

# Ordinance for the Part-Time Personnel of the City of Gahanna

January 1, ~~2012~~2013  
December 31, ~~2012~~2013

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## 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 - Shall mean the City of Gahanna.

Full-time Employment – All employees who perform prescribed duties of an established schedule of forty hours or more per week for fifty-two weeks per calendar year.

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 employees, 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, it is customary to operate only during regularly recurring periods of forty weeks or less in any consecutive fifty-two weeks.

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

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 - An eight-hour 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

Section 1. Pay ranges shall be used for payroll purposes and other personnel transactions and are applicable only to positions designated as part-time positions.

Non-Exempt Positions	Range
Code Enforcement Officer	\$13.00 - \$17.00/hr.
Coordinator (Parks, Service, Stormwater)	\$12.00 - \$16.00/hr.
Council Office Assistant	\$11.00 - \$16.00/hr.
Court Team Members	\$11.00 - \$16.00/hr.
Customer Service Coordinators/Office Assistant	\$ 9.50 - \$16.00/hr.
Development Interns	\$12.50 - \$14.00/hr.
Engineer Interns	\$11.00 - \$13.50/hr.
Finance and Tax Interns	\$7.707.85- \$10.00/hr.
Fleet Team Member	\$ 9.50 -\$12.00/hr.
GIS Technician	\$11.00 - \$13.50/hr.
Human Resources Intern	\$9.00 - \$12.00/hr.
IT Team Members	\$9.00 - \$12.00/hr.
Lifeguard	\$7.757.90 - \$10.00/hr.
Mayor's Department Interns	\$ 8.00 - \$12.00/hr.
Paralegal	\$19.98 - 32.34/hr.
Parks and Recreation Intern	\$8.00 - \$11.00/hr.
Parks Skilled Technician	\$11.00 - \$16.00/hr.
Police Department Intern	\$10.00 - \$13.00/hr.
Police Dispatchers	\$14.00 - \$18.00/hr.
Pool Concession Team Member	\$7.707.85 - \$8.50/hr.
Recreation Coordinator	\$ 9.50 - \$16.00/hr.
Recreation Team Members	\$7.807.90- \$10.00/hr.
Seasonal Laborer (Parks, Service, Stormwater)	\$9.00 - \$10.50/hr.
Services Interns	\$9.00-\$12.00/hr.
Tax Team Members	\$10.00 - \$13.50/hr.
Team Member (Parks, Service, Stormwater)	\$9.50 - \$12.50/hr.
Engineer Interns	\$11.00 - \$13.50/hr.
Services Interns	\$9.00-\$12.00/hr.
Fleet Team Member	\$9.50 - \$12.00/hr.
Tax Team Members	\$10.00 - \$13.50/hr.
Court Team Members	\$11.00 - \$16.00/hr.
Code Enforcement Officer	\$13.00 - \$17.00/hr.
Council Office Assistant	\$11.00 - \$16.00/hr.
Customer Service Coordinators/Office Assistant	\$ 9.50 - \$16.00/hr.
Development Interns	\$12.50 - \$14.00/hr.
Mayor's Department Interns	\$ 8.00 - \$12.00/hr.
Seasonal Laborer (Parks, Service, Stormwater)	\$9.00 - \$10.50/hr.
Team Member (Parks, Service, Stormwater)	\$9.50 - \$12.50/hr.
Parks Skilled Technician	\$11.00 - \$16.00/hr.
Coordinator (Parks, Service, Stormwater)	\$12.00 - \$16.00/hr.

Recreation Team Members	\$7.80 - \$10.00/hr.
Recreation Coordinator	\$9.50 - \$16.00/hr.
Pool Concession Team Member	\$7.70 - \$8.50/hr.
Lifeguard	\$7.75 - \$10.00/hr.
Finance and Tax Interns	\$7.70 - \$10.00/hr.
GIS Technician	\$11.00 - \$13.50/hr.
Parks and Recreation Intern	\$8.00 - \$11.00/hr.
Human Resources Intern	\$9.00 - \$12.00/hr.
IT Team Members	\$9.00 - \$12.00/hr.
Police Department Intern	\$10.00 - \$13.00/hr.
Police Dispatchers	\$14.00 - \$18.00/hr.

**Section 2. Positions Held Concurrently.** When an employee who occupies one position is asked to occupy 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 3. Pay Raises.** Raises may be given on each anniversary date of the employee or when a seasonal employee returns for a new season. Raises will be determined by the supervisor and approved by the Department Director and Human Resources Director using the form noted as 'Exhibit A'. Raises will only be given upon satisfactory completion of service within the time period designated. Raises may be 0-23% depending on employee performance, budget, and Supervisor's recommendations and approvals; however, raises will never exceed 32% within the given timeframe unless approved by the Mayor. Probationary increases are allowed for non-seasonal part-time positions and are dependent upon supervisory recommendation and approval from the Department Director and Human Resources Director. If given, probationary raises may not exceed 2%. No salary increase may exceed the top of the range.

**Section 4. Council Review.** That the pay ranges established by this Article shall be reviewed by the Council of the City of Gahanna year end 2012.

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

**Section 1.** Seasonal, part-time, and temporary employees hired by the City to work in the summer programs, seasonal or part-time work of any kind, shall not be eligible for employee benefits except as provided by state or federal law or as stated below in this section. Said employees shall be paid not less than State minimum wage nor more the cap dollar amount 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.

~~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 covered employees. The policy shall include a provision for double indemnity in the event of accidental death or dismemberment.~~

~~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 position. 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.~~

**Section 2. Non-Exempt Positions.** All part-time positions are considered non-exempt under the Fair Labor Standards Act, and therefore, 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 1/2 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 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.

#### **ARTICLE IV: APPOINTING AUTHORITY**

Part time employees 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**

##### **Section 1. Administration of Pay Plan.**

- a. Employees paid under this ordinance must be appointed at the lowest rate within the appropriate pay range. Any deviation must be approved by the Department Head and Human Resources Director.
- b. No increases shall be granted during the first six months of hire or promotion. Employees shall receive any applicable increase recommended by their supervisor and approved by the Department Head and Director of Human Resources upon completion of this probationary period per Article II, Section 3.
- c. The Council Team Members shall be paid in accordance with the same procedures as provided the administration, but administered by Council Clerk and President of Council.

## ARTICLE VII: LEGAL HOLIDAYS

Holiday	When	Observed in 2012/2013
New Year's Day	January 1st	Monday <u>Tuesday</u> , January 2nd/1st
Martin Luther King Day	3rd Monday in January	Monday, January 16th/21st
Presidents' Day	3rd Monday in February	Monday, February 20th/18th
Memorial Day	Last Monday in May	Monday, May 28th/27th
Independence Day	July 4th	Wednesday <u>Thursday</u> , July 4th
Labor Day	1st Monday in September	Monday, September 3rd/2nd
Columbus Day	2nd Monday in October	Monday, October 8th/14th
Veterans' Day	November 11th	Monday, November 12th/11th
Thanksgiving Day	4th Thursday in November	Thursday, November 22nd/28th
Day After Thanksgiving	4th Friday in November	Friday, November 23rd/29th
Christmas Eve	December 24th	Monday <u>Tuesday</u> , December 24th
Christmas Day	December 25th	Tuesday <u>Wednesday</u> , December 25th

Any other holidays proclaimed by the Mayor.

Section 1. When a holiday observed by full-time Gahanna City employees falls on the first day of an employee's regularly scheduled days off, it shall be celebrated on the previous day; and when a holiday falls on the second day of an employee's regularly scheduled days off, it shall be celebrated on the following day. Part-time employees shall not be compensated for time not worked on holidays. For the purpose of this section, "full-time employees" are defined as, "All employees who perform prescribed duties of an established schedule of forty hours or more per week for fifty-two weeks per calendar year." Employees working less than forty hours per workweek shall be excluded from paid holidays. 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, or as a provisional employee, shall not be considered full-time employees and shall be excluded from paid holidays.

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.

## **ARTICLE VIII: HOSPITALIZATION, SURGICAL, MAJOR MEDICAL, LIFE, DENTAL, AND VISION INSURANCE INSURANCE**

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

MEDICAL, DENTAL AND VISION: For the purpose of this section, "full-time employees" are defined as, "All employees who perform prescribed duties of an established schedule of forty hours or more per week for fifty-two weeks per calendar year." Part-time employees working less than forty hours per workweek shall not be excluded 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, or as a provisional employee, shall not be considered full-time employees and shall not be excluded eligible from 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 covered eligible employees. The policy shall include a provision for double indemnity in the event of accidental death or dismemberment.

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 position 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: SICK AND INJURY LEAVE**

Section 1. Part-time employees shall not be eligible to earn or be paid for sick leave. Only full-time staff is eligible for this benefit. For the purpose of this section, "full-time employees" are defined as, "All employees who perform prescribed duties of an established schedule of forty hours or more per week for fifty-two weeks per calendar year." Employees working less than forty hours per workweek shall not be excluded eligible to earn paid sick leave. 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, or as a provisional employee, shall not be considered full-time employees and shall not be excluded eligible from to earn paid sick leave.

## **ARTICLE X: SPECIAL LEAVE**

Section 1. Absence Without Leave. A part-time employee who is absent without leave 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 five days unpaid leave where personal circumstances necessitate this request and it would not create undue hardship on the operations of the city should this request be granted.

## ARTICLE XI: OTHER LEAVE

### Section 1. Paid Time Off

Seasonal employees (an individual hired to perform services which, because of climatic conditions or because of the seasonal nature of such service, it is customary to operate only during regularly recurring periods of forty weeks or less in any consecutive fifty-two weeks) are not eligible for paid time off.

Regular pPart-time employees who have successfully completed the years of service with the City of Gahanna listed below will be eligible to receive the following number of paid time off per year:

Years of Service *	Paid Time Off
3 Years	1 day
4 Years	2 day
5 Years	3 day

\*An employee must work at least 1,200 continuous hours within the one year between their anniversary dates to qualify as one year of service. An employee working in the council office must work at least 800 continuous hours within the one year between their anniversary dates to qualify as one year of service. 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 shall be paid the Paid time off must be scheduled at least 24 hours in advance, must be in full day increments, and must be approved by the supervisor.

Part-time employees will receive these paid time off days when they receive their first paycheck after the requisite year of service. 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. Employees working less than a five day workweek, paid time off days will be determined by their department head and the Director of Human Resources.

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.

**Exhibit A: Part-Time Raise/Increase Request Memo**

**Memorandum**

**TO:** Department Director  
Director of Human Resources

**FROM:**

**DATE:** INSERT DATE

**SUBJECT:** Pay Increase

**EMPLOYEE:**

**EMPLOYEE NUMBER:**

Article II, Section III of the Part Time Ordinance states the following: RaiseIncreases may be given on each anniversary date of the employee or when a seasonal employee returns for a new season. RaiseIncreases will only be given upon satisfactory completion of service within the time period designated. RaiseIncreases may be 0-3 2% (or otherwise approved as described in Article II section 3) depending on employee performance, budget, and supervisors' recommendations and approvals. Probationary increases are allowed with non-seasonal part-time positions employees. If given, probationary raiseincreases may not exceed 2%.

**I would like to give the above employee the following raise/increase:**

Amount: %

Please check one:

Annual, Anniversary Date:  Probationary, D.O.H.:

**Performance for the time period was:**

Meets Expectations  Exceeds Expectations

Justification (Please add additional pages if necessary):

**Is the increased amount planned in the budget?**  Yes  No

**Budget Line Number:**

**Approved:** \_\_\_\_\_  Yes  No  
Department Director

\_\_\_\_\_  
Director of Human Resources  Yes  No

\_\_\_\_\_  
Mayor (If Needed)  Yes  No