumulated at the time subject to other limitations as specified by ordinance.
- I. Employees may express their preference as to vacation or holovac period, and the preference will be recognized by the department head, as far as practicable
- J. Employees who have unused vacation or holovac leave to their credit may accumulate up to two (2) years credit with the approval of the department head. Employees shall forfeit their right to take or be paid for any vacation or holovac leave to their credit which is in excess of the accrual for two (2) years. Excess leave shall be eliminated from the employee's leave balance in the pay period in which the vacation anniversary date occurs. The Director of Public Service or Safety may approve exceptions to this provision upon a written request from the employee stating the reasons for such exception. The two (2) year accrual limit shall be based on the accumulation of an employee who would be paid 40 base hours per week.
- K. A person employed with the City on or after May 21, 2017, other than as an elected officer, who was previously employed by the State or any political subdivision of the State earning vacation credits is entitled to have his or her prior service with any of these employers counted as service with the City of Findlay for the purpose of computing the amount of the employee's vacation/holovac leave, and their anniversary date. Upon approval of the appropriate hiring authority, a candidate seeking a position with the City may be permitted to transfer their accrued but unused vacation leave from a State employer or any political subdivision of the State. The hours to be transferred cannot exceed two years of accrual.

**SECTION 22: HOLIDAYS**

- A. A full or part-time employee, excluding temporary or seasonal employees, whose salary or wage is paid by the City shall not be required to work on days declared in this section to be holidays, unless in the opinion of the employee's responsible administrative superior failure to work on such holidays would impair the public service. Such holidays shall be:
  - 1. The first day of January, known as New Year's Day;
  - 2. The third Monday of January, known as Martin Luther King, Jr. Day;
  - 3. The third Monday in February, known as Washington-Lincoln Day or President's Day;
  - 4. The last Monday in May, known as Decoration or Memorial Day;
  - 5. The Fourth Day of July, known as Independence Day;
  - 6. The first Monday of September; known as Labor Day;
  - 7. November 11, known as Veteran's Day;
  - 8. The fourth Thursday in November, known as Thanksgiving Day;
  - 9. The day after Thanksgiving;
  - 10. December 24, known as Christmas-Eve Day;
  - 11. December 25, known as Christmas Day; and
  - 12. Any other holiday set by a proclamation of the Mayor of the City.
- B. In the event that any of the aforesaid holidays shall fall on Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that any of the aforesaid holidays shall fall on Sunday, the Monday immediately succeeding shall be observed as the holiday.
- C. Any employee, not subject to holovac whose normal scheduled day off falls on one of the aforementioned holidays shall be granted a day off with pay to replace the holiday missed as a result of his normal work schedule during the pay period in which the legal holiday so missed falls.

- D. As of January 10, 2021, an employee of the Water Treatment Plant, Water Pollution Control Center or Airport who is required to work on New Year's Day, July 4<sup>th</sup>, Thanksgiving, Christmas Day, Christmas Eve, Memorial Day, or Labor Day, as part of the employees regular forty (40) hour schedule, shall be paid at one and one-half times his regular rate of pay for hours worked on these holidays.
- E. A full-time or part-time employee who works less than forty (40) hours per week shall receive paid Holiday leave on a pro-rata basis at the same rate as the employee's average number of hours worked per day in the balance of the pay period which contains the holiday. Furlough days will be used in the calculation of the pro-ration.

**SECTION 23: MILEAGE REIMBURSEMENT**

- A. No elected official or employee of the various departments of the City of Findlay, Ohio, using his personal private motor vehicle while on City business or in the performance of his duties as an official or employee of the City, shall, be paid mileage for such use, by the City, on a daily, weekly, monthly, or other period of time-only basis. All claims for reimbursement for mileage shall be upon the basis of actual miles traveled.
- B. The Auditor of the City is hereby directed and authorized to make payment for reimbursement to City officials and employees for miles traveled using personal or private motor vehicles on City business at the rate set by the Internal Revenue Service at the time of business travel. No claims for reimbursement for mileage shall be allowed unless accompanied by a detailed report showing actual miles traveled on City business.

**SECTION 24: DEATH IN FAMILY**

- A. In the event of the death in the immediate family of an employee, the employee shall be granted up to 3 work days off (24 hours of duty time off in the case of a Fire Department employee), without loss of pay, vacation, or accumulated sick leave, in order to attend the funeral or matters of the deceased. Should notification of death be received during working hours, the employee shall also receive, with the consent of the department head the balance of the shift off, without the loss of pay, vacation, holivac or accumulated sick leave, in addition to the aforementioned time off provisions.
- B. As of January 10, 2021, the immediate family shall be defined as the spouse, child, mother, father, sister, brother, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, current stepchild and current stepparent.
- C. In the event of a death of a member of the employee's "extended family", the employee shall be granted up to three (3) days off without loss of pay for the purpose of attending the funeral, which shall be deducted from the employee's sick leave bank. For purposes of this section, "extended family" shall be defined to include employee's aunt, uncle, cousin, and grandparent-in-law.
- D. Additional time off, for a death in the immediate family shall be given with consent of the head of the department and shall be deducted from vacation, holivac or accumulated sick leave.
- E. Time off, for a death other than the immediate family shall be given with the consent of the head of the department and shall be deducted from vacation, holivac or accumulated sick leave.

**SECTION 25: TAX DEFERRAL PLAN FOR EMPLOYEE PENSION CONTRIBUTIONS**

- A. The Mayor, Auditor, and the Directors of Public Safety and Service of the City are hereby authorized to execute all necessary documents with the Internal Revenue Service, the Public Employees Retirement System and the Ohio Police and Fire Pension Fund to qualify all public employee retirement payments made by the City for its employees as tax-deferred compensation under the Internal Revenue Service regulations.
- B. All employees of the City who are subject to either the Public Employees Retirement System or the Ohio Police and Fire Pension Fund shall not and do not have the option of choosing to receive the contributed amounts

directly instead of having them paid by the City to the Public Employees Retirement System or the Ohio Police and Fire Pension Fund.

- C. Employee contributions to the Public Employees Retirement System or the Ohio Police and Fire Pension Fund will be paid by the City in lieu of the contributions being paid directly by the employee.

**SECTION 26: UNION CONTRACTS**

Provisions in this ordinance which are also covered in collective bargaining agreements shall be superseded by the terms of those agreements.

**SECTION 27: EXCLUSION OF EMPLOYEES OF FINDLAY MUNICIPAL COURT**

- A. All employees of the Findlay Municipal Court other than the Clerk while still considered employees of the City shall be subject to classification as determined by the Judges of said Court and shall be subject to the orders of the Judges of said Court.

**SECTION 28: MILITARY LEAVE**

- A. (1) Permanent City employees who are members of the Ohio Organized Militia, or members of other reserve components of the armed forces of the United States, including the Ohio National Guard, are entitled to a leave of absence from their respective positions without loss of pay for the time they are performing service in the uniformed services, for periods of up to one month, for each calendar year in which they are performing service in the uniformed services.  
  
(2) As used in this section:
  - (a) "Calendar year" means the year beginning on the first day of January and ending on the last day of December.
  - (b) "Month" means twenty-two (22) eight (8) hour work days or one hundred seventy-six (176) hours, or for a public safety employee, seventeen (17) twenty-four hour days or four hundred eight (408) hours, within one calendar year.
  - (c) "Permanent City employee" means any person holding a position in the employ of the City that requires working a regular schedule of twenty-six (26) consecutive biweekly pay periods or any other regular schedule of comparable consecutive pay periods which is not limited to a specific season or duration. "Permanent City employee" does not include student help; intermittent, seasonal, or external interim employees; or individuals covered by personal service contracts.
  - (d) "Service in the uniformed services" means the performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competent authority, and includes active duty, active duty for training, initial active duty for training, inactive duty for training, full-time national guard duty, and performance of duty or training by a member of the Ohio Organized Militia pursuant to Chapter 5923 of the Ohio Revised Code. "Service in the uniformed services" also includes the period of time for which a person is absent from a position of public or private employment for the purpose of an examination to determine the fitness of the person to perform any duty described in this division.
  - (e) "Uniformed services" means the armed forces, the Ohio Organized Militia when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time or war or emergency.
  - (f) "Public safety employee" means a permanent City employee who is employed as a Firefighter or Emergency Medical Technician.

- B. Any permanent City employee, who is entitled to the leave provided under division (A) of this section, and who is called or ordered to the uniformed services for longer than a month, for each calendar year in which the employee performed service in the uniformed services because of an executive order issued by the President of the United States, because of an act of Congress, or because of an order to perform duty issued by the Governor pursuant to section 5919.29 of the Ohio Revised Code is entitled, during the period designated in the order or act, to a leave of absence and to be paid during each monthly pay period of that leave of absence, the lesser of the following:
  - (1) The difference between the permanent City employee's gross monthly wage or salary as a permanent City employee and the sum of the permanent City employee's gross uniformed pay received in the month; or
  - (2) Five hundred dollars (\$500.00)
- C. No permanent City employee shall receive payments under division (B) of this section if the sum of the permanent City employee's gross uniformed pay received in a pay period exceeds the employee's gross wage or salary as a permanent City employee for that period or if the permanent City employee is receiving pay under division (A) of this section.
- D. Each permanent City employee who is entitled to leave provided under division (A) of this section shall submit to the permanent City employee's appointed authority the published order authorizing the call or order to the uniformed services or a written statement from the appropriate military commander authorizing that service, prior to being credited with that leave.
- E. Any permanent City employee whose employment is governed by a collective bargaining agreement with provision for the performance of service in the uniformed services shall abide by the terms of that collective bargaining agreement with respect to the performance of that service, except that no collective bargaining agreement may afford fewer rights and benefits than are conferred under this section.

**SECTION 29: DIRECT DEPOSIT**

- A. The City Auditor shall make all wage and benefit payments by direct deposit except when circumstances necessitate that any such direct deposit is not appropriate or prudent.

**SECTION 30: BOND**

- A. All officers and employees of the City, except the City Auditor, City Treasurer, Income Tax Administrator, Utilities Billing Supervisor, and Recreation Administrative Supervisor, shall be included in a public employees and public officers blanket bond or bonds indemnifying the City against loss due to the non-faithful performance of dishonest act or acts of such officer or employee.
- B. All officers and employees shall be bonded under a blanket bond in the amount of not less than one-hundred thousand dollars (\$100,000).
- C. The blanket bond or bonds shall be purchased from a surety company licensed to issue such bonds in the State of Ohio and shall be in the penalty as set forth, and shall cover all elected officers, appointed officers, and all employees, whether full-time, part-time, casual, temporary or otherwise.

**SECTION 31: DISCHARGE OF AN EMPLOYEE: PAYMENT**

- A. An employee leaving the service of the City for any reason shall be paid in full for all accumulated vacation hours, holivac hours, compensatory time and accrued longevity at the time of the termination.

SECTION 32: EFFECTIVE DATE

- A. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reasons that is immediately necessary for preparation and implementation of various changes in specific provisions which will go into effect as of January 10, 2021 or as noted in each Section.

  
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PRESIDENT OF COUNCIL

  
\_\_\_\_\_  
MAYOR

PASSED November 17, 2020

ATTEST Denise DeVore  
CLERK OF COUNCIL

APPROVED November 17, 2020