

TO: Council
CC: Mayor Kneeland
Jennifer Teal, City Administrator
FROM: Abby Cochran, Human Resources Director
DATE: November 10, 2017
SUBJECT: Human Resources Council Report for November 13, 2017

We respectfully request the passage of two ordinances related to compensation and benefits for employees not covered under a bargaining unit agreement.

We also request an emergency to waive the 30 day wait period after approval from Council so that this will be in effect by January 1, 2018.

Action Item #1 – Ordinance - Benefits Ordinance For the Personnel of the City of Gahanna

This ordinance includes benefits provided to the personnel of the City of Gahanna.

In 2018, the City of Gahanna will offer full-time employees a second health plan choice with a higher deductible and copay. The plan costs approximately 5% less than the traditional plan. To incentivize employees to enroll in this plan option, the City is offering a 50% discount on their premium contributions. Cost savings for the City for employees choosing the second health plan choice would be \$426 for employee-only coverage and \$1,255 for family coverage.¹

Under Article 14, the sentence has been removed indicating that this benefit would be replaced by a flex-time policy. By nature of the type of work employees who receive this benefit perform, a flex policy could cause operational issues and we believe the personal time should remain intact.

Under Article 15, the compensatory time that a part-time employee earns should be updated to allow the time to be earned and used beyond the 90-day limit currently in place. This will allow the employee to use the time at times of year that are more convenient operationally.

Under Article 18, Funeral Leave for Part-Time Employees has been increased to three work days and the option for two additional days for extreme

¹ Savings assumes the employee is receiving the highest wellness premium incentive (6%) and takes into account the 50% discount on their premium contributions for choosing the second health plan choice.

circumstances, with the written approval of the Department Head.

For Paid Time Off for Part-Time Employees, we have removed the calculation for determining eligibility for time off as a process improvement. Eligibility is based upon the employee's status.

In addition to these changes, minor formatting or grammatical errors have also been highlighted as changes.

Action Item #2 – Ordinance - Salary Ordinance for the Personnel of the City of Gahanna

This ordinance includes salaries for the Personnel of the City of Gahanna. We are proposing a 2.5% increase for most employees. Under the Pay Plan Administration Policy, the City may review positions for reclassification of pay grade. Three positions were evaluated and went through the point-factoring process with Clemens Nelson, as well as evaluated against the recently published 2017 MORPC Salary Study. Based upon the changes, the following three positions are recommended for reclassification: Police Procurement Coordinator, Parks & Facilities Superintendent and City Engineer. The City Engineer recommendation also includes a change in job title to Director of Engineering.

There are individuals whose rate of pay does not meet the 2017 established minimum within their paygrades. This ordinance moves those individuals to the minimum of their paygrade. Also, for any employees in paygrades 1-8 (part-time employees) who were hired before January 1, 2017, their rate of pay will be increased to be the same as those hired into the same positions after January 1, 2017.

In 2018, the minimum wage will be raised to \$8.15. The rates for seasonal, variable and temporary positions have been raised where the minimum is minimum wage.

Update Item #1: COHCC Health Insurance

Premium rates for the City of Gahanna health insurance plans increased for 2018 by 4%. One of the options under the COHCC's Policy for Mandatory Reserve and Handling Surplus Funds is for the COHCC to use no more than 50% of the balance above the set long-term fiscally sound level to provide one-time premium reductions or rebates to COHCC member entities. The COHCC board voted to utilize this option which will result in a \$130,315 rebate for the City. This amount will be applied towards our January 2018 invoice. Rates for 2018 are attached at the end of this memo.

Also, the COHCC has launched a website – www.cohcc.com. This site helps existing and prospective members learn more about what the COHCC has to offer.

Update Item #2: United Steelworkers Joining COHCC Health Plan

Currently, the United Steelworkers participate in a health plan available to them through their union. They will be moving to the COHCC plan effective January 1, 2018. As specified in their agreement, the members had the option of continuing on their plan, but paying for the increased difference between the two plans or moving to the COHCC plan. This move also means that the USW members will now be able to utilize the Near Site Health Center in 2018.

2018 Monthly Premium Rates

FOP & FOP/OLC

	%	Gross	City Portion	Employee Portion
Employee	6	\$ 841.32	\$ 790.84	\$ 50.48
	10	\$ 841.32	\$ 757.19	\$ 84.13
	15	\$ 841.32	\$ 715.12	\$ 126.20
Family	6	\$ 2,143.37	\$ 2,014.77	\$ 128.60
	10	\$ 2,143.37	\$ 1,929.03	\$ 214.34
	15	\$ 2,143.37	\$ 1,821.86	\$ 321.51

Full-Time Employees (Unclassified, Supervisory and Command) - Traditional Plan

	%	Gross	City Portion	Employee Portion
Employee	6	\$ 806.51	\$ 758.12	\$ 48.39
	15	\$ 806.51	\$ 625.79	\$ 120.98
Employee and Spouse	6	\$ 1,512.19	\$ 1,421.46	\$ 90.73
	15	\$ 1,512.19	\$ 1,285.36	\$ 226.83
Employee and Child	6	\$ 1,669.02	\$ 1,568.88	\$ 100.14
	15	\$ 1,669.02	\$ 1,418.67	\$ 250.35
Family	6	\$ 2,374.69	\$ 2,232.21	\$ 142.48
	15	\$ 2,374.69	\$ 2,018.49	\$ 356.20

Full-Time Employees (Unclassified, Supervisory and Command) - Employee Choice Plan

	%	Gross	City Portion	Employee Portion
Employee	6	\$ 746.77	\$ 722.57	\$ 24.20
	15	\$ 746.77	\$ 686.28	\$ 60.49
Employee and Spouse	6	\$ 1,400.18	\$ 1,354.81	\$ 45.37
	15	\$ 1,400.18	\$ 1,286.77	\$ 113.41
Employee and Child	6	\$ 1,545.39	\$ 1,495.32	\$ 50.07
	15	\$ 1,545.39	\$ 1,420.21	\$ 125.18
Family	6	\$ 2,198.79	\$ 2,127.55	\$ 71.24
	15	\$ 2,198.79	\$ 2,020.69	\$ 178.10

USW Employee - Traditional Plan

	%	Gross	City Portion	Employee Portion
Employee	6	\$ 806.51	\$ 758.12	\$ 48.39
	10	\$ 806.51	\$ 725.86	\$ 80.65
	15	\$ 806.51	\$ 685.53	\$ 120.98
Employee and Spouse	6	\$ 1,512.19	\$ 1,421.46	\$ 90.73
	10	\$ 1,512.19	\$ 1,360.97	\$ 151.22
	15	\$ 1,512.19	\$ 1,285.36	\$ 226.83
Employee and Child	6	\$ 1,669.02	\$ 1,568.88	\$ 100.14
	10	\$ 1,669.02	\$ 1,502.12	\$ 166.90
	15	\$ 1,669.02	\$ 1,418.67	\$ 250.35
Family	6	\$ 2,374.69	\$ 2,232.21	\$ 142.48
	10	\$ 2,374.69	\$ 2,137.22	\$ 237.47
	15	\$ 2,374.69	\$ 2,018.49	\$ 356.20

2018 Monthly Premium Rates

USW Employee - Employee Choice Plan

	%	Gross	City Portion	Employee Portion
Employee	6	\$ 746.77	\$ 722.57	\$ 24.20
	10	\$ 746.77	\$ 706.44	\$ 40.33
	15	\$ 746.77	\$ 686.28	\$ 60.49
Employee and Spouse	6	\$ 1,400.18	\$ 1,354.81	\$ 45.37
	10	\$ 1,400.18	\$ 1,324.57	\$ 75.61
	15	\$ 1,400.18	\$ 1,286.77	\$ 113.41
Employee and Child	6	\$ 1,545.39	\$ 1,495.32	\$ 50.07
	10	\$ 1,545.39	\$ 1,461.94	\$ 83.45
	15	\$ 1,545.39	\$ 1,420.21	\$ 125.18
Family	6	\$ 2,198.79	\$ 2,127.55	\$ 71.24
	10	\$ 2,198.79	\$ 2,080.06	\$ 118.73
	15	\$ 2,198.79	\$ 2,020.69	\$ 178.10

Part-Time Plus Employees

	Gross	City Portion	Employee Portion
Employee	\$ 613.27	\$ 521.28	\$ 91.99
Employee and Spouse	\$1,149.74	\$ 521.28	\$ 628.46
Employee and Child	\$1,268.72	\$ 521.28	\$ 747.44
Family	\$1,805.19	\$ 521.28	\$ 1,283.91