

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.

<u>Non-Exempt Positions</u>	<u>Range</u>
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.
GISIntern	\$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%—4%—0-3% depending on employee performance, budget, and Supervisor's recommendations and approvals; however, raises will never exceed 4 3% within the given timeframe unless approved by the Mayor. Probationary increases are allowed with- 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.

Exhibit A: Part-Time Raise 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: Raises may be given on each anniversary date of the employee or when a seasonal employee returns for a new season. Raises will only be given upon satisfactory completion of service within the time period designated. Raises may be 0%—4% **0-3% (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. If given, probationary raises may not exceed 2%.

I would like to give the above employee the following raise:

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:

Department Director

☐ Yes ☐ No

Director of Human Resources

☐ Yes ☐ No

Mayor (If Needed)

☐ Yes ☐ No