

Ordinance for the Part-Time
Personnel of the City of
Gahanna
January 1, 2014
December 31, 2014

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ARTICLE I: —DEFINITIONS

Anniversary Date - An employee's first day of work after hiring into a part-time position.

Appointing Authority – Includes but not limited to the Mayor or City Council who has the power of appointment to, or removal from, positions. This authority may be granted to a designee in writing by the appointing authority.

Calendar Month - From the first day to and including the last day of any one of the twelve calendar months.

City - City of Gahanna.

Full-time Employment – All employees who perform prescribed duties whose regular hours of work total forty hours or more per week for fifty-two weeks per calendar year on a regular basis

Intermittent Employment – Employees who work on an irregular schedule, which is determined by the fluctuating, demands of the work and is generally not predictable.

Intern – An individual employed to work in a professional capacity and/or position that is directly related to their college course of study. College Interns may be at various degree levels.

Non-exempt – Non-exempt employees are those eligible for overtime pay under the Fair Labor Standards Act overtime pay provisions.

Paid Status - Shall include all periods when compensation is received for work performed by part-time, non-exempt employees.

Part-Time Employment - Includes all active service with the City except for elected public officials, Seasonal employees, Temporary, Intern, Intermittent and full-time employees.

Pay Plan - A schedule of compensation rates established for the unclassified part-time positions in the City service.

Position - Any specific office, employment, or job calling for the performance of certain duties, either full-time or part-time, and for the exercise of certain responsibilities by one individual. A position may be either occupied or vacant.

Range - The minimum and maximum pay rates, together with the intermediate pay rates, if any, established for a position.

Seasonal Employee - An individual hired primarily to perform services which, because of climatic conditions or because of the seasonal nature of such service, ~~it is customary to operate only during regularly recurring periods of for a period of~~ 120-180 days or less ~~in any consecutive fifty-two weeks in a calendar year.~~

Temporary Employee – An employee who works in a position, which is of a non-permanent nature, which has a specified duration of time, not to exceed ~~six (6) months~~ 180 days.

Unclassified Service - All positions and employments not specifically included by provisions of the City Charter as being in the Classified Service.

Weekend - The first and second consecutive days of unscheduled work in an employee's work week. Saturday and Sunday shall be the normal weekend unless otherwise specified.

Workday - A regularly scheduled shift during which an employee is assigned to active duty.

Workweek – Seven consecutive calendar days, starting at 12:01 a.m. on Monday and ending at midnight the following Sunday.

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~~seasonal positions. The following chart represents the class allocation codes for all ~~part-time~~seasonal positions subject to this Ordinance:

Table 1: Seasonal and Temporary Non-Exempt Positions

<u>Seasonal and Interim-Temporary Non-Exempt Positions</u>	<u>Range</u>
Lifeguard	\$7.95-11.00/hr.
Pool Concession-Office Team Member	\$7.95-9.00/hr.
Recreation Coordinator <u>Programmer</u>	\$9.50 - \$16.00/hr.
<u>Guest Services - Aquatics</u>	<u>\$9.50-\$16.00/hr.</u>
Recreation Team Members <u>Crew Member</u>	\$7.95-10.00/hr.
Seasonal Laborer (Parks, Service, Stormwater)	\$9.00 - \$10.50/hr.

Table 2: Part Time Non Exempt Positions

CLASS CODE	EEO	ORG	CLASS TITLE	DEPT	FLSA	ED	EXP	LIC	REPORTS TO	GRD
	6	8	Code Enforcement Officer	Develop	N	1	1	D	P&Z Adm	36
	8	6	Fleet Team Member	Pub Svs	N	1	1	D	Flt Supt	32
	6	6	Intern	Various	N	-3	0		Various	37
	6	6	Office Support Worker I	Various	N	1	2-3	Var	Various	34
	6	6	Office Support Worker II	Various	N	1	2-3	Var	Various	35
	6	6	OSWI: Receptionist/Mail Coordinator	Pub Svs	N	1	1-2		Dir Pub Svs	34
	6	6	OSWII: Council Team Member	Clk/Coun	N	1	2-3		Clk Council	35
	6	6	OSWII: Court Team Member	Courts	N	2	4-5	L	Clk Court	35
	6	6	OSWII: Customer Service Coordinator/Zoning Clerk	Develop	N	1	2	D	P&Z Adm	35
	6	6	OSWII: Front Desk Coordinator	P&R	N	1	1-2	D	Rec Supt	35
	5	6	Paralegal	Attorney	N	2	5	C	City Attorney	39
	8	5	Parks Service Coordinator-Level 1	P&R	N	1	1	Var	Various	36
	8	5	Parks Service Coordinator-Level 2	P&R	N	1	1	Var	Various	38
	8	6	Parks Skilled Technician-Level 1	P&R	N	1	3	D	Various	34
	8	6	Parks Skilled Technician-Level 2	P&R	N	1	3	D	Various	35
	8	6	Parks Team Member	P&R	N	1	1	D	Various	32
	5	5	Recreation Coordinator	P&R	N	1	1	Var	Various	36
	5	5	Recreation Leader	P&R	N	1	1	Var	Various	36
	6	6	Recreation Team Member	P&R	N	1	1		Various	32
	6	6	Senior Program Team Member	P&R	N	1	1		Sr Cntr Supvr	35
	8	5	Service Coordinator	Pub Svs	N	1	1	D	Various	36
	8	6	Service Team Member	Pub Svs	N	1	1	D	Various	32

LEGEND**EEO Codes**

- 1 = Officials and Administrators
- 2 = Professionals
- 3 = Technicians
- 4 = Protective Service Workers
- 5 = Paraprofessionals
- 6 = Administrative Support
- 7 = Skilled Craft Workers
- 8 = Service-Maintenance

Licenses Codes

- D = Drivers License or CDL required
- L = Licenses required
- C = Certifications required

FLSA Codes

- N = Non-exempt (e.g., is covered) E = Exempt from FLSA

Education Codes

- 1 = High School
- 2 = Associates Degree or advanced training
- 3 = Bachelor Degree
- 4 = Masters or JD Degree
- 5 = Ph.D. or beyond

Org Codes

- 1 = Department Head
- 2 = Assistant Department Head
- 3 = Manager Level
- 4 = Supervisor Level
- 5 = Lead Worker
- 6 = Line Worker

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E=Exempt from FLSA

Table 3: Part-Time Pay Grades
Part-time Employees

Grade	Minimum 90% of Market	95% of Market	Market	125% of Market	Range Width
32	\$11.10	\$11.72	\$12.34	\$15.42	39%
33	\$11.56	\$12.21	\$12.85	\$16.06	39%
34	\$12.05	\$12.72	\$13.38	\$16.73	39%
35	\$12.55	\$13.25	\$13.94	\$17.43	39 %
36	\$14.90	\$15.72	\$16.55	\$20.69	39%
37	\$17.24	\$18.20	\$19.16	\$23.95	39%
38	\$17.95	\$18.94	\$19.94	\$24.92	39%
39	\$18.65	\$19.69	\$20.72	\$25.90	39%
40	\$19.75	\$20.85	\$21.95	\$27.43	39%
41	\$21.57	\$22.77	\$23.97	\$29.96	39%
42	\$23.04	\$24.32	\$25.60	\$32.00	39%
43	\$24.51	\$25.87	\$27.24	\$34.04	39%
44	\$26.44	\$27.91	\$29.38	\$36.72	39%
45	\$26.96	\$28.45	\$29.95	\$37.44	39%
46	\$28.48	\$30.06	\$31.64	\$39.55	39%
47	\$29.90	\$31.56	\$33.22	\$41.52	39%
48	\$31.52	\$33.27	\$35.02	\$43.78	39%
49	\$32.73	\$34.55	\$36.37	\$45.46	39%
50	\$34.66	\$36.58	\$38.51	\$48.14	39%
51	\$39.03	\$41.20	\$43.37	\$54.21	39%
52	\$40.97	\$43.24	\$45.52	\$56.90	39%
53	\$42.90	\$45.28	\$47.67	\$59.59	39%
54	\$45.11	\$47.61	\$50.12	\$62.65	39%

Any part time employee newly hired to a position under this ordinance will start at the 90th percentile of the market range for their class allocation unless the new employee brings prior experience beyond the requirements of the class specification. The new employee may be paid between the 90th percentile and the Midpoint of the market range for their class allocation. All new hire rates and probationary raises are subject to the guidelines of the City of Gahanna Salary Policy.

Any salary or hourly rate paid to a new hire above the Midpoint/Market of their range must be approved by Council.

Section 12. ——— Alternate Positions Held—. When an employee performs the duties of 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.

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Section 23. _____ Pay Increases. Increases may be given on each anniversary date of the employee or when a seasonal employee returns for a new season. No salary increase may exceed the top of the range.

No increases shall be granted during the first one hundred eighty calendar days since date of hire or promotion. Employees shall receive the applicable increase upon completion of this probationary period.

An employee hired at the 90th percent of their salary range will move to 92% after the successful completion of their probationary period. The employee will then move to 94% at their one year anniversary date, 97% at their two year anniversary date, 100% at their three year anniversary date upon satisfactory performance each year documented in a performance evaluation.

Section 34. _____ Council Review. The pay ranges established by this Article shall be approved by the Council of the City of Gahanna each year.

ARTICLE III: PAY FOR LESS THAN FULL-TIME SERVICE (PART-TIME EMPLOYEES)

Section 1. _____ Seasonal, Part-time, Intermittent, Temporary and Intern employees hired by the City to work shall be paid not less than State minimum wage nor exceed the maximum of the pay range indicated in Article II, or a set fee amount where no hours are specified, unless otherwise provided herein.

On a limited basis, employees may be paid in excess of this rate based upon the need of the City. Such need shall be established on a case-by-case basis through a review by the Mayor and President of Council. When there is concurrence by the Mayor and the President of Council, written approval and the rate agreed to shall be forwarded to the Payroll Department authorizing the increase.

Section 12. _____ Non-Exempt Positions. All part-time positions are considered non-exempt under the Fair Labor Standards Act. All employees in non-exempt positions will be paid based on one-quarter (1/4) hour increments. The Fair Labor Standards Act requires that all non-exempt employees be paid for all time worked and any hours worked over forty hours in paid status during the workweek will be paid overtime at 1 ½ times the regular hourly rate for non-exempt positions. Therefore, non-exempt employees cannot work in a voluntary capacity doing the same duties that they are paid to perform in their usual paid position. Non-exempt positions will be paid for all time worked; however, adjustments to regularly scheduled hours and overtime must be approved in advance by the employee's Supervisor and authorized by the Department Head. Overtime shall be paid in increments of one-quarter (1/4) of an hour. Therefore, all start and end times must be rounded back to the nearest quarter hour for 1 – 7 minutes past the quarter hour and must be rounded forward to the nearest quarter hour for 8 – 14 minutes past the quarter hour.

Section 2. Transfer Between Part-Time and Seasonal Positions. Based upon operational needs, an employee holding a part-time position may fill a seasonal job position. The transfer must be approved by the current supervisor and the supervisor overseeing the seasonal position. The rate of pay may be up to the maximum of the seasonal position, not to exceed his/her current part-time rate of pay. Holding a seasonal position does not change the employee's status and will

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retain all benefits afforded to him/her as a part-time employee provided that he/she meets the eligibility requirements of those benefits.

ARTICLE IV: APPOINTING AUTHORITY

Part time employees are unclassified and serve at the pleasure of the appointing authority.

ARTICLE V: PROBATIONARY PERIOD

There shall be a period of one hundred eighty (180) calendar days from the beginning employment date during which no appointment or promotion shall become final.

Employees who transfer to a lateral position within the same department with same or similar duties will not be required to complete a new probationary period. If an employee transfers to a lateral position before successfully completing their probationary period, they will remain in a probationary status until they have been with the City of Gahanna for a period of one hundred eighty (180) calendar days.

Those employees who are promoted to a new position with more responsibility or transfer to a lateral position with a different skill set will be required to serve a new probationary period in order to allow management to assess their performance. Those individuals who transfer to a position that they previously occupied will not be required to serve a new probationary period unless the responsibilities have significantly changed.

ARTICLE VI: SALARY AND ADJUSTMENTS

ARTICLE VII: DESIGNATED HOLIDAYS

Holiday	When	Observed in 2014
New Year's Day	January 1st	Wednesday, January 1st
Memorial Day	Last Monday in May	Monday, May 26th
Independence Day	July 4th	Friday, July 4th
Labor Day	1st Monday in September	Monday, September 1st
Thanksgiving Day	4th Thursday in November	Thursday, November 27th
Christmas Day	December 25th	Thursday, December 25th

Any other holidays proclaimed by the Mayor.

Section 1. Regular Part-time employees working on average 20 hours a week or more shall only be compensated for time worked on a designated holiday.

Section 2. Part-time employees may be required to work holidays by their supervisor or Department Head, in addition to evenings and weekends at their regular rate of pay. Part-time employees who are required to work the designated holidays above will be granted comp hours equal to the hours worked on the holiday. Time off to utilize the comp hours must be pre-approved by the supervisor and used within three (3) months of the pay period in which time is

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earned. Management may grant an additional three (3) month period based upon operational needs. Unused leave cannot be converted to cash payments.

ARTICLE VIII: INSURANCE

Section 1. Only full-time employees are eligible for any Medical, Dental, and Vision insurances.

MEDICAL, DENTAL AND VISION: Part-time employees shall not be eligible for health insurance programs. Persons working forty hours or more per week, but in a position which is intended to continue for only a portion of a calendar year, shall not be considered full-time employees and shall not be eligible for health insurance programs.

LIFE INSURANCE and AD&D & EMPLOYEE ASSISTANCE PROGRAM: Active, Part-time employees who are scheduled to work twenty (20) or more hours per week on a consistent, year-round basis will be eligible for life insurance and participation in the employee assistance program. The City shall provide fully paid life insurance in the amount of \$10,000 for eligible employees, subject to any limitations as described in the policy.

Covered employees will be eligible for participation in these programs on the first day of the month following their date of hire or the first of the month following transfer to a covered part-time status. The part-time life insurance and employee assistance program will be in effect on the first day of the month following the passage of this Ordinance for eligible employees.

ARTICLE IX: SPECIAL LEAVE

Section 1. Absence Without Leave. A Part-time employee who is absent without proper notification for a period of three consecutive workdays is considered to have resigned.

Section 2. Unpaid Leave. Any Part-time employee shall be entitled to request five days unpaid leave where personal circumstances necessitate this request and it would not create undue hardship on the operations of the city should this request be granted.

ARTICLE X: OTHER LEAVE

Seasonal, Intermittent, Temporary, and Intern employees are not eligible for leaves under this article.

Section 1. Funeral Leave.

Regular Part-time employees working on average 20 hours a week or more shall be entitled to one (1) work day at the employee's regular hourly rate for funeral leave in the event of a death of an immediate family member. Employees will only receive funeral leave pay for those hours they would have normally been scheduled to work. For the purpose of this leave, an immediate family member shall be defined as mother, father, brother, sister, child, spouse and spouse's child, mother-in-law, father-in law and grandparent.

Section 2. Paid Time Off (PTO).

Regular Part-time employees working on average 20 hours a week or more who have successfully completed the years of service with the City of Gahanna listed below will be eligible to receive the following number of paid time off per year:

Service Time*	Paid Time Off
First 6 months	1 day
1 year	3 days
2 years	5 days

*An employee must have worked at least 500 hours in the first six months of employment, and 1,040 continuous hours within the one year between their anniversary dates to qualify as one year of service. Paid leave time will not be used in calculating hours worked with the exception of approved Family Medical Leave Act (FMLA). In computing years of service, employees shall only receive credit for completed service with the City of Gahanna without a break in service time.

Employees may utilize this time off for sick time, vacation time, and personal days and will be subject to departmental attendance policies. Sick time used should not demonstrate a pattern or abuse.

Part-time employees will receive these paid time off days when they receive their first paycheck after the requisite time of service as defined above. Employees will only be given paid time off equivalent to what they are typically scheduled to work in a day during the current calendar year. All days must be used by the anniversary date following the anniversary date in which the days were given as this annual leave cannot be accumulated or carried over to the next year. Unused leave cannot be converted to cash payments.

Regular part-time employees who are hired for full-time positions and who start such full-time employment without any break in City service may convert to cash any paid time off that is unused. The payment of this unused paid time off shall be at the final part-time hourly rate.

Employees may schedule their paid time off on a regularly scheduled workday or an unpaid holiday when the city is closed for business if they choose.

ARTICLE XI: SAFETY EQUIPMENT

Part-time employees required to wear OSHA/PERRP approved personal protective equipment to perform their duties as a City employee shall be eligible to receive a pair of safety shoes/boots up to the amount of One Hundred Dollars (\$100.00) for a one time issuance. However, if an employee leaves their position for any reason within the first six months of employment, they would be required to repay the City the full amount of this expense. Such expense will be deducted from the employee's final paycheck. Equipment is to be worn only when working for the City. Such purchases should be pre-approved by management and Human Resources or the employee will incur the cost.