

TO: Council
Mayor Stinchcomb

FROM: Sue Wadley, Director of Human Resources

DATE: December 5, 2014

SUBJECT: Human Resources Council Report

Action Item 1— Authorize the Mayor to enter into three year agreement with HelpNet to provide an Employee Assistance program to the employees requesting a waiver and emergency.

As part of our benefit and wellness program, the City provides an employee assistance program to employees. This service provides counseling benefits to our employees and family members with participation on a voluntary basis. This program also provides a benefit to the city to assist employees that are demonstrating performance issues and can become part of a performance improvement plan if the need exist.

HelpNet has successfully provided this service to the city of Gahanna for the past three (3) years. I am requesting that you authorize the Mayor to enter into another three (3) year agreement with HelpNet. HelpNet has offered us a renewal with no cost increase and a three year rate guarantee.

Our current agreement expires on December 31, 2014. Unfortunately, I just received the renewal agreement this week. Therefore, I am requesting a waiver and an emergency in order that the new agreement can be signed and implemented by January 1, 2015 to avoid a disruption in services. A copy of the new agreement is attached for your review.

Action Item 2 - Annual Salary Ordinances, requesting a waiver and emergency:

Attached you will find the 2015 salary ordinances for your approval, including: Classified Supervisory, Unclassified, Command Staff and Part Time.

Classified Supervisory, Unclassified and Command Staff 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 Supervisory, Unclassified, and Command 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 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 pay rate 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 2015.

The following includes the significant changes to the salary ordinances:

Position Reclassifications

Many departments are currently operating with fewer positions and/or increased workloads or realigning duties and responsibilities in order to be more efficient and effective. Therefore, some employees are regularly performing duties outside of their current classification. This has resulted in the need to review several positions to determine if their position should be reclassified. The estimated cost of these reclassifications which includes salary and payroll related expenses is slightly less than \$31,000.00. The following is a list of the positions that warrant a reclassification:

Department	Current job class title	Current Grate	Proposed job class title	Proposed Grade
Police	Office Manager	34	Administrative Operations Manager	38
Human Resources	Secretary	25	Human Resources Assistant	28
Parks and Rec	Administrative Assistant	28	Office Coordinator	33
Information Technology	Systems Administrator	33	Systems Administrator	35
Service	Administrative Assistant	28	Administrative Technician	31
Service	Secretary	25	Administrative Assistant	28
Planning and Development	Secretary	25	Building and Zoning Specialist	27
Planning and Development*	Office Support Worker II	35	Office Support Worker III	36

Council Office*	Office Support Worker II	35	Deputy Clerk I	36
-----------------	--------------------------	----	----------------	----

More detail is available in **Article II: Pay Ranges** of the *Unclassified Salary Ordinance*.

*Details available in the *part-time salary ordinance*

Position Title Changes

Title changes are requested to more accurately reflect duties performed. These positions will not experience a change to their pay ranges.

Department	Current job class title	Proposed job class title
Various	Secretary	Office Assistant
Information Technology	Help Desk Support Specialist	Information Technology Support Specialist
Service	Engineering Project Administrator	Engineering Project Technician
Council Office	Sr. Deputy Clerk	Deputy Clerk III
Council Office	Deputy Clerk	Deputy Clerk II

Additional changes to the salary ordinances include:

- 2014 Insurance premiums
- Revision to the tuition reimbursement language. This revision will support the City's mission to develop and retain a professionally trained staff. The revision will support individuals partaking in college level courses in their chosen profession regardless of pursuing a degree as well as obtaining certifications that are well recognized in their field.
- Minor formatting changes and clean up language to clarify current processes.

Part time Salary Ordinance-

An annual increase of 2% for employees, meeting and/or exceeding performance expectations, under the Part-time Salary Ordinances is requested. Those individuals below market would not be eligible as they are on a separate plan. As with full-time employees, 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 the employee was hired or promoted). The majority of the part-time employees are below market due to the implementation of the new market based compensation plan in January 2013.

Other changes to the part-time ordinance requested to include:

- Minor pay grade adjustments in the seasonal and temporary positions due to the Ohio Minimum Wage increasing to \$8.15 an hour in January 2015.
- The addition of a seasonal clerical position to assist departments with unusually high workloads, back log of workflow or to provide coverage while recruiting for vacant administrative level positions.
- A change in title of the Council Office Worker II to a Deputy Clerk I with the pay grade changing from 35 to 36.
- Reduction in pay grade for an intern from a pay grade 37 to a grade 34. This change is more reflective of the duties and level of responsibilities interns perform.
- Addition of jury duty. These individuals would only receive jury duty pay for the days and hours they would have been scheduled to work if not serving on a jury.
- Allow the use of Paid Time Off (PTO) in increments of hours rather than days. This will allow more flexibility and limit the impact on the operations of the department.
- 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 24 months up to the amount of \$100.00. If individuals leave their employment with the City of Gahanna within 60 days of receiving this benefit, they will be required to reimburse the city. I am requesting use of the BWC 2014 reimbursement to be used to fund this amount as the BWC encourages employers to utilize these funds to prevent workers future workers compensation claims. Estimated amount not to exceed \$2,000.00 annually.
- Minor formatting and language clarification changes.

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

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

Thank you!

Sue