

ORDINANCE NO. 2013-062

AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS, PAY RANGES AND A SALARY SCHEDULE FOR ALL NON-ELECTED OFFICERS AND EMPLOYEES OF THE CITY OF FINDLAY, OHIO, AND REPEALING ORDINANCE NO. 2012-004, ORDINANCE NO. 2012-097, ORDINANCE NO. 2012-046, ORDINANCE NO. 2012-094 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. 2012-004, Ordinance No. 2012-097, Ordinance No. 2012-046, Ordinance No. 2012-094 and all other Ordinances and/or parts of Ordinances in conflict herewith be repealed and Ordinance No. 2013-062 is hereby enacted establishing Job Classifications, Pay Ranges and a Salary Schedule for all non-elected officers and employees of the City of Findlay.

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. Bailiffs, constables, clerks of court and deputy clerks of court, official stenographers, and other employees of courts.
- H. Physicians, nurses, engineers, veterinarians, and surveyors, or other comparable professions which require licensing under the laws of the State of Ohio.

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

Pursuant to Ohio Revised Code 9.481(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.

SECTION 5: EXECUTIVE JOB CLASSIFICATIONS AND PAY RANGES

That from and after January 9, 2012, the following job classifications of the various non-elected officers and employees of the City of Findlay, Ohio shall be declared as "Executive" 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.

| <u>JOB CLASSIFICATION</u> | <u>BIWEEKLY PAY</u> | |
|--|---------------------|----------------|
| | <u>MINIMUM</u> | <u>MAXIMUM</u> |
| Computer Services Supervisor | \$2,626.40 | \$3,432.00 |
| Fire Chief..... | \$2,626.40 | \$3,529.60 |
| Assistant Fire Chief | \$2,285.60 | \$3,208.80 |
| Police Captain | \$2,285.60 | \$3,208.80 |
| Police Chief | \$2,627.20 | \$3,529.60 |
| Service/Safety Director..... | \$2,970.40 | \$5,000.00 |
| Income Tax Administrator..... | \$2,285.60 | \$3,208.80 |
| Public Works Superintendent..... | \$2,285.60 | \$3,208.80 |
| Recreation, Marketing & Facilities Superintendent..... | \$2,285.60 | \$3,208.80 |
| Water Treatment Plant Superintendent..... | \$2,285.60 | \$3,208.80 |
| Water Pollution Control Superintendent..... | \$2,285.60 | \$3,208.80 |

SECTION 6: ADMINISTRATIVE JOB CLASSIFICATIONS AND PAY RANGES

That from and after January 4, 2012 the following job classifications of the various non-elected officers and employees of the City of Findlay, Ohio, shall be declared as "Administrative" 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.

| <u>JOB CLASSIFICATION</u> | <u>BIWEEKLY PAY</u> | |
|--------------------------------|---------------------|----------------|
| | <u>MINIMUM</u> | <u>MAXIMUM</u> |
| Airport Supervisor..... | \$1,812.80 | \$2,768.80 |
| Clerk of Municipal Court | \$1,900.00 | \$2,924.80 |

| | | |
|---|------------|------------|
| Engineer Intern..... | \$1,812.80 | \$2,768.80 |
| Engineer Project Manager..... | \$1,812.80 | \$2,768.80 |
| Flood Plain/Zoning Supervisor..... | \$1,812.80 | \$2,768.80 |
| Human Resources Director..... | \$2,303.20 | \$3,109.60 |
| Recreation Administrative Supervisor..... | \$1,812.80 | \$2,768.80 |
| Sewer Maintenance Supervisor..... | \$1,812.80 | \$2,768.80 |
| Street Maintenance Supervisor..... | \$1,812.80 | \$2,768.80 |
| Traffic Signal Supervisor..... | \$1,812.80 | \$2,768.80 |
| Utilities Billing Supervisor..... | \$1,812.80 | \$2,768.80 |
| Water Distribution Supervisor..... | \$1,812.80 | \$2,768.80 |
| Wastewater Treatment Supervisor..... | \$1,812.80 | \$2,768.80 |
| Water Treatment Supervisor..... | \$1,812.80 | \$2,768.80 |

SECTION 7: PROFESSIONAL JOB CLASSIFICATIONS AND PAY RANGES

That from and after September 29, 2013 the following job classifications of the various non-elected officers and employees of the City of Findlay, Ohio, shall be declared as "Professional" 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.

| <u>JOB CLASSIFICATION</u> | <u>BIWEEKLY PAY</u> | |
|------------------------------------|-------------------------|----------------|
| | <u>MINIMUM</u> | <u>MAXIMUM</u> |
| City Engineer..... | \$2,626.40 | \$3,432.00 |
| Assistant City Engineer..... | \$2,344.00 | \$3,088.00 |
| Professional Civil Engineer..... | \$2,142.00 | \$2,787.20 |
| MS4 Coordinator..... | \$1,440.00 | \$2,768.80 |
| Professional Surveyor..... | \$1,859.20 | \$2,573.60 |
| Deputy City Auditor..... | \$2,303.20 | \$3,109.60 |
| Assistant Director of Law I..... | See Excepted Pay Ranges | |
| Assistant Director of Law II..... | See Excepted Pay Ranges | |
| Assistant Director of Law III..... | See Excepted Pay Ranges | |
| Assistant Director of Law IV..... | See Excepted Pay Ranges | |

SECTION 8: COMPUTER EMPLOYEE CLASSIFICATIONS AND PAY RANGES

That from and after January 9, 2011, the following job classifications of the various non-elected officers and employees of the City of Findlay, Ohio, shall be declared as "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 paid an hourly rate and be eligible for overtime payments.

| <u>JOB CLASSIFICATION</u> | <u>HOURLY RATES</u> | |
|-------------------------------------|---------------------|----------------|
| | <u>MINIMUM</u> | <u>MAXIMUM</u> |
| Computer Network Specialist I..... | \$20.64 | \$31.79 |
| Computer Network Specialist II..... | \$21.63 | \$34.88 |
| Computer Programmer Analyst..... | \$21.63 | \$36.56 |

SECTION 9: PROMOTIONAL POLICY

Effective January 14, 2007, an employee who is promoted to or hired into a job classification that is in the "Administrative", "Professional", "Executive" or "Computer Employee" pay classifications of this ordinance and that is paid using a minimum and maximum salary range will be assigned a biweekly pay amount that is 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.

An employee who is promoted from an hourly classification to a specific pay rate in the "Administrative", "Professional", "Executive", or "Computer Employee" pay classifications of this ordinance shall be placed in a step that is at least a 5 percent (5%) increase over their current rate. They can be placed in any Step which is between the minimum 5% increase or up to and including the Step reflected by their years of service.

SECTION 10: HOURLY JOB CLASSIFICATIONS AND PAY RANGES

That from and after September 29, 2013, the following job classifications and pay ranges of the various non-elected officers and employees of the City of Findlay, Ohio, shall be as follows for all other City employees hired on or before August 21, 2003. These employees shall be paid on an hourly basis as provided by law.

| <u>JOB CLASSIFICATIONS</u> | <u>PAY RANGE</u> |
|--|------------------|
| Account Clerk I | 130 |
| Account Clerk II | 140 |
| Account Clerk III | 150 |
| Account Clerk IV | 160 |
| Administrative Assistant I | 120 |
| Administrative Assistant II | 140 |
| Administrative Assistant III | 150 |
| Administrative Assistant IV | 160 |
| Airport Worker I | 130 |
| Airport Worker II | 140 |
| Airport Worker III | 160 |
| Assistant Recreation Supervisor | 160 |
| Assistant Utilities Billing Supervisor | 160 |
| Building & Grounds Maintenance Tech | 160 |
| Building & Ice Maintenance Tech | 130 |
| Building Maintenance Tech | 150 |
| City Clerk | 160 |
| City Forester | 180 |
| Clerk I | 80 |
| Clerk II | 110 |
| Clerk III | 120 |
| Clerk IV | 140 |
| Chief Construction Inspector | 190 |
| Construction Inspector I | 160 |
| Construction Inspector II | 170 |
| Construction Inspector III | 180 |
| Custodial Worker I | 50 |
| Custodial Worker II | 70 |
| Graduate Engineer | 170 |

| | |
|---|-----|
| Engineering Technician | 180 |
| Engineering Financial/Contract Controller | 170 |
| Fleet Maintenance Manager | 120 |
| CAD I | 110 |
| CAD II | 130 |
| Engineering Tech I | 150 |
| Engineering Tech II | 170 |
| Groundskeeper I..... | 70 |
| Groundskeeper II..... | 80 |
| Groundskeeper III..... | 90 |
| Public Grounds Maintenance Worker I | 110 |
| Public Grounds Maintenance Worker II | 130 |
| Public Grounds Maintenance Worker III | 150 |
| Public Grounds Maintenance Worker IV..... | 160 |
| Public Maintenance Mechanic I..... | 140 |
| Public Maintenance Mechanic II..... | 160 |
| Public Maintenance Mechanic III | 180 |
| Parking Enforcement Officer..... | 110 |
| Parks Maintenance Supervisor..... | 180 |
| Payroll Clerk..... | 130 |
| Records Administrator I | 150 |
| Records Administrator II | 170 |
| Recreation Activities Coordinator..... | 90 |
| Secretary I..... | 120 |
| Secretary II..... | 140 |
| Secretary III..... | 150 |
| Sign Maintenance Supervisor..... | 190 |
| Street Maintenance Worker I | 120 |
| Street Maintenance Worker II | 140 |
| Street Maintenance Worker III | 160 |
| Surveyor Technician I..... | 120 |
| Surveyor Technician II..... | 140 |
| Surveyor I, SIT | 160 |
| Surveyor II, Intern..... | 180 |
| Tax Administrator Agent I | 120 |
| Tax Administrator Agent II | 130 |
| Traffic Signal Electrician I | 160 |
| Traffic Signal Electrician II | 180 |
| Traffic Signal Electrician III | 190 |
| Traffic Signal Electrician Assistant I..... | 120 |
| Traffic Signal Electrician Assistant II..... | 140 |
| Truck Driver I..... | 110 |
| Truck Driver II..... | 120 |
| Utilities Billing Clerk I..... | 110 |
| Utilities Billing Clerk II | 120 |
| Water Meter Maintenance Worker..... | 130 |
| Water Meter Reader I..... | 120 |
| Water Meter Reader II | 140 |
| Class II License | 142 |
| Class III License | 143 |
| Welder | 160 |
| Zoning/Building Inspector | 160 |

SECTION 11: HOURLY JOB CLASSIFICATIONS AND PAY RANGES

That from and after September 29, 2013 the following job classifications and pay ranges of the various non-elected officers and employees of the City of Findlay, Ohio, shall be as follows for all other City employees hired after August 21, 2003. These employees shall be paid on an hourly basis as provided by law.

| <u>JOB CLASSIFICATIONS</u> | <u>PAY RANGE</u> |
|---|--------------------------|
| Account Clerk I | 9130 |
| Account Clerk II | 9140 |
| Account Clerk III | 9150 |
| Account Clerk IV | 9160 |
| Airport Worker I | 9130 |
| Airport Worker II | 9140 |
| Airport Worker III | 9160 |
| Administrative Assistant I | 9120 |
| Administrative Assistant II | 9140 |
| Administrative Assistant III | 9150 |
| Administrative Assistant IV | 9160 |
| Assistant Recreation Supervisor | 9160 |
| Assistant Utilities Billing Supervisor | 9160 |
| Building & Grounds Maintenance Tech | 9160 |
| Building & Ice Maintenance Tech | 9130 |
| Building Maintenance Tech | 9150 |
| City Clerk | 9160 |
| City Forester | 9180 |
| Clerk I | 9080 |
| Clerk II | 9110 |
| Clerk III | 9120 |
| Clerk IV | 9140 |
| Chief Construction Inspector | 9190 |
| Construction Inspector I | 9160 |
| Construction Inspector II | 9170 |
| Construction Inspector III | 9180 |
| Custodial Worker I | 9050 |
| Custodial Worker II | 9070 |
| Graduate Engineer | 9170 |
| Engineering Technician | 9180 |
| Engineering Financial/Contract Controller | 9170 |
| Firefighter (Part Time Only) | 9070,9080,9090,9100,9110 |
| CAD I | 9110 |
| CAD II | 9130 |
| Engineering Tech I | 9150 |
| Engineering Tech II | 9170 |
| Groundskeeper I | 9070 |
| Groundskeeper II | 9080 |
| Groundskeeper III | 9090 |
| Public Grounds Maintenance Worker I | 9110 |
| Public Grounds Maintenance Worker II | 9130 |
| Public Grounds Maintenance Worker III | 9150 |
| Public Grounds Maintenance Worker IV | 9160 |
| Public Maintenance Mechanic I | 9140 |

| | |
|---|------|
| Public Maintenance Mechanic II | 9160 |
| Public Maintenance Mechanic III | 9180 |
| Parking Enforcement Officer..... | 9110 |
| Parks Maintenance Supervisor | 9180 |
| Payroll Clerk | 9130 |
| Records Administrator I | 9150 |
| Records Administrator II | 9170 |
| Recreation Activities Coordinator..... | 9090 |
| Secretary I | 9120 |
| Secretary II | 9140 |
| Secretary III | 9150 |
| Sign Maintenance Supervisor | 9190 |
| Street Maintenance Worker I | 9120 |
| Street Maintenance Worker II | 9140 |
| Street Maintenance Worker III | 9160 |
| Surveyor Technician I | 9120 |
| Surveyor Technician II | 9140 |
| Surveyor I, SIT | 9160 |
| Surveyor II, Intern | 9180 |
| Tax Administrator Agent I | 9120 |
| Tax Administrator Agent II | 9130 |
| Traffic Signal Electrician I | 9160 |
| Traffic Signal Electrician II | 9180 |
| Traffic Signal Electrician III | 9190 |
| Traffic Signal Electrician Assistant I | 9120 |
| Traffic Signal Electrician Assistant II | 9140 |
| Truck Driver I | 9110 |
| Truck Driver II | 9120 |
| Utilities Billing Clerk I | 9110 |
| Utilities Billing Clerk II | 9120 |
| Water Meter Maintenance Worker | 9130 |
| Water Meter Reader I | 9120 |
| Water Meter Reader II | 9140 |
| Welder | 9160 |
| Zoning/Building Inspector | 9160 |

TEMPORARY JOB CLASSIFICATIONS

PAY RANGE

| | |
|--|------------|
| Assistant Pool Manager..... | 8100 |
| Concession Stand Attendant | 8010 |
| Concession Stand Supervisor | 8020, 8030 |
| Facility Manager/Diamond/Pool/CUBE | 8130 |
| Ice Rink Shift Manager | 8120 |
| Playground Supervisor I | 8010 |
| Playground Supervisor II | 8020 |
| Playground Tennis Instructor..... | 8010 |
| Playground Activities Coordinator..... | 8090 |
| Playground Director..... | 8100 |
| Park Manager..... | 8130 |
| Pool Manager(First Year) | 8110 |
| Pool Manager (Second Year) | 8120 |

| | |
|--|------------------|
| Pool Manager (Three Years or More) | 8130 |
| Head Guard..... | 8040 |
| Pool Lifeguard | 8020, 8030, 8040 |
| Front Desk Attendants..... | 8010 |
| School Police..... | 8010, 8020 |
| Skate Guard/Rental..... | 8010, 8020, 8030 |
| Skating Instructor | 8080, 8090 |
| Skate Pro | 8100 |
| Clerk/Typist I | 8080 |
| Clerk/Typist II | 8090 |
| Engineering Aid I..... | 8070 |
| Engineering Aid II..... | 8090 |
| Unskilled Labor..... | 8020, 8040, 8060 |

SECTION 12: LICENSE STIPEND

Effective September 29, 2013, 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 Superintendent, Water Distribution Supervisor, Water Treatment Supervisor, and Wastewater Treatment Supervisor. The license stipend will be paid in the first pay period in July of each year in the following amounts:

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

SECTION 13: PAY RANGES EFFECTIVE AUGUST 16, 2012

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, or bi-weekly salary basis, as provided by law, except as noted in Section 14. Hourly pay rates are indicated by (H) under the various pay ranges, bi-weekly salary rates are indicated by (B) under the various pay ranges.

| Completed Years | 0 | 1 - 2 | 3 - 4 | 5 - 6 | 7 | 8 |
|--------------------|-------|-------|-------|-------|-------|-------|
| Pay Range | A | B | C | D | E | F |
| 10(H) | 8.79 | 9.60 | 10.05 | 10.57 | 11.05 | 11.60 |
| 20(H) | 9.20 | 10.05 | 10.57 | 11.05 | 11.60 | 12.08 |
| 21(H) | 8.47 | 8.47 | 8.47 | 8.47 | 8.47 | 8.47 |
| 22(H) | 9.40 | 9.40 | 9.40 | 9.40 | 9.40 | 9.40 |
| 30(H) | 9.58 | 10.57 | 11.05 | 11.60 | 12.08 | 12.70 |
| 32(H) | 9.99 | 9.99 | 9.99 | 9.99 | 9.99 | 9.99 |
| 35(H) | 10.37 | 11.05 | 11.60 | 12.08 | 12.70 | 13.20 |
| 40(H) | 11.02 | 12.08 | 12.66 | 13.20 | 13.82 | 14.45 |

| | | | | | | |
|---------|----------|----------|----------|----------|----------|----------|
| 50(H) | 11.54 | 12.66 | 13.20 | 13.82 | 14.45 | 15.07 |
| 60(H) | 12.04 | 13.20 | 13.82 | 14.45 | 15.07 | 15.79 |
| 70(H) | 12.58 | 13.82 | 14.45 | 15.07 | 15.79 | 16.46 |
| 80(H) | 13.18 | 14.45 | 15.07 | 15.79 | 16.46 | 17.18 |
| 90(H) | 13.76 | 15.07 | 15.79 | 16.46 | 17.18 | 18.04 |
| 100(H) | 14.35 | 15.79 | 16.46 | 17.18 | 18.04 | 18.79 |
| 110(H) | 15.04 | 16.46 | 17.18 | 18.04 | 18.79 | 19.69 |
| 120(H) | 15.65 | 17.18 | 18.04 | 18.79 | 19.69 | 20.58 |
| 125(H) | 15.99 | 17.62 | 18.39 | 19.26 | 20.13 | 21.06 |
| 130(H) | 16.36 | 18.04 | 18.79 | 19.69 | 20.58 | 21.57 |
| 140(H) | 17.16 | 18.79 | 19.69 | 20.58 | 21.57 | 22.55 |
| 141(H) | 17.88 | 19.69 | 20.58 | 21.57 | 22.55 | 22.55 |
| 142(H) | 18.74 | 20.58 | 21.57 | 22.55 | 22.55 | 22.55 |
| 143(H) | 19.62 | 21.57 | 22.55 | 22.55 | 22.55 | 22.55 |
| 150(H) | 17.88 | 19.69 | 20.58 | 21.57 | 22.55 | 23.61 |
| 151(H) | 18.74 | 20.58 | 21.57 | 22.55 | 23.61 | 23.61 |
| 160(H) | 18.74 | 20.58 | 21.57 | 22.55 | 23.61 | 24.77 |
| 161(H) | 19.62 | 21.57 | 22.55 | 23.61 | 24.77 | 25.24 |
| 162(H) | 20.53 | 22.55 | 23.61 | 24.77 | 25.24 | 25.72 |
| 163(H) | 21.48 | 23.61 | 24.77 | 25.24 | 25.72 | 26.25 |
| 170(H) | 19.62 | 21.57 | 22.55 | 23.61 | 24.77 | 25.95 |
| 171(H) | 20.53 | 22.55 | 23.61 | 24.77 | 25.95 | 25.95 |
| 172(H) | 21.48 | 23.61 | 24.77 | 25.95 | 25.95 | 25.95 |
| 173(H) | 22.51 | 24.77 | 25.95 | 25.95 | 25.95 | 26.45 |
| 174(H) | 23.57 | 25.95 | 25.95 | 25.95 | 25.95 | 26.45 |
| 175(H) | 24.70 | 25.95 | 25.95 | 25.95 | 25.95 | 26.45 |
| 180(H) | 20.53 | 22.55 | 23.61 | 24.77 | 25.95 | 27.12 |
| 181(H) | 21.48 | 23.61 | 24.77 | 25.95 | 27.12 | 27.12 |
| 182(H) | 22.51 | 24.77 | 25.95 | 27.12 | 27.12 | 27.12 |
| 183(H) | 23.57 | 25.95 | 27.12 | 27.12 | 27.12 | 27.12 |
| 190(H) | 21.48 | 23.61 | 24.77 | 25.95 | 27.12 | 28.42 |
| 191(H) | 22.51 | 24.77 | 25.95 | 27.12 | 28.42 | 28.42 |
| 192(H) | 23.57 | 25.95 | 27.12 | 28.42 | 28.42 | 28.42 |
| 193(H) | 24.70 | 27.12 | 28.42 | 28.42 | 28.42 | 28.42 |
| 200(H) | 22.50 | 24.77 | 25.95 | 27.12 | 28.42 | 29.78 |
| (B) | 1,800.00 | 1,981.60 | 2,076.00 | 2,169.60 | 2,273.60 | 2,382.40 |
| 220 (H) | 24.71 | 27.12 | 28.42 | 29.78 | 31.17 | 32.69 |
| (B) | 1,976.80 | 2,169.60 | 2,273.60 | 2,382.40 | 2,493.60 | 2,615.20 |
| 8010(H) | 7.73 | 7.73 | 7.73 | 7.73 | 7.73 | 7.73 |
| 8020(H) | 8.09 | 8.09 | 8.09 | 8.09 | 8.09 | 8.09 |
| 8030(H) | 8.43 | 8.43 | 8.43 | 8.43 | 8.43 | 8.43 |
| 8040(H) | 9.69 | 9.69 | 9.69 | 9.69 | 9.69 | 9.69 |
| 8050(H) | 10.14 | 10.14 | 10.14 | 10.14 | 10.14 | 10.14 |
| 8060(H) | 10.58 | 10.58 | 10.58 | 10.58 | 10.58 | 10.58 |

| | | | | | | |
|---------|-------|-------|-------|-------|-------|-------|
| 8070(H) | 11.05 | 11.05 | 11.05 | 11.05 | 11.05 | 11.05 |
| 8080(H) | 11.59 | 11.59 | 11.59 | 11.59 | 11.59 | 11.59 |
| 8090(H) | 12.10 | 12.10 | 12.10 | 12.10 | 12.10 | 12.10 |
| 8100(H) | 12.62 | 12.62 | 12.62 | 12.62 | 12.62 | 12.62 |
| 8110(H) | 13.23 | 13.23 | 13.23 | 13.23 | 13.23 | 13.23 |
| 8120(H) | 13.76 | 13.76 | 13.76 | 13.76 | 13.76 | 13.76 |
| 8130(H) | 14.38 | 14.38 | 14.38 | 14.38 | 14.38 | 14.38 |
| 9010(H) | 8.79 | 9.23 | 9.51 | 9.79 | 9.99 | 10.19 |
| 9020(H) | 9.20 | 9.64 | 9.94 | 10.24 | 10.45 | 10.66 |
| 9030(H) | 9.58 | 10.07 | 10.36 | 10.67 | 10.89 | 11.12 |
| 9040(H) | 11.02 | 11.57 | 11.91 | 12.27 | 12.51 | 12.76 |
| 9050(H) | 11.54 | 12.10 | 12.45 | 12.84 | 13.11 | 13.38 |
| 9060(H) | 12.04 | 12.64 | 13.03 | 13.41 | 13.67 | 13.94 |
| 9070(H) | 12.58 | 13.18 | 13.58 | 13.98 | 14.27 | 14.56 |
| 9080(H) | 13.18 | 13.85 | 14.26 | 14.69 | 14.98 | 15.28 |
| 9090(H) | 13.76 | 14.43 | 14.87 | 15.31 | 15.62 | 15.94 |
| 9100(H) | 14.35 | 15.06 | 15.51 | 15.98 | 16.31 | 16.64 |
| 9110(H) | 15.04 | 15.80 | 16.28 | 16.76 | 17.10 | 17.44 |
| 9120(H) | 15.65 | 16.42 | 16.92 | 17.43 | 17.78 | 18.15 |
| 9130(H) | 16.36 | 17.17 | 17.69 | 18.22 | 18.59 | 18.95 |
| 9140(H) | 17.16 | 18.01 | 18.56 | 19.11 | 19.51 | 19.90 |
| 9150(H) | 17.88 | 18.79 | 19.36 | 19.94 | 20.33 | 20.73 |
| 9160(H) | 18.74 | 19.66 | 20.26 | 20.86 | 21.29 | 21.72 |
| 9170(H) | 19.62 | 20.61 | 21.21 | 21.85 | 22.30 | 22.74 |
| 9180(H) | 20.53 | 21.56 | 22.21 | 22.88 | 23.34 | 23.80 |
| 9190(H) | 21.48 | 22.54 | 23.23 | 23.92 | 24.40 | 24.89 |

Notwithstanding the provisions above, should any pay rate contained herein fall below the state minimum wage rate for any particular pay periods during the term of this Ordinance, the Auditor shall be and hereby is authorized to adjust said pay rate to conform to the state minimum wage rate.

SECTION 14: EXCEPTED PAY RANGES EFFECTIVE SEPTEMBER 29, 2013

The following job classifications and salaries are hereby established as an exception to the pay ranges under Section 13 above.

| | |
|--------------------------------------|----------------------|
| Assistant Director of Law I | \$1,866.59 Bi-weekly |
| Assistant Director of Law II | \$1,719.98 Bi-weekly |
| Assistant Director of Law III | \$1,579.82 Bi-weekly |
| Assistant Director of Law IV | \$1,434.33 Bi-weekly |
| Secretary of Board of Zoning Appeals | \$37.60 Bi-weekly |
| Member – Civil Service Commission | \$171.53 Bi-weekly |
| Clerk – Civil Service Commission | \$1,635.20 Bi-weekly |

SECTION 15: STEPS

The pay ranges established in Section 13 above establish six (6) steps, and each step within each pay range states the hourly (H) or bi-weekly (B) 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 |
| 1, 2 | B |
| 3, 4 | C |
| 5, 6 | D |
| 7 | E |
| 8 or more | F |

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.

Service time credit shall only apply to regular, full-time employees, and shall not apply to temporary, seasonal, or part-time help.

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 |

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 16: DEFINITIONS, EFFECTIVE MAY 31, 2009

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.

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.

Seasonal or temporary employees shall be those employees who work less than twelve (12) months in a calendar year. Seasonal or temporary employees may be assigned to, but not limited to, Riverside Park,

Riverside Pool, Park Maintenance, Cemetery, Engineering, Recreation or Reservoir Recreation Departments.

SECTION 17: COMPENSATION FOR TEMPORARY 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 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 18: 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. Effective December 24, 2000, 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 19: OVERTIME

- A. Each eligible City employee, except temporary or seasonal employees in the Recreation Functions Department, or 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. A minimum of three (3) hours at the employee's overtime rate shall be paid to an employee whenever such employee is called in to work other than his regular scheduled shift or previously scheduled overtime. The employee must have had 40 paid hours during the week to be eligible for such pay including sick leave, vacation/holovac leave, comp out hours and holidays.
- C. The calculation of overtime pay shall be calculated including holidays, sick leave, and vacation leave as part of the straight time determination.
 - 1. An employee who is eligible for overtime may elect to take compensatory time ("Comp Time") off instead of overtime pay for any overtime worked. 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 60 hours of unused comp time and may, with approval of the Safety or Service Director, accumulate and maintain a balance in excess of 60 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 20: SICK LEAVE PAYMENT

In addition to the sick leave provided for in O.R.C. Sec. 124.38, the following policy on sick leave is established for all employees of the City:

- 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 Safety-Service Director. 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. Retirement is defined as being eligible to immediately receive retirement benefits from the employee's pension plan. 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.

- E. 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. Retirement is defined as being eligible to immediately receive retirement benefits from the employee's pension plan.

SECTION 21: DONATED LEAVE POLICY

Effective December 3, 2003, this policy is to set 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 receive 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.

A. Certification of Eligibility

Upon receiving the "Application to Request Donated Leave", the Service or Safety Director will review the medical documentation to ensure it meets both the standard for sick leave usage and the criteria 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.

B. 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.

C. 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.

D. 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.

- E. 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 forced to donate leave.

SECTION 22: HOSPITALIZATION

- A. The City agrees to share in the cost of providing health and prescription drug insurance for full-time employees.
- B. The cost of health and prescription drug insurance coverage through the end of 2013, shall be divided on the following basis, whether the employee selects family coverage or single coverage. The cost sharing shall include 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 |
- C. Effective with the 2014 coverage, 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 cost of sharing shall include optional dental and/or vision coverage, if selected by the employee. The employer's share of the monthly premium, regardless of the plan option(s) selected by the employee, shall be no more than 90%.
- D. The employee's share shall be deducted from the payroll of each participating employee.
- E. 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 provision contained herein.
- F. Effective August 1, 2009, 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 who are eligible for hospitalization and health coverage and upon notification by such elected official that he 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.
- F. 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 23: 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. Effective January 1, 2012, 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.

SECTION 24: REGULAR VACATIONS AND HOLIVAC; YEARS OF SERVICE, EFFECTIVE MARCH 15, 2011

- 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 0.10000 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/holivac leave is earned while on other paid leave provided by the City but vacation/holivac is not accrued when working overtime hours. Vacation/holivac 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 holivac 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 holivac 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 holivac period, and the preference will be recognized by the department head, as far as practicable

- J. Employees who have unused vacation or holivac 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 holivac 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 Safety Director or Service Director 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 March 15, 2011, 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/holivac leave, and their anniversary date.. Said employee may transfer the accrued and unused vacation leave from the State or any political subdivision of the State. The hours to be transferred cannot exceed two years accrual.

SECTION 25: HOLIDAYS

- A. Effective November 1, 2005, 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 holivac, 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. Effective May 20, 2008, an employee of the Water Treatment Plant or Water Pollution Control Center who is required to work on New Year's Day, July 4th, 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. Effective, May 19, 2009, 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 26: 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. That 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 beginning of each calendar year for business miles driven, effective March 7, 2006.
- C. No claims for reimbursement for mileage shall be allowed unless accompanied by a detailed report showing actual miles traveled on City business.

SECTION 27: 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. 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, and stepchild.
- C. 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.
- D. 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.
- E. Further definitions and details related to Death in Family Leave can be obtained in the City's Bereavement Leave Policy.

SECTION 28: TAX DEFERRAL PLAN FOR EMPLOYEE PENSION CONTRIBUTIONS

- A. The Auditor, the Safety Director and the Service Director 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 29: GRIEVANCE PROCEDURE

1. General Provisions

The purpose of a grievance procedure is to establish a plan for the orderly and fair adjustment of employee grievances. A grievance occurs when an employee perceives a violation in the application of a law or policy. The employee cannot grieve the law or policy itself, only the administration of the law or policy. The following matters shall be considered in determining the merits of a grievance:

- A. The interpretation, application, or enforcement of federal or state law; or of City ordinances, personnel policy or departmental rules.
- B. Unsafe or unhealthy working conditions.

An employee cannot grieve any order of suspension, demotion, layoff or removal. Those actions will be handled through appeals to the Civil Service Commission. Grievances will not be accepted from temporary or probationary employees.

There are specific steps to be followed in the grievance procedure and specific time limitations. If the steps are not followed or if the grievance is not brought or carried forth within the stated time limits, it shall be considered void. Specified time limits may be waived by vacations or sick leave of the person or persons involved, or by agreement of the person or persons involved.

During the grievance process, any person or persons receiving a grievance may make such inquiry or additional investigation as deemed necessary to provide information to make a proper decision.

2. Procedure

Step I The employee must meet and discuss the grievance with his/her immediate supervisor within ten (10) workdays of the facts giving rise to the complaint or the cause for the complaint. The immediate supervisor must give the employee an oral answer within ten (10) workdays of receiving the complaint.

Step II If the grievance is not settled at Step I, the employee must submit the grievance, in writing, to the department supervisor within ten (10) workdays following the immediate supervisor's oral response. The written grievance will be received by a committee which will decide the merits of the alleged violation. The committee will consist of: (1) department supervisor, (2) another employee of the same department to be selected by the grievant and

(3) another employee of the same department to be selected by the department supervisor. If this committee does not find merit in the grievance, the matter will be considered closed.

The written grievance must contain:

1. The nature of the grievance.
2. The time, date and place of the claimed violation.
3. The fact upon which the claim is based.
4. A summary of the proceeding from Step I.
5. The employee's idea of a fair solution to the grievance.
6. The employee's signature and date of submission.

The committee shall make a written response to the grievant within ten (10) workdays and it shall contain:

1. Agree or deny the facts upon which the grievance is based.
2. Indicate whether or not the grievance is valid.
3. Contain the remedy or adjustment, if any, that is to be made.
4. Include the signatures of the members of the committee.

A majority vote of the committee will constitute agreement on the matter.

Step III If the grievance is not settled at Step II, the employee may, within (10) workdays after receipt of the answer at Step II, submit a written grievance to the Safety Director or Service Director. The written grievance must contain the same information outlined in Step II, along with a copy of the response received from Step II. Upon receiving the written grievance, the Safety Director or Service Director will respond within ten (10) workdays after receipt of the grievance.

Step IV If the employee is still not satisfied with the answer to his/her grievance, he/she may submit the written grievance, including all previous written material, to the Mayor. The Mayor, along with the Auditor and Director of Law, will review the material submitted. Within ten (10) workdays after receipt of the grievance, the Mayor will issue a report on behalf of the City. The decision of this committee is final.

SECTION 30: EMPLOYEE APPRAISAL

- A. Each employee shall be appraised and evaluated by their immediate supervisor once a year, said appraisal and evaluation to be made during the month of said employee's anniversary date of employment with the City.
- B. Each probationary employee shall be appraised and evaluated by their supervisor monthly during the term of the employee's probation.
- C. The appraisal and evaluation so rendered shall be reviewed by the employee, and within ten (10) days after said appraisal and evaluation, the supervisor must review said appraisal and evaluation with the Safety Director or Service Director at which time a determination of the status of the employee shall be made. This section shall not be applicable to the Police Department personnel or the Fire Department personnel.

SECTION 31: UNION CONTRACTS

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

SECTION 32: EXCLUSION OF FINDLAY MUNICIPAL COURT EMPLOYEES

- 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 33: EXCLUSION OF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES

- A. All employees of the City of Findlay Department of Public Health while still considered employees of the City shall be subject to classification by the Board of Health and shall be subject to orders of the Board of Health.

SECTION 34: MILITARY LEAVE

- A. All City employees who are members of the Ohio National Guard, the Ohio State Guard, the Ohio Naval Militia, or other reserve components of the armed forces of the United States, shall be entitled to leave of absence for their respective military services on field training or active duty for periods not exceeding thirty-one days in any calendar year.
- B. The maximum number of hours for which payment can be made in any one calendar year shall be for the fire fighter subject to holi vac, 222 hours, and for all other employees, 176 hours.
- C. If a City employee's military pay or compensation during the period of leave of absence is less than his City pay would have been for the period, he shall be paid by the City the difference in money between the City pay and his military pay for that period. In determining the employee's military pay for purposes of this section, allowances for travel, food or housing shall not be considered, but any other pay or allowances of whatever nature, including longevity pay, shall be considered.
- D. Except as otherwise provided in paragraph (E) of this section, any permanent City employee who is employed by the City of Findlay, and who is entitled to the leave provided under paragraph (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 of an act of Congress 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 permanent City employee's gross uniformed pay received that month;
 - 2. Five hundred dollars

In order for the permanent City employee to qualify for payment under this paragraph, they must submit their military pay stub(s) for each month they are on active duty. Payments under this paragraph will be made for a maximum of 2 years.

- E. No permanent City employee shall receive payments under paragraph (D) of this section if the permanent employee's gross uniformed pay received in a pay period exceeds the employee's gross wage or salary as a permanent employee for that period if the permanent City employee is receiving pay under paragraph (A) of this section.
- F. At the request of the permanent City employee who was called to active duty as described in paragraph (D) herein or at the request of the spouse or dependent of such permanent City employee, the City shall continue or reactivate the medical, dental, prescription and vision benefits coverage of the permanent City employee for the duration of the time the permanent City employee is on active duty as described in paragraph (D). The permanent City employee or the spouse or dependent of said employee who requests the continuation or reactivation of the coverage and the City of Findlay are each liable for payment of the same costs for the coverage as if the employee were not on a leave of absence.

SECTION 35: BOND

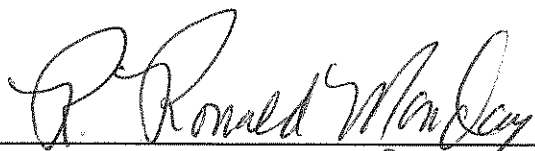
- A. All officers and employees of the City, except the City Auditor, City Treasurer and Income Tax Administrator, shall be included in a public employees and public officers blanket bond or bonds indemnifying the City against loss due to the non-faithful performance of dishonest act or acts of such 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 36: DISCHARGE OF AN EMPLOYEE

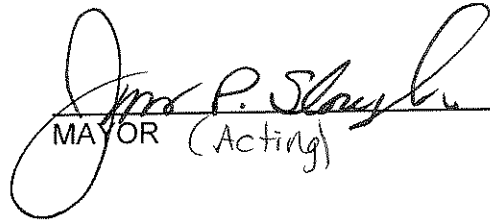
An employee leaving the service of the City for any reason shall be paid in full for all accumulated vacation hours, holivac hours, compensatory time and accrued longevity at the time of the termination.

SECTION 37: EFFECTIVE DATE

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 noted in each Section.



PRESIDENT OF COUNCIL Pro-Term


MAYOR (Acting)

PASSED September 17, 2013

ATTEST Denise De Vere
CLERK OF COUNCIL

APPROVED September 17, 2013