

Ordinance for the Part-Time  
Personnel of the City of  
Gahanna  
January 1, 2015  
through  
December 31, 2015

## Table of Contents

ARTICLE I: DEFINITIONS .....	3
ARTICLE II: PAY RANGES.....	5
Table 1: Seasonal and Temporary Non-Exempt Positions .....	5
Table 2: Part Time Non Exempt Positions .....	6
Table 3: Part-Time Pay Grades .....	7
Section 1. Alternate Positions Held.....	7
Section 2. Pay Increases. ....	8
Section 3. Council Review. ....	8
ARTICLE III: PAY FOR LESS THAN FULL-TIME SERVICE (PART-TIME EMPLOYEES) .....	8
Section 1. Non-Exempt Positions. ....	8
Section 2. Transfer Between Part-Time and Seasonal Positions.....	9
ARTICLE IV: APPOINTING AUTHORITY .....	9
ARTICLE V: PROBATIONARY PERIOD .....	9
ARTICLE VI: SALARY AND ADJUSTMENTS .....	9
ARTICLE VII: DESIGNATED HOLIDAYS .....	9
ARTICLE VIII: INSURANCE .....	10
ARTICLE IX: SPECIAL LEAVE .....	10
ARTICLE X: OTHER LEAVE .....	<del>11</del> <u>11</u>
Section 1. Funeral Leave.....	<del>11</del> <u>11</u>
Section 3. Jury Duty.....	11
Section 2. Paid Time Off (PTO). ....	11
ARTICLE XI: SAFETY EQUIPMENT .....	12

## ARTICLE I: DEFINITIONS

Anniversary Date - An employee's first day of work after hiring into a part-time position.

Appointing Authority – Includes but not limited to the Mayor or City Council who has the power of appointment to, or removal from, positions. This authority may be granted to a designee in writing by the appointing authority.

Calendar Month - From the first day to and including the last day of any one of the twelve calendar months.

City - City of Gahanna.

Continuous Service - Service shall be considered continuous for an employee except where interrupted by resignation, retirement, or discharge for cause. However, time off because of suspension, leave of absence without pay (except military leave, Family Medical Leave, or leave due to injury in line of duty), or layoff due to lack of work or funds shall be deducted in computing service credit. Resignation in order to immediately accept another position in the City service shall not be considered as an interruption of service

Exempt – Exempt from pay for overtime under the Fair Labor Standards Act overtime pay provisions.

Full-time Employment – All employees who perform prescribed duties whose regular hours of work total forty hours or more per week for fifty-two weeks per calendar year on a regular basis

Intermittent Employment – Employees who work on an irregular schedule, which is determined by the fluctuating, demands of the work and is generally not predictable.

Intern – An individual employed to work in a professional capacity and/or position that is directly related to their college course of study. College Interns may be at various degree levels.

Non-exempt – Non-exempt employees are those eligible for overtime pay under the Fair Labor Standards Act overtime pay provisions.

Paid Status - Shall include all periods when compensation is received for work performed by part-time, non-exempt employees.

Part-Time Employment - Includes all active service with the City except for elected public officials, Seasonal employees, Temporary, Intern, Intermittent and full-time employees.

Pay Plan - A schedule of compensation rates established for the unclassified part-time positions in the City service.

Position - Any specific office, employment, or job calling for the performance of certain duties, either full-time or part-time, and for the exercise of certain responsibilities by one individual. A position may be either occupied or vacant.

Range - The minimum and maximum pay rates, together with the intermediate pay rates, if any, established for a position.

Seasonal Employee - An individual hired primarily to perform services which, because of climatic conditions or because of the seasonal nature of such service, for a period of 180 days or less in a calendar year.

Service Credit - The completion of each one-year period of continuous employment

Temporary Employee – An employee who works in a position, which is of a non-permanent nature, which has a specified duration of time, not to exceed 180 days.

Unclassified Service - All positions and employments not specifically included by provisions of the City Charter as being in the Classified Service.

Variable Hour Employee – An individual hired to perform duties in which the employee's hours are expected to change, does not include seasonal or temporary employees. Hours shall be less than 1000 per calendar year.

Weekend - The first and second consecutive days of unscheduled work in an employee's work week. Saturday and Sunday shall be the normal weekend unless otherwise specified.

Workday - A regularly scheduled shift during which an employee is assigned to active duty.

Workweek – Seven consecutive calendar days, starting at 12:01 a.m. on Monday and ending at midnight the following Sunday.

## ARTICLE II: PAY RANGES

Pay ranges shall be used for payroll purposes and other personnel transactions and are applicable only to positions designated as seasonal positions. The following chart represents the class allocation codes for all seasonal positions subject to this Ordinance:

**Table 1: Seasonal, Variable Hour and Temporary Non-Exempt Positions**

<b><u>Seasonal and Temporary Non-Exempt Positions</u></b>	<b><u>Range</u></b>
Clerical Assistant	\$9.00 - \$12.00/hr.
Lifeguard	\$8.10 - \$11.00/hr.
Pool Office Team Member	\$8.10 - \$ 9.25/hr.
Recreation Programmer	\$9.65 - \$16.00/hr.
Guest Services – Aquatics	\$9.50 - \$16.00/hr.
Recreation Crew Member	\$8.10 - \$12.00/hr.
Seasonal Laborer (Parks, Service, Stormwater)	\$9.00 - \$12.00/hr.

**Table 2: Part Time and Intermittent Non Exempt Positions**

CLASS CODE	OR G	CLASS TITLE	DEPT	FLSA	ED	EXP	LIC	REPORTS TO	GRD
6	6	Deputy Clerk I	Council	N	2	3		Clerk of Council	36
6	6	Code Enforcement Officer	Develop	N	1	1	D	P&Z Adm	36
8	6	Fleet Team Member	Pub Svs	N	1	1	D	Fleet Supt	32
6	6	Intern	Various	N	-3	0	Var	Various	34
6	6	Office Support Worker I	Various	N	1	2-3	Var	Various	34
6	6	Office Support Worker II	Various	N	1	2-3	Var	Various	35
6	6	Office Support Worker III	Various	N	1	1-2	D	Various	36
6	6	OSW I: Receptionist/Mail Coordinator	Pub Svs	N	1	1-2		Dir Pub Svs	34
6	6	OSW II: Council Team Member	Clk/Coun	N	1	2-3		Clk Council	35
6	6	OSW II: Court Team Member	Courts	N	2	4-5	D	Clk Court	35
6	6	OSW II: Customer Service Coordinator/Zoning Clerk	Develop	N	1	2	D	P&Z Adm	35
6	6	OSW II: Front Desk Coordinator	P&R	N	1	1-2	D	Rec Supt	35
5	6	Paralegal	Attorney	N	2	5	C	City Attorney	39
8	5	Parks Service Coordinator-Level 1	P&R	N	1	1	Var	Various	36
8	5	Parks Service Coordinator-Level 2	P&R	N	1	1	Var	Various	38
8	6	Parks Skilled Technician-Level 1	P&R	N	1	3	D	Various	34
8	6	Parks Skilled Technician-Level 2	P&R	N	1	3	D	Various	35
8	6	Parks Team Member	P&R	N	1	1	D	Various	32
5	5	Recreation Coordinator	P&R	N	1	1	Var	Various	36
5	5	Recreation Leader	P&R	N	1	1	Var	Various	36
6	6	Recreation Team Member	P&R	N	1	1	Var	Various	32
6	6	Senior Program Team Member	P&R	N	1	1	Var	Sr Cntr Supvr	35
8	5	Service Coordinator	Pub Svs	N	1	1	D	Various	36
8	6	Service Team Member	Pub Svs	N	1	1	D	Various	32

**LEGEND**

**EEO Codes**

- 1 = Officials and Administrators
- 2 = Professionals
- 3 = Technicians
- 4 = Protective Service Workers
- 5 = Paraprofessionals
- 6 = Administrative Support
- 7 = Skilled Craft Workers
- 8 = Service-Maintenance

**Licenses Codes**

- D = Drivers License or CDL required
- L = Licenses required
- C = Certifications required

**FLSA Codes**

- N = Non-exempt (e.g., is covered)      E = Exempt from FLSA

**Education Codes**

- 1 = High School
- 2 = Associates Degree or advanced training
- 3 = Bachelor Degree
- 4 = Masters or JD Degree
- 5 = Ph.D. or beyond

**Org Codes**

- 1 = Department Head
- 2 = Assistant Department Head
- 3 = Manager Level
- 4 = Supervisor Level
- 5 = Lead Worker
- 6 = Line Worker

**Table 3: Part-Time and Intermittent Pay Grades**

<b>Grade</b>	<b>Minimum 90% of Market</b>	<b>95% of Market</b>	<b>Market</b>	<b>125% of Market</b>	<b>Range Width</b>
32	\$11.10	\$11.72	\$12.34	\$15.42	39%
33	\$11.56	\$12.21	\$12.85	\$16.06	39%
34	\$12.05	\$12.72	\$13.38	\$16.73	39%
35	\$12.55	\$13.25	\$13.94	\$17.43	39%
36	\$14.90	\$15.72	\$16.55	\$20.69	39%
37	\$17.24	\$18.20	\$19.16	\$23.95	39%
38	\$17.95	\$18.94	\$19.94	\$24.92	39%
39	\$18.65	\$19.69	\$20.72	\$25.90	39%
40	\$19.75	\$20.85	\$21.95	\$27.43	39%
41	\$21.57	\$22.77	\$23.97	\$29.96	39%
42	\$23.04	\$24.32	\$25.60	\$32.00	39%
43	\$24.51	\$25.87	\$27.24	\$34.04	39%
44	\$26.44	\$27.91	\$29.38	\$36.72	39%
45	\$26.96	\$28.45	\$29.95	\$37.44	39%
46	\$28.48	\$30.06	\$31.64	\$39.55	39%
47	\$29.90	\$31.56	\$33.22	\$41.52	39%
48	\$31.52	\$33.27	\$35.02	\$43.78	39%
49	\$32.73	\$34.55	\$36.37	\$45.46	39%
50	\$34.66	\$36.58	\$38.51	\$48.14	39%
51	\$39.03	\$41.20	\$43.37	\$54.21	39%
52	\$40.97	\$43.24	\$45.52	\$56.90	39%
53	\$42.90	\$45.28	\$47.67	\$59.59	39%
54	\$45.11	\$47.61	\$50.12	\$62.65	39%

Any part time employee newly hired to a position under this ordinance will start at the 90<sup>th</sup> percentile of the market range for their class allocation unless the new employee brings prior experience beyond the requirements of the class specification. The new employee may be paid between the 90<sup>th</sup> percentile and the Midpoint of the market range for their class allocation. All new hire rates and probationary raises are subject to the guidelines of the City of Gahanna Salary Policy.

Any salary or hourly rate paid to a new hire above the Midpoint/Market of their range must be approved by Council.

**Section 2. Alternate Positions Held.** When an employee performs the duties of an alternate position for more than four (4) hours per day, for a period of more than five (5) consecutive work days, the employee will be paid at the rate of the alternate position only for the actual hours worked in the alternate position.

**Section 2. Pay Increases.** Increases may be given on each anniversary date of the employee or when a seasonal employee returns for a new season. No salary increase may exceed the top of the range.

No increases shall be granted during the first one hundred eighty calendar days since date of hire or promotion. Employees shall receive the applicable increase upon completion of this probationary period. Intermittent employees must work a minimum of 100 hours per year to be eligible for a pay increase or adjustment.

Any employee not at or above their market rate as of 1/1/2015, and who is not within their probationary period, will be adjusted as follows: An employee hired or promoted at the 90<sup>th</sup> percent of their salary range will move to 92% after the successful completion of their probationary period. The employee will then move to 94% at their one year anniversary date, 97% at their two year anniversary date, 100% at their three year anniversary date upon satisfactory performance each year documented in a performance evaluation.

Any employee at or above market rate who is not in their probationary period will receive 2% wage increase effective January 2, 2015. The increase will apply who are meeting or exceeding overall expectations as reflected on the completed in the last 12 months.

Any employee at market rate who is within their probationary period or under a performance development plan on January 1, 2015 will receive an applicable merit increase in 2015 upon successful completion of their probationary period or the performance development plan.

**Section 3. Council Review.** The pay ranges established by this Article shall be approved by the Council of the City of Gahanna each year.

### **ARTICLE III: PAY FOR LESS THAN FULL-TIME SERVICE (PART-TIME EMPLOYEES)**

Seasonal, Part-time, Intermittent, Temporary and Intern employees hired by the City to work shall be paid not less than State minimum wage nor exceed the maximum of the pay range indicated in Article II, or a set fee amount where no hours are specified, unless otherwise provided herein.

On a limited basis, employees may be paid in excess of this rate based upon the need of the City. Such need shall be established on a case-by-case basis through a review by the Mayor and President of Council. When there is concurrence by the Mayor and the President of Council, written approval and the rate agreed to shall be forwarded to the Payroll Department authorizing the increase.

**Section 1. Non-Exempt Positions.** All part-time positions are considered non-exempt under the Fair Labor Standards Act. All employees in non-exempt positions will be paid based on one-quarter (1/4) hour increments. The Fair Labor Standards Act requires that all non-exempt employees be paid for all time worked and any hours worked over forty hours in paid status during the workweek will be paid overtime at 1 ½ times the regular hourly rate for non-exempt positions. Therefore, non-exempt employees cannot work in a voluntary capacity doing the same duties that they are paid to perform in their usual paid position. Non-exempt positions will be paid for all time worked; however, adjustments to regularly scheduled hours and overtime must be approved in advance by the employee's Supervisor and authorized by the Department Head. Overtime shall be paid in increments of one-quarter (1/4) of an hour. Therefore, all start and end times must be



rounded back to the nearest quarter hour for 1 – 7 minutes past the quarter hour and must be rounded forward to the nearest quarter hour for 8 – 14 minutes past the quarter hour.

**Section 2. Transfer Between Part-Time and Seasonal Positions.** Based upon operational needs, an employee holding a part-time position may fill a seasonal job position. The transfer must be approved by the current supervisor and the supervisor overseeing the seasonal position. The rate of pay may be up to the maximum of the seasonal position, not to exceed his/her current part-time rate of pay. Holding a seasonal position does not change the employee’s status and will retain all benefits afforded to him/her as a part-time employee provided that he/she meets the eligibility requirements of those benefits.

**ARTICLE IV: APPOINTING AUTHORITY**

Part time employees are unclassified and serve at the pleasure of the appointing authority.

**ARTICLE V: PROBATIONARY PERIOD**

There shall be a period of one hundred eighty (180) calendar days from the beginning employment date during which no appointment or promotion shall become final.

Employees who transfer to a lateral position within the same department with same or similar duties will not be required to complete a new probationary period. If an employee transfers to a lateral position before successfully completing their probationary period, they will remain in a probationary status until they have been with the City of Gahanna for a period of one hundred eighty (180) calendar days.

Those employees who are promoted to a new position with more responsibility or transfer to a lateral position with a different skill set will be required to serve a new probationary period in order to allow management to assess their performance. Those individuals who transfer to a position that they previously occupied will not be required to serve a new probationary period unless the responsibilities have significantly changed.

**ARTICLE VI: SALARY AND ADJUSTMENTS**

**ARTICLE VII: DESIGNATED HOLIDAYS**

<b>Holiday</b>	<b>When</b>	<b>Observed in 2014</b>
New Year's Day	January 1 <sup>st</sup>	Thursday, January 1st
Memorial Day	Last Monday in May	Monday, May 25 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>	Friday, July 3 <sup>th</sup>
Labor Day	1st Monday in September	Monday, September 7th
Thanksgiving Day	4th Thursday in November	Thursday, November 26th
Christmas Day	December 25 <sup>th</sup>	Friday, December 25 <sup>th</sup>

Any other holidays proclaimed by the Mayor.

Section 1. Regular Part-time employees working on average 20 hours a week or more shall only be compensated for time worked on a designated holiday.

Section 2. Part-time employees may be required to work holidays by their supervisor or Department Head, in addition to evenings and weekends at their regular rate of pay. Part-time employees who are required to work the designated holidays above will be granted comp hours equal to the hours worked on the holiday. Time off to utilize the comp hours must be pre-approved by the supervisor and used within three (3) months of the pay period in which time is earned. Management may grant an additional three (3) month period based upon operational needs. Unused leave cannot be converted to cash payments.

## **ARTICLE VIII: INSURANCE**

Section 1. Only full-time employees are eligible for any Medical, Dental, and Vision insurances.

**MEDICAL, DENTAL AND VISION:** Part-time employees shall not be eligible for health insurance programs. Persons working forty hours or more per week, but in a position which is intended to continue for only a portion of a calendar year, shall not be considered full-time employees and shall not be eligible for health insurance programs.

**LIFE INSURANCE and AD&D & EMPLOYEE ASSISTANCE PROGRAM:** Active, Part-time employees who are scheduled to work twenty (20) or more hours per week on a consistent, year-round basis will be eligible for life insurance and participation in the employee assistance program. The City shall provide fully paid life insurance in the amount of \$10,000 for eligible employees, subject to any limitations as described in the policy.

Covered employees will be eligible for participation in these programs on the first day of the month following their date of hire or the first of the month following transfer to a covered part-time status. The part-time life insurance and employee assistance program will be in effect on the first day of the month following the passage of this Ordinance for eligible employees.

## **ARTICLE IX: SPECIAL LEAVE**

Section 1. Absence Without Leave. A Part-time employee who is absent without proper notification for a period of three consecutive workdays is considered to have resigned.

Section 2. Unpaid Leave. Any Part-time employee shall be entitled to request up to ten days unpaid leave annually where personal circumstances necessitate this request and it would not create undue hardship on the operations of the city should this request be granted.

Section 3. Military Leave

An employee shall be granted military leaves of absence or separation with reinstatement rights in accordance with ORC 5923.05 for twenty-two (22) days annually. An employee under active orders to attend training exercises or programs on an annual basis shall be permitted annual military leave. The employee shall suffer no loss of benefits or wages as a result of participation. The City shall pay the employee during absence the amount normally earned, less the amount paid by the military during the period. Part-time employees will receive compensation for those days on which they would have normally been scheduled to work. Certification of the employee's military pay shall be required of the employee to be eligible for a difference in pay.

When an employee returns from military leave, he/she shall be restored to a position in his/her former rank at the pay range which corresponds to the pay range received at the time of departure. He/she shall be granted increases entitled as if he/she had not entered military service.

## ARTICLE X: OTHER LEAVE

Seasonal, Intermittent, Temporary, and Intern employees are not eligible for leaves under this article.

### **Section 1. Funeral Leave.**

Regular Part-time employees working on average 20 hours a week or more shall be entitled to one (1) work day at the employee's regular hourly rate for funeral leave in the event of a death of an immediate family member. Employees will only receive funeral leave pay for those hours they would have normally been scheduled to work. For the purpose of this leave, an immediate family member shall be defined as mother, father, brother, sister, child, spouse and spouse's child, mother-in-law, father-in law and grandparent.

### **Section 2. Jury Duty Leave**

Regular Part-time employees working on average 20 hours a week or more while serving upon a jury in any court of record, shall be paid for those hours they would have normally been scheduled to work on such days. Time so served upon a jury shall be deemed active service with the City of Gahanna for all personnel purposes.

### **Section 3. Paid Time Off (PTO).**

Regular Part-time employees working on average 20 hours a week or more who have successfully completed the years of service with the City of Gahanna listed below will be eligible to receive the following number of hours of paid time off per year:

<b>Service Time*</b>	<b>Paid Time Off</b>
First 6 months	7 hours
1 year	24 hours
2 years	35 hours

\*An employee must have worked at least 500 hours in the first six months of employment, and 1,040 continuous hours within the one year between date of hire and their anniversary date to qualify as one year of service. Thereafter, the hours worked must occur between each anniversary date. Paid leave time will not be used in calculating hours worked with the exception of approved Family Medical Leave Act (FMLA). In computing years of service, employees shall only receive credit for completed service with the City of Gahanna without a break in service time.

Employees may utilize this time off for sick time, vacation time, and personal days and will be subject to departmental attendance policies. PTO must be used in one hour increments only. Sick time used should not demonstrate a pattern or abuse.

Part-time employees will receive these paid time off days when they receive their first paycheck after the requisite time of service as defined above. Employees will only be given paid time off

equivalent to what they are typically scheduled to work in a day during the current calendar year. All days must be used by the anniversary date following the anniversary date in which the days were given as this annual leave cannot be accumulated or carried over to the next year. Unused leave cannot be converted to cash payments.

Regular part-time employees who are hired for full-time positions and who start such full-time employment without any break in City service may convert to cash any paid time off that is unused. The payment of this unused paid time off shall be at the final part-time hourly rate.

Employees may schedule their paid time off on a regularly scheduled workday or an unpaid holiday when the city is closed for business if they choose.

## **ARTICLE XI: SAFETY EQUIPMENT**

Part-time employees required to wear OSHA/PERRP approved personal protective equipment to perform their duties as a City employee shall be eligible to receive one pair of safety shoes/boots up to the amount of One Hundred Dollars (\$100.00) every 24 months. If an employee leaves their position for any reason within the first six months of employment, they will be required to repay the City the full amount of this expense. Thereafter, if an employee leaves the City within 60 days of issuance, they will be required to repay the City 50% of the amount of this expense. Such expenses will be deducted from the employee's final paycheck. Equipment is to be worn only when working for the City. Such purchases should be pre-approved by management and Human Resources or the employee will incur the cost.