



TO: Mayor Thomas R. Kneeland
Director of Finance
Members of City Council
City Attorney
Clerk of Council

FROM: Miranda Vollmer, Director of Human Resources

DATE: November 25, 2019 – Update December 9, 2019

SUBJECT: Report to Council, November 2019

ACTION ITEMS FROM THE DIRECTOR OF HUMAN RESOURCES

ACTION ITEM # 1 – Ordinance: Salary Ordinance for the Personnel of the City of Gahanna

This ordinance includes the salaries for the non-union personnel of the City of Gahanna.

Modifications to this ordinance include:

- Updates to seasonal, variable hour and temporary job classifications and pay rates in table 1
- Proposed 3.0% wage increase
- General text cleanup

The following modifications to table 2 include:

- Removal of:
 - Administrative Operations Manager classification (no current employee in classification)
 - Columns: type, education, experience, license
 - Parks Team Member classification (current employees will move to Team Member I classification)
- Change in classification title:
 - Parks Service Coordinator I to Parks Coordinator I
 - Parks Service Coordinator II to Parks Coordinator II
 - Parks Skilled Technician to Team Member I
 - Parks Skilled Technician to Team Member II
 - Recreation Leader to Recreation Team Member II
- Additions of:
 - Project Inspector at pay grade C14
 - Technical Services Analyst at pay grade C14

- City Planner & Zoning Administrator at pay grade C21
- Director of Administrative Services at pay grade C24
- Director of Emergency Management at pay grade C24
- Economic Development Coordinator at pay grade C13
- Code Enforcement Administrator at pay grade C17
- Change in pay grade:
 - Assistant City Attorney from monthly stipend to C20
 - Intern from C7 to C5
- Updates to the legend for Table 2

Requested Legislation and Funding

- Legislation Needed: Ordinance
- Emergency/Waiver: Emergency
- Already Appropriated (Amounts & Accounts Names/Titles): Various accounts in proposed 2020 budget

Attachments

- HR-ATT-2020 Salary Ordinance 12.9.19

ACTION ITEM # 2 – 2020 Benefits Ordinance

This ordinance includes the benefits for the non-union personnel of the City of Gahanna.

Modifications to this ordinance include:

- General text clean up
- Change in supervisory employees in definitions
- Updates to Article 4, Section 7- personal leave time payout
- Updates to Article 6 Insurance include:
 - information related to coverage termination after separation
 - addition of Section 5- Employee Assistance Program
- New language - Article 7, Sick Leave
 - Sick leave transfer under Ohio Revised Code 124.38 beginning July 1, 2020
 - Section 5- clarification edits to leave donation program
- Clarification edits to Article 8, Section 7- unpaid leave
- New language - Article 9, Section 1 tuition reimbursement
 - Employees are not eligible during probationary period
- New language – Article 16 PTO and Holiday for Part-time employees
 - Section 1 - Max carry over of 30 hours from year to year; no cash payout for unused PTO
 - Section 2 – PTO earned for holiday work.
- New language – Article 17
 - Section 4 – employee assistance program
- Clarification edits to Article 18, Section 2 unpaid leave

Requested Legislation and Funding

- Legislation Needed: Ordinance
- Emergency/Waiver: Emergency
- Already Appropriated (Amounts & Accounts Names/Titles): Various accounts in proposed 2020 budget

Attachments

- HR-ATT-2020 Benefits Ordinance

UPDATES

None.