



**TO:** Mayor Thomas R. Kneeland  
Director of Finance  
Members of City Council  
City Attorney  
Clerk of Council

**FROM:** Miranda Vollmer, Director of Human Resources

**DATE:** November 25, 2019

**SUBJECT:** Report to Council, November 2019

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### **ACTION ITEMS FROM THE DIRECTOR OF HUMAN RESOURCES**

#### **ACTION ITEM # 1 – Ordinance: Salary Ordinance for the Personnel of the City of Gahanna**

This ordinance includes the salaries for the non-union personnel of the City of Gahanna.

Modifications to this ordinance include:

- Updates to seasonal, variable hour and temporary job classifications and pay rates in table 1
- Proposed 3.0% wage increase
- General text cleanup

The following modifications to table 2 include:

- Removal of:
  - Administrative Operations Manager classification (no current employee in classification)
  - Columns: type, education, experience, license
  - Parks Team Member classification (current employees will move to Team Member I classification)
- Change in classification title:
  - Parks Service Coordinator I to Parks Coordinator I
  - Parks Service Coordinator II to Parks Coordinator II
  - Parks Skilled Technician to Team Member I
  - Parks Skilled Technician to Team Member II
  - Recreation Leader to Recreation Team Member II
- Additions of:
  - Project Inspector at pay grade C14
  - Technical Services Analyst at pay grade C14

- Change in pay grade:
  - Assistant City Attorney from monthly stipend to C20
  - Intern from C7 to C5
- Updates to the legend for Table 2

Requested Legislation and Funding

- Legislation Needed: Ordinance
- Emergency/Waiver: No
- Already Appropriated (Amounts & Accounts Names/Titles): Various accounts in proposed 2020 budget

Attachments

- HR-ATT-2020 Salary Ordinance

**ACTION ITEM # 2 – 2020 Benefits Ordinance**

This ordinance includes the benefits for the non-union personnel of the City of Gahanna.

Modifications to this ordinance include:

- General text clean up
- Change in supervisory employees in definitions
- Updates to Article 4, Section 7- personal leave time payout
- Updates to Article 6 Insurance include:
  - information related to coverage termination after separation
  - addition of Section 5- Employee Assistance Program
- New language - Article 7, Sick Leave
  - Sick leave transfer under Ohio Revised Code 124.38 beginning July 1, 2020
  - Section 5- clarification edits to leave donation program
- Clarification edits to Article 8, Section 7- unpaid leave
- New language - Article 9, Section 1 tuition reimbursement
  - Employees are not eligible during probationary period
- New language – Article 16 PTO and Holiday for Part-time employees
  - Section 1 - Max carry over of 30 hours from year to year; no cash payout for unused PTO
  - Section 2 – PTO earned for holiday work.
- New language – Article 17
  - Section 4 – employee assistance program
- Clarification edits to Article 18, Section 2 unpaid leave

**UPDATES**

None.