ARTICLE II
PAY RANGES

<u>Section 1</u>. Pay ranges shall be used for payroll purposes and other personnel transactions and are applicable only to positions designated as full-time positions. The following chart represents the class allocation codes for all full-time positions subject to this Ordinance:

EEO	CLASS CODE ORG	GRP	CLASS TITLE	DEPT	FLSA	ED	EXP	LIC	REPORTS TO	GRD
6	6	nn	Receptionist/Mail Coordinator	Pub Svs	N	1	0		Dep Dir P Svc	24
6	6	nn	Secretary	Various	N	1	1		Various	25
6	6	nn	Staff Assistant	Police	N	1	1		Pol. Lieut.	25
6	6	nn	Procurement Coordinator	Police	N	1	2	D	Pol. Lieut.	28
6	6	nn	Accounting Technician	Finance	N	1	2		Dep Fin Dir	28
6	6	nn	Administrative Assistant	Various	N	1	3		Various	28
6	6	nn	Deputy Clerk of Council	Clk/Coun	N	1	3	C	Clk Council	28
3	6	nn	Desktop Support Specialist	IT	N	1	1	D	Dir Tech	28
3	6	nn	Records Administrator	Clk/Coun	N	1	1		Clk Council	28
6	6	nn	Police Coordinator	Police	N	1	1		Office Manager	28
3	6	nn	Prevailing Wage Coordinator	Engr	N	1	1	DC	City Eng	29
4	6	nn	Crime Analyst	Police	N	2	2		Pol. Lieut.	30
3	6	ne	Engineering Program Administrator	Engr	E	1	2		City Eng	31
5	6	nn	Payroll Coordinator	Finance	N	1	3		Dep Fin Dir	31
6	5	nn	Senior Deputy Clerk of Council	Clk/Coun	N	1	4	C	Clk Council	32
3	6	nn	Systems Administrator	IT	N	1	1	D	Dir Tech	33
2	2	ne	Executive Assistant to Mayor	Mayor	E	2	3		Mayor	33
2	4	ne	Office Manager	Police	E	1	4	L	Dir Pub Saf	34
2	6	ne	Human Resources Coordinator	HR	E	2	4	L	Dir Hum Res	35
2	6	ne	Water Resources Engineer	Pub Svs	E	3	2	DL	Dep Dir P Svc	36
3	4	ne	GIS Administrator	IT	E	3	4	D	Dir Tech	36
3	6	nn	Network Administrator	IT	E	1	4	D	Dir Tech	37
2	4	ne	Public Information Manager	Mayor	E	3	6	D	Assistant City Admin	37
2	3	ne	Economic Development Manager	Develop	E	4	3		Dep Dir P&D	37
2	3	ne	Community Development Manager	Develop	E	4	3	C	Dep Dir P&D	38
2	3	ne	Chief Building Official	Develop	E	3	5	DC	Dep Dir Develop	38
2	2	ne	Assistant City Engineer	Engr	E	3	3	DL	City Eng	38
2	3	ne	Tax Administrator	Finance	E	3	2		Dir Fin Svc	38
2	2	Ne	Assistant City Administrator	Mayor	E	3	4		Mayor	39
2	2	ne	Dep Dir of Planning & Dvmt	Develop	E	4	3		Dir Plan Dev	39
2	2	ne	Deputy Director of Parks and Rec.	P&R	E	3	4	DL	Dir P&R	39
2	2	ne	Deputy Director of Finance	Finance	E	3	3	C	Dir Fin Svc	39
2	2	ne	Deputy Director of Public Services	Pub Svs	E	2	4		Dir Pub Svc	39
			Deputy Director of Technology	**IT**	**E**	**1**	**3**		**Assistant City Administrator**	**39**
1	1	tm	Clerk of Council	Clk/Coun	E	2	7	C	Council Pres	39
1	1	tm	Clerk of Court/Court Services Director	Courts	E	2	4	L	Mayor	39
1	1	tm	Emergency Management Director	Mayor	E	3	4		Mayor	39
1	1	tm	City Engineer	Engr	E	3	5	L	Mayor	40
1	1	tm	Director of Human Resources	HR	E	3	5	D	Mayor	40
1	1	tm	Director of Technology	IT	E	1	5		Mayor	40
1	1	tm	Director of Parks and Recreation	P&R	E	3	5	D	Mayor	41
1	1	tm	Director of Planning & Development	Develop	E	4	7		Mayor	41
1	1	tm	Director of Finance	Finance	E	3	5	C	Mayor	42
1	1	tm	Director of Public Safety	Police	E	3	5		Mayor	42
1	1	tm	Director of Public Services	Pub Svs	E	3	5	D	Mayor	42

EXHIBIT A

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

Education Codes

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

Licenses Codes

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

Org Codes

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

FLSA Codes

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

Group (GRP) Codes

ce =	Classified Supervisors, Exempt
nn =	Non-represented Non-exempt
ne =	Non-represented Exempt
tm =	Top Managers

The following chart represents the salary range corresponding to the above class allocation code for each position effective January 1, 2010:

Open Range Plan—2010 Implementation

Grade	90%	95%	MKT/MIDPT	125%	Range Width
20	$24,520	$25,882	$27,245	$34,056	39%
21	$25,542	$26,961	$28,380	$35,474	39%
22	$26,607	$28,085	$29,563	$36,954	39%
23	$27,715	$29,254	$30,794	$38,492	39%
24	$28,870	$30,473	$32,077	$40,097	39%
25	$30,600	$32,300	$34,000	$42,500	39%
26	$32,437	$34,239	$36,041	$45,051	39%
27	$34,383	$36,294	$38,204	$47,755	39%
28	$37,227	$39,296	$41,364	$51,705	39%
29	$38,715	$40,866	$43,017	$53,771	39%
30	$40,263	$42,500	$44,737	$55,921	39%
31	$41,874	$44,201	$46,527	$58,159	39%
32	$43,549	$45,968	$48,387	$60,484	39%
33	$45,076	$47,581	$50,085	$62,606	39%
34	$50,648	$53,461	$56,275	$70,344	39%
35	$52,167	$55,065	$57,963	$72,454	39%
36	$53,180	$56,135	$59,089	$73,861	39%
37	$57,486	$60,680	$63,873	$79,842	39%
38	$60,778	$64,154	$67,531	$84,414	39%
39	$68,881	$72,707	$76,534	$95,668	39%
40	$73,946	$78,054	$82,162	$102,703	39%
41	$81,036	$85,539	$90,041	$112,551	39%
42	$84,076	$88,747	$93,418	$116,772	39%
43	$86,862	$91,687	$96,513	$120,641	39%

The following chart represents the salary for 2010 for each position:

Exempt Positions	Grade	Pay-2010
Engineering Program Administrator	31	**46,527 ~~45,596*~~**
Executive Assistant to the Mayor	33	Vacant
Office Manager	34	56,275
Human Resources Coordinator	35	57,963
GIS Administrator	36	59,089
Water Resources Engineer	36	70,260
Public Information Manager	37	63,873
Network Administrator	37	63,873
Economic Development Manager	37	63,873
Community Development Manager	38	**Vacant ~~65,505*~~**
Chief Building Official	38	68,685
Assistant City Engineer	38	**67,531 ~~66,856*~~**
Tax Administrator	38	72,117
Assistant City Administrator	39	76,534
Dep. Dir. Parks & Recreation	39	77,477
Dep. Dir. of Planning & Development	39	**76,534 ~~75,769*~~**
Clerk of Council/Council Services Director	39	84,186
Clerk of Court/Court Services Director	39	92,288
Deputy Director/Finance	39	**76,534 ~~75,003*~~**
Dep. Dir. Public Service	39	78,408
Dep. Dir. of Technology	**39**	**Vacant**
Director/Emergency Comm.		Vacant
City Engineer	40	98,595
Director of Human Resources	40	86,689
Director of Technology	40	**Vacant ~~82,162~~**
Director of Parks & Rec.	41	94,543
Director of Planning & Development	41	108,048
Director/Finance	42	**93,418 ~~91,550*~~**
Director of Public Service	42	108,473

6

Non-Exempt Positions	Grade	Pay-2010
Clerk/Development/Reception		Vacant
Receptionist/Mail Coordinator	24	15.42/hr.
Secy. Public Service	25	16.35/hr.
Secy. Development	25	16.35/hr.
Staff Assistant/Police	25	Vacant
Procurement Coordinator	28	19.89/hr.
Accounting Technician	28	23.25/hr.
Administrative Assistant/Development	28	19.89/hr.
Administrative Assistant/Parks & Rec.	28	19.98/hr.
Administrative Assistant/Public Safety	28	**19.69/hr.** ~~19.29/hr.~~ *
Adm. Asst. Public Service	28	19.99/hr.
Dep. Clerk of Council	28	**19.69/hr.** ~~19.29/hr.~~ *
Desktop Support Specialist	28	**18.30/hr.** * ~~Vacant~~
Records Administrator	28	19.89/hr.
Police Coordinator	28	Vacant
Prevailing Wage Coordinator	29	Vacant
Crime Analyst	30	22.14/hr.
Payroll Coordinator	31	21.71/hr.
Senior Dep.Clk. of Council	32	24.04/hr.
Systems Administrator	33	**24.08/hr.** ~~23.84/hr.~~ *

* Until end of probationary period or until anniversary date (explained in Section 3).

Section 2. <u>Positions Held Concurrently</u>. That where one employee continuously occupies two or more positions concurrently, the market rate of the highest salary grade provided for one of the positions occupied shall be the appropriate rate of pay for the affected employee. Should this market rate be lower, the employee will continue at their current rate of pay.

Section 3. The new pay schedule for 2010 results in a pay adjustment as described below:

a. All Wage Schedules/Ranges will be adjusted in the Open Range Plan for 2010 by 0% to reflect the local market.

b. Any employee who is not at or above their market rate as of 1/1/2010, and who is not within their probationary period, will be adjusted per the Salary Policy[1]. In addition to the anniversary date adjustments they receive during the year, the employee will receive the applicable market increase upon passage of the ordinance.

c. Any employee at or above the market rate who is not in their probationary period is receiving the pay adjustment reflected in the Salary Chart. Each position will receive raises that are strictly merit increases and based upon the performance appraisal received for the rating period ending September 30, 2009.

d. Any employee at market rate who is within their probationary period will receive an applicable merit increase approved by the Department Director and Director of Human Resources in 2010 upon successful completion of their probationary period.

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[1] An employee hired at the 90th percent of their salary range will move to 92% after the successful completion of their probationary period. The employee will then move to 93% at their one year anniversary date, 95% at their two year anniversary date, 97% at their three year anniversary date, 99% at their four year anniversary date, and 100% (midpoint/market) at their five year anniversary date upon satisfactory performance each year documented by their Department Head.

Any salary paid above the top of the range established in 2010 will be held until the range increases above the employee's rate of pay.

Section 4. <u>Council Review.</u> That the pay ranges, any movement within the ranges, except as allowed in Article VII, and annual rates of pay established by this Article shall be reviewed by the Council of the City of Gahanna year end 2010.

Section 5. <u>Non-Exempt Positions.</u> Effective August 23, 2004, the following positions are classified as non-exempt under Department of Labor guidelines:

(1) Administrative Assistant/Public Safety
(2) Senior Dep.Clk. of Council
(3) Dep. Clerk of Council
(4) Administrative Assistant/Parks & Rec.
(5) Secy. Public Service
(6) Secy. Development
(7) Prevailing Wage Coordinator
(8) Payroll Coordinator
(9) Accounting Technician
(10)Crime Analyst
(11)Administrative Assistant/Development
(12)Records Administrator
(13)Clerk/Development/Reception
(14)Receptionist/Mail Coordinator
(15)Procurement Coordinator
(16)Staff Assistant/Police
(17)Desktop Support Specialist
(18)Administrative Assistant/Public Service
(19)Police Coordinator
(20) Systems Administrator

Employees in non-exempt positions will be paid based on one-quarter (1/4) hour increments. 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. Overtime must be pre-approved by the employee's Supervisor. No employee will be paid for overtime worked which has not been authorized by the 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. See Article VIII, Section 7.