



# SALARY ORDINANCE

for the

Personnel of the  
City of Gahanna

January 1, 2021  
through  
December 31, 2021

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## ARTICLE 1: DEFINITIONS

Appointing Authority – Includes but not limited to the Mayor, City Council or City Attorney 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.

City – Shall mean the City of Gahanna.

Class Allocation Code – The code assigned to each employee covered by this ordinance which corresponds to a salary range for each position.

Exempt – Employee is exempt from pay for overtime under the Fair Labor Standards Act (FLSA) overtime pay provisions.

Full-Time Employment – Active service in a position of employment, which is to be performed on an established five (5), eight (8) hour days per workweek for fifty-two (52) weeks per calendar year.

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 – Employees eligible for overtime pay under the Fair Labor Standards Act (FLSA) overtime pay provisions. Paid leave taken by the employee does not count towards the forty (40) hour active paid status requirement for overtime purposes.

Part-time Employment – Includes all active service with the City with the exception of the following: elected public officials; seasonal employees; temporary; intern; intermittent; and, full-time employees.

Part-time Plus Employment – Part-time employees who average at least 30 hours per week over the course of a year.

Pay Plan – A schedule of compensation rates established for the classes of 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 (1) individual. A position may be either occupied or vacant.

Probationary Period – The period of one hundred eighty (180) calendar days from the first date of employment or first date of a promotion or transfer to a new position during which no appointment may become final until the Employee has satisfactorily completed this period.

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

Regular Hourly Rate – Rate of pay for non-exempt employees as defined in Article 2, Pay Ranges.

Seasonal Employee – An individual hired primarily to perform services which, because of climatic conditions, or because of the seasonal nature of such service, for a period of 180 days or less 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 180 days.

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

Variable Hour Employee – An individual hired to perform duties in which the employee's hours are expected to change; does not include seasonal or temporary employees. Hours shall be less than 1000 per calendar year.

Workweek – Shall consist of seven (7) consecutive calendar days, starting at 12:01 am on Saturday and ending at midnight the following Friday. For full-time employees, the normal workweek shall be forty (40) hours, based on five (5) consecutive eight (8) hour work days and two (2) consecutive days off.

## ARTICLE 2: PAY RANGES

### Section 1. Classifications

Pay ranges shall be used for payroll purposes and other personnel transactions, and are applicable only to positions designated as seasonal, variable hour and temporary positions. The following chart represents the class allocation codes for all seasonal, variable hour and temporary positions subject to this Ordinance:

**Table 1: Seasonal, Variable Hour, and Temporary Non-exempt Classifications**

Classifications	Hourly Pay Range
Recreation Crew Member	Minimum wage- \$13.50
Recreation Leader	\$10.00 - \$16.50
Seasonal Laborer (Parks, Service, Stormwater)	\$11.50-\$15.00

Table 2 below represents the class allocation codes subject to the Wage Scale set forth in Article 2, Section 2; and the Pay Schedule set forth in Article 2, Section 3, of this Ordinance. Class specifications for class titles are maintained by the Human Resources Department and such specifications reflect the current requirements for minimum qualifications for each position. Minimum qualifications may include any combination of education, training and experience as listed below which provides the required knowledge, skills, and abilities to perform the essential functions of the job, unless specifically listed as a requirement within the class specification.

**Table 2: Command Staff, Supervisory, Full-time, and Part-time Employees**

EEO	ORG	CLASS TITLE	FLSA	PAY GRADE
6	6	Administrative Assistant	N	C9
6	6	Administrative Coordinator	N	C12
3	5	Administrative Technician	E	C13
2	2	Assistant City Attorney	E	C20
2	3	Assistant City Engineer	E	C18
5	5	Building and Heating Inspector	E	C15

<b>EEO</b>	<b>ORG</b>	<b>CLASS TITLE</b>	<b>FLSA</b>	<b>PAY GRADE</b>
3	5	Building and Zoning Specialist	N	C9
5	5	Chief Building Official	E	C19
1	1	Chief of Police	E	C25
2	2	City Engineer	E	C21
2	2	City Planner & Zoning Administrator	E	C21
1	1	Clerk of Council	E	C20
2	4	Code Enforcement Administrator	E	C17
3	6	Communications Manager	E	C19
2	5	Community Liason Coordinator	E	C13
4	6	Crime Analyst	N	C12
2	2	Deputy Chief of Police	E	C23
6	6	Deputy Clerk of Council	E	C14
1	1	Director of Administrative Services	E	C24
1	1	Director of Court Services	E	C19
1	1	Director of Development	E	C24
1	1	Director of Emergency Management	E	C24
1	1	Director of Finance	E	C24
1	1	Director of Human Resources	E	C23
1	1	Director of Information Technology	E	C24
1	1	Director of Parks and Recreation	E	C23
1	1	Director of Planning	E	C24
1	1	Director of Public Safety	E	C26
1	1	Director of Public Service & Engineering	E	C24

<b>EEO</b>	<b>ORG</b>	<b>CLASS TITLE</b>	<b>FLSA</b>	<b>PAY GRADE</b>
2	6	Economic Development Coordinator	E	C13
3	6	Electrician	N	C15
3	6	Engineering Program Technician	E	C13
2	6	Finance Coordinator	N	C13
2	3	Fleet Management Superintendent	E	C18
3	4	GIS Administrator	E	C17
2	4	Golf Course Supervisor	E	C14
2	5	Human Resources Administrator	E	C16
2	6	Human Resources Assistant	N	C9
3	6	Information Technology Support Specialist	N	C11
6	6	Intern	N	C5
2	3	Manager- Information Technology	E	C20
2	3	Manager- Projects	E	C20
2	3	Manager- Public Service	E	C20
6	6	Management Analyst	N	C13
3	6	Marketing Manager	E	C19
3	6	Network Administrator	E	C19
6	4	Office Coordinator	E	C12
6	6	Office Support Worker I	N	C2
6	6	Officer Support Worker II	N	C3
6	6	Office Support Worker III	N	C6
2	4	Paralegal	N	C10
2	3	Parks Superintendent	E	C18

<b>EEO</b>	<b>ORG</b>	<b>CLASS TITLE</b>	<b>FLSA</b>	<b>PAY GRADE</b>
2	6	Parks Coordinator - I	N	C6
2	6	Parks Coordinator - II	N	C8
8	6	Team Member I	N	C3
8	6	Team Member II	N	C4
4	6	Police Officer	N	**
4	6	Police Radio Dispatcher	N	**
5	6	Payroll Coordinator	E	C13
2	3	Planning & Zoning Administrator	E	C17
2	6	Police Procurement Coordinator	N	C12
2	4	Project Administrator	E	C17
3	6	Project Engineer	E	C15
3	6	Project Inspector	N	C14
2	6	Recreation Coordinator I	N	C6
2	6	Recreation Coordinator II	N	C8
2	6	Recreation Team Member II	N	C2
2	2	Recreation Superintendent	E	C18
2	4	Recreation Supervisor	E	C14
6	6	Recreation Team Member	N	C1
2	3	Streets and Utilities Superintendent	E	C20
3	6	Systems Administrator	E	C16
3	6	Technical Services Analyst	N	C14
2	6	Water Resources Engineer	E	C18

\*\*pay rate will follow current, applicable, collective bargaining agreement; not assigned to a pay grade





<b>C10</b>	\$18.90	\$39,312.00	\$22.61	\$47,028.80	\$26.32	\$54,745.60	40.0%
<b>C11</b>	\$20.63	\$42,907.36	\$24.75	\$51,488.83	\$28.88	\$60,070.30	40.0%
<b>C12</b>	\$21.87	\$45,481.80	\$26.24	\$54,578.16	\$30.61	\$63,674.52	40.0%
<b>C13</b>	\$23.18	\$48,210.71	\$27.81	\$57,852.85	\$32.45	\$67,494.99	40.0%
<b>C14</b>	\$24.57	\$51,103.35	\$29.48	\$61,324.02	\$34.40	\$71,544.69	40.0%
<b>C15</b>	\$26.04	\$54,169.55	\$31.25	\$65,003.46	\$36.46	\$75,837.37	40.0%
<b>C16</b>	\$27.61	\$57,419.73	\$33.13	\$68,903.67	\$38.65	\$80,387.62	40.0%
<b>C17</b>	\$29.26	\$60,864.91	\$35.11	\$73,037.89	\$40.97	\$85,210.87	40.0%
<b>C18</b>	\$31.02	\$64,516.80	\$37.22	\$77,420.16	\$43.42	\$90,323.53	40.0%
<b>C19</b>	\$32.88	\$68,387.81	\$39.45	\$82,065.37	\$46.03	\$95,742.94	40.0%
<b>C20</b>	\$34.85	\$72,491.08	\$41.82	\$86,989.30	\$48.79	\$101,487.51	40.0%
<b>C21</b>	\$36.94	\$76,840.55	\$44.33	\$92,208.65	\$51.72	\$107,576.76	40.0%
<b>C22</b>	39.16	\$81,452.80	\$46.99	\$97,739.20	\$54.82	\$114,025.60	40.0%
<b>C23</b>	\$41.51	\$86,338.04	\$49.81	\$103,605.64	\$58.11	\$120,873.25	40.0%
<b>C24</b>	\$44.00	\$91,518.32	\$52.80	\$109,821.98	\$61.60	\$128,125.65	40.0%
<b>C25</b>	\$46.64	\$97,009.42	\$55.97	\$116,411.30	\$65.29	\$135,813.19	40.0%
<b>C26</b>	\$49.44	\$102,829.98	\$59.32	\$123,395.98	\$69.21	\$143,961.98	40.0%

### **Section 3. Pay Schedule**

- a. All employees who are earning at least the minimum within their pay grade shall receive a 1.5% wage increase in the first full pay period following January 1, 2021 and a 1.5% increase in the first full pay period following July 1, 2021; except in the following cases:
- 1) The effect of such increase would result in the employee's wage rate exceeding the maximum wage rate within their prescribed pay grade range per the terms of the City of Gahanna Pay Administration Policy, in which case any increase in excess of the maximum wage rate shall be paid in a one-time lump sum.
  - 2) The employee is within a probationary period as a new employee or new within a position as of January 1, 2021 or July 1, 2021.

- 3) The employee is under a performance improvement plan on January 1, 2021 or July 1, 2021.
- b. Any employee who is under a performance improvement plan on January 1, 2021, will receive the appropriate wage increase as described above in the first full pay period upon successful completion of performance improvement plan.

### **ARTICLE 3: OVERTIME AND TIMEKEEPING**

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 will be paid for all time worked and any hours worked over forty hours in active 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, all overtime must be approved in advance by the employee's Supervisor. 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. The employee has the right to request compensatory time in lieu of overtime pay.

### **ARTICLE 4: PAY PLAN ADMINISTRATION**

Administration of the pay plan shall be in accordance with the terms set forth in the City of Gahanna Pay Administration Policy, as approved by City Council.

### **ARTICLE 5: BENEFIT PLAN ADMINISTRATION**

The City's benefit plans shall be administered in accordance with the terms set forth in the Benefits Ordinance, as approved by City Council.

### **ARTICLE 6: NON-DISCRIMINATION**

The City shall not discriminate against any employee on the basis of age, sex, marital status, race, color, sexual orientation, religion, national origin, disability, genetic information, military or veteran status, or political affiliation, or any other legally-protected status.