

**TO:** Council  
**CC:** Mayor Kneeland  
Jennifer Teal, City Administrator  
**FROM:** Abby Cochran, Human Resources Director  
**DATE:** November 23, 2016  
**SUBJECT: Human Resources Council Report for November 28, 2016**

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

These revisions are a reflection of our desire to streamline our processes, provide easy to understand and administer programs for our employees, and to implement compensation changes as recommended through the Compensation Study provided by Clemens Nelson & Associates, Inc. Under each action item below, additional detail is provided. If you have any questions, please feel free to contact me.

**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.

One change to highlight is the removal of Presidents' Day and Columbus Day from the City's holiday calendar. It will allow the City to be open for business on two additional days when many of our stakeholders are still expecting our services. This is not meant to any way minimize holidays observed or celebrated in our country. In light of this change, the City proposes provided employees with sixteen personal leave hours as "floating holidays" to use at other times throughout the year.

This ordinance would only require approval when changes are requested. Please note that any change in vendors or insurance plans would require a contract which would be taken through the legislative process for Council approval. Costs of plan administration are approved through the City's budget.

We respectfully request an emergency to waive the 30 day wait period after approval from Council so that this will be in effect by January 1, 2017.

**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. It includes a request for Council to approve salary adjustments as recommended through the compensation study conducted this year. The compensation study analyzed the City's non-bargaining unit agreement positions and provided a streamlined wage scale. The wage scale has shifted to account for changes since 2004, when it was last modified. To minimize the cost impact to the City, a staggered approach to the wage scale change itself is recommended over the course of 3 years. Individual salary adjustments requested range from 2.5%-4% based upon where the position falls within the wage scale for that position. With the shifted wage scale, we will move employees to at least the minimum of their pay grade, but with no more than a 4% increase occurring in 2017. Employees who will still be below the minimum for their paygrade will be requested to have an additional increase in 2018 approved through that 2018's salary ordinance.

This ordinance would continue to be brought to City Council for at least an annual approval.

We respectfully request an emergency to waive the 30 day wait period after approval from Council so that this will be in effect by January 1, 2017.

### **Action Item #3 – Ordinance - Pay Plan Administration Policy**

We are requesting legislation to allow the Mayor to sign the Pay Plan Administration Policy, which will replace the current Salary Policy.

This policy provides for the consistent and fair administration of our pay plan and ensures transparency of our practices by taking it through the legislative process for approval.

This policy would only need to be brought to City Council for approval when changes are requested.

We respectfully request an emergency to waive the 30 day wait period after approval from Council so that this will be in effect by January 1, 2017.