

TO: Council  
Mayor Stinchcomb

FROM: Sue Wadley, Director of Human Resources

DATE: November 19, 2015

SUBJECT: Human Resources Council Report

**Action Item 1: Renewal of the Wellness Agreement with Mt Carmel Health**

For several years now, we have partnered with Mount Carmel Health Occupational Services as part of the City's comprehensive Wellness Program. The agreement provides for on-site coaching services to include presentations and coaching from an Exercise Physiologist, a Dietitian or other specialist each month. The services are offered to all employees and spouses who participate in our wellness program.

As part of our "Gateway to Health" wellness program, the wellness committee conducts an annual review to determine our focus for the following year. Based upon the programs to be offered in 2016, our cost will be \$1,165.00 under this agreement. The funding for this service is included in the 2016 appropriations.

I am respectfully requesting authorization for the Mayor to sign the Mt Carmel Wellness Plan Agreement to continue to provide these services. The proposed agreement would be in effect January 1, 2016 through December 31, 2016.

**Action Item 2: Central Ohio Health Care Consortium (COHCC) Trust Agreement**

The Central Ohio Health Care Consortium (COHCC) is a not-for-profit insurance consortium of ten (10) municipalities throughout central Ohio. Gahanna has been a member of the COHCC since its inception in 1992, and has benefited from the competitive advantage of purchasing products and the stability that a larger pool provides while still maintaining a high level of local control. Every three years, member municipalities enter into a new Joint Self-Insurance agreement, re-confirming their participation for the three-year trust cycle, and setting forth the legal guidelines that govern the organization.

In reviewing the trust agreement for the new trust cycle, the COHCC board made minor edits to the agreement to include clarification of pool funding, monthly payment process and withdrawal from the Consortium.

Our medical rates with the COHCC for 2016 will be increase 5%. This increase is a modest increase due to the effective management of the health plan and cost savings measures that the COHCC has implemented in the last several years.

I am respectfully requesting Council to authorize the Mayor to sign the COHCC self-insurance Joint Agreement effective January 1, 2016. Due to the necessity to have the agreement signed by December 31, 2015 in order to avoid a disruption in insurance coverage for our employees, an emergency is requested. A waiver of second reading is not necessary to meet this timeline.

**Action Item 3: Annual Salary Ordinances for 2016:**

Attached you will find the salary ordinances for your review and approval, including: Classified Supervisor, Unclassified, Command Staff and Part Time.

**Classified, Unclassified, Command Staff and Park-time Ordinances –**

At this time, Administration is not recommending a market adjustment to the wage scales for these ordinances.

We are requesting an annual increase of 2% to employees under the Classified, Unclassified, Command and Part-time Staff Salary Ordinances. Only those employees at or above market and meeting performance expectations would be eligible for this increase. Those individuals below market would not be eligible as they are on a separate pay progression plan. That plan moves an employee to the midpoint (fair market value of the position) within their pay range within three (3) years or less (depending upon the rate of pay the employee was hired or promoted). This method of moving employees towards the midpoint is typical in the industry as this represents employees who are fully competent in their position and performing at or above expected performance levels.

These salary adjustments would be effective the first full pay period in January 2016.

**Position Reclassifications under the Unclassified Salary Ordinance**

Many departments have positions that have assumed increased workloads or realigned duties and responsibilities in order to be more efficient and effective. Therefore, a few employees are routinely performing duties outside of their current classification. This has resulted in the necessity to review these positions to determine if the positions should be reclassified. The estimated cost of these reclassifications which includes salary and payroll related expenses is slightly less than \$10,000.00. The following is a list of the positions that warrant a reclassification:

Department	Current job class title	Current Grade	Proposed job class title	Proposed Grade
Information Technology	Network Administrator	37	Network Administrator	38
Service	Administrative Assistant	28	Administrative Coordinator	31
Service	Water Resource Engineer	36	Water Resource Engineer	37

*These changes are reflected in **Article II: Pay Ranges of the Unclassified Salary Ordinance.***

The following position is currently vacant be will be filled in 2016. This position responsibilities have changed resulting in a reduction in the pay grade.

Department	Current job class title	Current Grade	Proposed job class title	Proposed Grade
Parks and Rec	Golf Course Supervisor	34	Golf Course Supervisor	33

#### Position Title Changes

The following title change is requested to more accurately reflect duties performed. This position will not experience a change in the pay range.

Department	Current job class title	Proposed job class title
Human Resources	Human Resources Coordinator	Human Resources Administrator

#### Part time Salary Ordinance – Health Care Benefits-

The addition of medical health care benefits to meet the requirements of Affordable Health Care Act, will be offered to all part-time employees working an average of 30 or more hours per week. The city will fund 85% of the employee only level of coverage. Any individual electing coverage above the employee only level, will be responsible for the cost difference.

Additional miscellaneous changes to the salary ordinances requested to include:

- 2016 Insurance premiums
- Safety Equipment/Safety Boots/Shoes – Allow those individuals that are required under OSHA/PERRP to wear approved safety boots to perform their duties to receive one pair every 12 months up to the amount of \$100. Currently our part-

time employees can receive this benefit once every 24 months. This cost is estimated to be less than \$4,000.00 annually. The expense can be covered by safety funds already appropriated for 2016.

- Minor formatting changes and clean up language to clarify current processes.

Due to the time sensitivity of these documents and the ability to pay our employees, an emergency is requested.

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

Thank you!

Sue