



# **SALARY ORDINANCE**

**for the**

**Personnel of the  
City of Gahanna**

**January 1, 2019  
through  
December 31, 2019**

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## ARTICLE 1: DEFINITIONS

Appointing Authority – Includes but not limited to the Mayor, City Council or City Attorney 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.

City – Shall mean the City of Gahanna.

Class Allocation Code – The code assigned to each employee covered by this ordinance which corresponds to a salary range for each position.

Exempt – Employee is exempt from pay for overtime under the Fair Labor Standards Act (FLSA) overtime pay provisions.

Full-Time Employment – Active service in a position of employment, which is to be performed on an established five (5), eight (8) hour days per workweek for fifty-two (52) weeks per calendar year.

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 – Employees eligible for overtime pay under the Fair Labor Standards Act (FLSA) overtime pay provisions. Paid leave taken by the employee does not count towards the forty (40) hour active paid status requirement for overtime purposes.

Part-time Employment – Includes all active service with the City with the exception of the following: elected public officials; seasonal employees; temporary; intern; intermittent; and, full-time employees.

Part-time Plus Employment – Part-time employees who average at least 30 hours per week over the course of a year.

Pay Plan – A schedule of compensation rates established for the classes of 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 (1) individual. A position may be either occupied or vacant.

Probationary Period – The period of one hundred eighty (180) calendar days from the first date of employment or first date of a promotion or transfer to a new position during which no appointment may become final until the Employee has satisfactorily completed this period.

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

Regular Hourly Rate – Rate of pay for non-exempt employees as defined in Article 2, Pay Ranges.

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.

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.

Workweek – Shall consist of seven (7) consecutive calendar days, starting at 12:01 am on Saturday and ending at midnight the following Friday. For full-time employees, the normal workweek shall be forty (40) hours, based on five (5) consecutive eight (8) hour work days and two (2) consecutive days off.

## ARTICLE 2: PAY RANGES

### Section 1. Classifications

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

**Table 1: Seasonal, Variable Hour, and Temporary Non-exempt Classifications**

<b>Classifications</b>	<b>Hourly Pay Range</b>
Clerical Assistant	\$9.15-\$12.15
Intern	\$9.75-\$12.65
Lifeguard	\$9.25-\$11.15
Pool Office Team Member	\$8.30-\$9.40
Recreation Programmer	\$10.05-\$16.15
Guest Services – Aquatics	\$10.05-\$12.35
Recreation Crew Member	\$8.30-\$12.15
Seasonal Laborer (Parks, Service, Stormwater)	\$11.50-\$14.50

Table 2 below represents the class allocation codes subject to the Wage Scale set forth in Article 2, Section 2; and the Pay Schedule set forth in Article 2, Section 3, of this Ordinance. Class specifications for class titles are maintained by the Human Resources Department and such specifications reflect the current requirements for minimum qualifications for each position. Minimum qualifications may include any combination of education, training and experience as listed below which provides the required knowledge, skills, and abilities to perform the essential functions of the job, unless specifically listed as a requirement within the class specification.

**Table 2: Command Staff, Supervisory, Full-time, and Part-time Employees**

CLASS CODE			CLASS TITLE	DEPT	FLS A	ED	EXP	LIC	PAY GRADE
EEO	ORG	TYP E							
6	6	F	Administrative Assistant	Various	N	1	3	0	C9
6	6	F	Administrative Coordinator	Public Service & Engineering	N	2	5	DL	C12
2	4	F	Administrative Operations Manager	Police	E	3	5-7	L	C19
3	5	F	Administrative Technician	Public Service & Engineering	E	2	3	D	C13
2	2	P	Assistant City Attorney	City Attorney	N	4	2	DL	*
5	5	CF	Building and Heating Inspector	Public Service & Engineering	E	1	2	D	C15
3	5	F	Building and Zoning Specialist	Public Service & Engineering	N	1	3	L	C9
5	5	F	Chief Building Official	Public Service & Engineering	E	3	10	DL	C19
1	1	F	Chief of Police	Police	E	3	10	DC	C25
<del>1</del>	<del>1</del>	<del>F</del>	<del>City Administrator</del>	<del>Mayor</del>	<del>E</del>	<del>4</del>	<del>7</del>	<del>DC</del>	<del>C26</del>
1	1	F	Clerk of Council	Council	E	2	7	C	C20
4	6	F	Crime Analyst	Police	N	2	2	0	C12
2	2	F	Deputy Chief of Police	Police	E	3	7	DC	C23
6	6	F	Deputy Clerk of Council	Council	E	1	3	C	C14
2	2	F	Deputy Director of Finance	Finance	E	3	3	C	C21
6	2	F	Deputy Director of Parks & Recreation	Parks & Recreation	E	0	0	D	C21
2	2	F	Deputy Director of Planning & Development	Planning & Development	E	4	3	D	C21
2	2	F	Deputy Director of Public Service & Engineering	Public Service & Engineering	E	2	4	D	C21
1	1	F	Director of Court Services	Court	E	2	4	L	C19
1	1	F	Director of Finance	Finance	E	3	5	C	C24
1	1	F	Director of Human Resources	Human Resources	E	3	5	D	C23
1	1	F	Director of Information Technology	Information Technology	E	1	5	D	C24

CLASS CODE			CLASS TITLE	DEPT	FLS A	ED	EXP	LIC	PAY GRADE
EEO	ORG	TYP E							
1	1	F	Director of Parks and Recreation	Parks & Recreation	E	3	5	D	C23
1	1	F	Director of Planning & Development	Planning & Development	E	4	7	D	C24
1	1	P	Director of Public Safety	Police	E	3	5	D	C26
1	1	F	Director of Public Service & Engineering	Public Service & Engineering	E	3	5	D	C24
3	5	F	Economic Development Manager	Planning & Development	E	4	3-5	D	C19
3	6	F	Electrician	Public Service & Engineering	N	1	4	DL	C15
3	6	F	Engineering Program Technician	Public Service & Engineering	E	1	2	0	C13
2	6	F	Finance Coordinator	Finance	N	3	1	0	C13
2	3	F	Fleet Management Superintendent	Public Service & Engineering	E	2	4	D	C18
3	4	F	GIS Administrator	Information Technology	E	3	4	D	C17
2	4	F	Golf Course Supervisor	Parks & Recreation	E	2	3	DL	C14
2	5	F	Human Resources Administrator	Human Resources	E	3	4	DL	C16
2	6	F	Human Resources Assistant	Human Resources	N	2	4	L	C9
3	6	F	Information Technology Support Specialist	Information Technology	N	2	2-4	D	C11
6	6	I	Intern	Various	N	3	0	0	C7
6	6	F	Management Analyst	Police	N	1	2-3	0	C13
3	6	+	Marketing Manager	Mayor	N	3	5	DL	C19
3	6	F	Network Administrator	Information Technology	E	1	4	D	C19
6	4	F	Office Coordinator	Parks & Recreation	E	2	5	DL	C12
6	6	P	Office Support Worker I	Various	N	1	1-2	0	C2
6	6	P	Officer Support Worker II	Various	N	2	4-5	L	C3
6	6	P/+	Office Support Worker III	Various	N	1	1-3	0	C6
2	4	P	Paralegal	City Attorney	N	2	2	DC	C10

CLASS CODE			CLASS TITLE	DEPT	FLS A	ED	EXP	LIC	PAY GRADE
EEO	ORG	TYP E							
2	3	F	Parks & Facilities Superintendent	Parks & Recreation	E	3	3	DL	C20
2	6	+	Parks Service Coordinator - I	Parks & Recreation	N	1	1-3	D	C6
2	6	+	Parks Service Coordinator - II	Parks & Recreation	N	2	2-4	D	C8
8	6	+	Parks Skilled Technician - Level 1	Parks & Recreation	N	1	1-2	D	C3
8	6	+	Parks Skilled Technician - Level 2	Parks & Recreation	N	1	3-6	D	C4
8	6	P / +	Parks Team Member	Parks & Recreation	N	1	1	D	C2
4	6	P	Police Officer	Police	N	1	0	DC	**
4	6	P	Police Radio Dispatcher	Police	N	1	0	DC	**
5	6	F	Payroll Coordinator	Finance	E	1	3	0	C13
2	3	F	Planning & Zoning Administrator	Public Service & Engineering	E	3	4	D	C17
2	6	F	Police Procurement Coordinator	Police	N	1	5	D	C12
2	6	F	Project Administrator	Public Service & Engineering	E	3	2-3	D	C17
3	6	F	Project Engineer	Public Service & Engineering	E	3	2	DL	C15
3	6	F	<del>Communications Public-Information-Manager</del>	Mayor	E	3	5	DL	C19
2	6	P/+	Recreation Coordinator I	Parks & Recreation	N	1	1	Var	C6
2	6	P/+	Recreation Coordinator II	Parks & Recreation	N	1	1	Var	C8
2	6	P	Recreation Leader	Parks & Recreation	N	1	1	Var	C2
2	2	F	Recreation Superintendent	Parks & Recreation	E	3	3	D	C18
2	4	F	Recreation Supervisor	Parks & Recreation	E	3	1	C	C14
6	6	P	Recreation Team Member	Parks & Recreation	N	1	1	0	C1
2	24	F	<del>City Senior-Engineer</del>	Public Service & Engineering	E	3	5	DL	C210
2	3	F	Streets and Utilities Superintendent	Public Service & Engineering	E	1	4-5	LDC	C20
3	6	F	Systems Administrator	Information Technology	E	1	2	DL	C16



CLASS CODE			CLASS TITLE	DEPT	FLS A	ED	EXP	LIC	PAY GRADE
EEO	ORG	TYP E							
2	6	F	Water Resources Engineer	Public Service & Engineering	E	3	2	DL	C18

\*paid monthly; not assigned to a pay grade

\*\*pay rate will follow current, applicable, collective bargaining agreement; not assigned to a pay grade

LEGEND		
<b>EEO</b>		<b>TYPE</b>
1 =	Officials and Administrators	A = Appointed
2 =	Professionals	C = Classified
3 =	Technicians	F = Full-time
4 =	Protective Service Workers	P = Part-time
5 =	Paraprofessionals	+ = Part-time Plus
6 =	Administrative Support	<b>FLSA</b>
7 =	Skilled Craft Workers	E = Exempt from FLSA overtime provisions
8 =	Service-Maintenance	N = Non-exempt (i.e. subject to FLSA overtime rules)
<b>Org</b>		<b>Education Codes</b>
1 =	Department Head	1 = High School
2 =	Assistant Department Head	2 = Associates Degree or advanced training
3 =	Manager Level	3 = Bachelor Degree
4 =	Supervisor Level	4 = Masters or JD Degree
5 =	Lead Worker	5 = Ph.D. or beyond
6 =	Line Worker	<b>Licenses Codes</b>
		D = Drivers License or CDL required
		L = Licenses required
		C = Certifications required

## Section 2. Wage Scale

The following chart represents the salary ranges effective January 1, 2019 corresponding to the classification codes for each position listed in Section 1 of this Article.

Wage Scale							
Pay Grade	Min		Mid		Max		Range
	Hourly	2080 hr Annualized	Hourly	2080 hr Annualized	Hourly	2080 hr Annualized	
<b>C1</b>	\$11.47	\$23,857.60	\$13.72	\$28,537.60	\$15.98	\$33,238.40	40.0%
<b>C2</b>	\$12.35	\$25,688.00	\$14.77	\$30,721.60	\$17.19	\$35,755.20	40.0%
<b>C3</b>	\$12.94	\$26,915.20	\$15.48	\$32,198.40	\$18.02	\$37,481.60	40.0%
<b>C4</b>	\$13.72	\$28,537.60	\$16.46	\$34,236.80	\$19.20	\$39,936.00	40.0%
<b>C5</b>	\$14.54	\$30,243.20	\$17.45	\$36,296.00	\$20.36	\$42,348.80	40.0%

<b>C6</b>	\$15.38	\$31,990.40	\$18.40	\$38,272.00	\$21.42	\$44,553.60	40.0%
<b>C7</b>	\$16.30	\$33,904.00	\$19.56	\$40,684.80	\$22.83	\$47,486.40	40.0%
<b>C8</b>	\$18.05	\$37,544.00	\$21.60	\$44,928.00	\$25.14	\$52,291.20	40.0%
<b>C9</b>	\$18.36	\$38,187.00	\$22.03	\$45,825.00	\$25.70	\$53,462.00	40.0%
<b>C10</b>	\$18.90	\$39,312.00	\$22.61	\$47,028.80	\$26.32	\$54,745.60	40.0%
<b>C11</b>	\$20.63	\$42,907.36	\$24.75	\$51,488.83	\$28.88	\$60,070.30	40.0%
<b>C12</b>	\$21.87	\$45,481.80	\$26.24	\$54,578.16	\$30.61	\$63,674.52	40.0%
<b>C13</b>	\$23.18	\$48,210.71	\$27.81	\$57,852.85	\$32.45	\$67,494.99	40.0%
<b>C14</b>	\$24.57	\$51,103.35	\$29.48	\$61,324.02	\$34.40	\$71,544.69	40.0%
<b>C15</b>	\$26.04	\$54,169.55	\$31.25	\$65,003.46	\$36.46	\$75,837.37	40.0%
<b>C16</b>	\$27.61	\$57,419.73	\$33.13	\$68,903.67	\$38.65	\$80,387.62	40.0%
<b>C17</b>	\$29.26	\$60,864.91	\$35.11	\$73,037.89	\$40.97	\$85,210.87	40.0%
<b>C18</b>	\$31.02	\$64,516.80	\$37.22	\$77,420.16	\$43.42	\$90,323.53	40.0%
<b>C19</b>	\$32.88	\$68,387.81	\$39.45	\$82,065.37	\$46.03	\$95,742.94	40.0%
<b>C20</b>	\$34.85	\$72,491.08	\$41.82	\$86,989.30	\$48.79	\$101,487.51	40.0%
<b>C21</b>	\$36.94	\$76,840.55	\$44.33	\$92,208.65	\$51.72	\$107,576.76	40.0%
<b>C22</b>	39.16	\$81,452.80	\$46.99	\$97,739.20	\$54.82	\$114,025.60	40.0%
<b>C23</b>	\$41.51	\$86,338.04	\$49.81	\$103,605.64	\$58.11	\$120,873.25	40.0%
<b>C24</b>	\$44.00	\$91,518.32	\$52.80	\$109,821.98	\$61.60	\$128,125.65	40.0%
<b>C25</b>	\$46.64	\$97,009.42	\$55.97	\$116,411.30	\$65.29	\$135,813.19	40.0%
<b>C26</b>	\$49.44	\$102,829.98	\$59.32	\$123,395.98	\$69.21	\$143,961.98	40.0%

\*The Assistant City Attorney is paid a monthly stipend of \$660.00 and is not assigned to a pay grade.

### **Section 3. Pay Schedule**

- a. All employees who are earning at least the minimum within their pay grade shall receive a 2.5% wage increase in the first full pay period following January 1, 2019; except in the following cases:
- 1) The effect of such increase would result in the employee's wage rate exceeding the maximum wage rate within their prescribed pay grade range per the terms of the City of Gahanna Pay Administration Policy, in which case any increase in excess of the maximum wage rate shall be held until the range increases above the employee's rate of pay.
  - 2) The employee is within a probationary period as a new employee or new within a position as of January 1, 2019.
  - 3) The employee is under a performance improvement plan on January 1, 2019.
- b. Any employee who is under a performance improvement plan on January 1, 2019, will receive the 2.5% wage increase in the first full pay period upon successful completion of performance improvement plan.

### **ARTICLE 3: OVERTIME AND TIMEKEEPING**

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 will be paid for all time worked and any hours worked over forty hours in active 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, all overtime must be approved in advance by the employee's Supervisor. 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. The employee has the right to request compensatory time in lieu of overtime pay.

### **ARTICLE 4: PAY PLAN ADMINISTRATION**

Administration of the pay plan shall be in accordance with the terms set forth in the City of Gahanna Pay Administration Policy, as approved by City Council.

### **ARTICLE 5: BENEFIT PLAN ADMINISTRATION**

The City's benefit plans shall be administered in accordance with the terms set forth in the Benefits Ordinance, as approved by City Council.

## **ARTICLE 6: NON-DISCRIMINATION**

The City shall not discriminate against any employee on the basis of age, sex, marital status, race, color, sexual orientation, religion, national origin, disability, genetic information, military or veteran status, or political affiliation, or any other legally-protected status.