



TO: Members of Council  
Mayor Stinchcomb

FROM: Sue Wadley, Director of Human Resources

DATE: July 7, 2015

SUBJECT: Human Resources Council Report for July 13, 2015

**Action Item 1 – Amendments to the Unclassified, Supervisory, Command and Part-time Personnel Ordinances. Requesting an emergency:**

The City of Gahanna Salary Ordinances outline salaries and benefits for non-bargaining unit employees. The following amendments are requested by Administration:

1. Military Leave:

Military Leave is governed by the ORC and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Under such, employees who are members of the Ohio Organized Militia or a member of other reserve components of the armed forces, including the Ohio National Guard, are entitled to military leave. Pursuant to ORC 5923.05, employees are authorized up to twenty-two (22) working days a year with pay. Those who are on military leave in excess of twenty-two (22) days may use their accrued vacation leave, personal leave or compensatory time while on military leave. The amendments to the salary ordinances will ensure that the City of Gahanna is meeting this requirement and ensures the consistent administration of such requirements.

2. Sick leave Conversion:

It is a common practice in the public sector to pay out sick leave to employees upon termination of their employment from a public sector employer. This serves multiple purposes for the employer: 1) it discourages sick leave abuse and encourages satisfactory attendance, and 2) it is an excellent retention tool for employers to encourage employees to stay with the same employer to accumulate

their sick leave. The Administration is requesting a revision to the current salary ordinances in an effort to induce retention, provide recognition for a commitment to the City and implement potential cost savings to the City.

This change includes the following: Upon retirement or disability retirement from the City of Gahanna, an employee would receive a higher percentage of sick time conversion than if they resign their position for other reasons, including employment with another employer. Our current practice is to pay the same percentage to all separating employees regardless of whether they retire from the City or resign from their position for other reasons. This difference in practice will acknowledge and recognize those individuals who have made a long-term commitment to the City and retire from the City while reducing the overall cost impact of this benefit.

Due to the time sensitivity of these documents and our obligation to follow the Military leave requirement, an Emergency is requested.

Should you have any further questions, please do not hesitate in contacting me.

Thank you!

Sue