



Doug Joseph, President
Caleb Skinner, Ward 1
Brett Luzader, Ward 2
Marshall Spalding, Ward 3
Mel Clemens, Ward 4
Barth Cotner, At-Large
Stacie A. Baker, At-Large
Kristin J. Bryant, At-Large

CITY COUNCIL

Committee Meetings Regular Council Meeting

7232 E. Main St
Reynoldsburg, OH 43068
www.ci.reynoldsburg.oh.us

Barth R. Cotner

Monday, June 24, 2019

Council Chambers

FINANCE AND ADMINISTRATION COMMITTEE MEETING

1. CALL TO ORDER - ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

a. Finance and Administration Committee – Committee Meeting – June 10, 2019

4. LEGISLATION FOR EMERGENCY ADOPTION

a. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Amending section 160.08(a)(2) ADMINISTRATION OF PAY PLAN of Chapter 160 EMPLOYEE COMPENSATION; AND DECLARING AN EMERGENCY. (First Reading 6/10/2019).

5. LEGISLATION FOR SECOND READING

a. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: AMENDING SECTION 160.01; 160.02; 160.03 AND 160.08 (First Reading 6/10/2019).

MINUTES COMMITTEE MEETING
REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
June 10, 2019

Chairman Barth R. Cotner called the meeting to order at 8:22 PM

Call to Order - Roll Call

PRESENT: Clemens, Cotner, Luzader, Joseph

ABSENT: Spalding

Approval of Agenda

Motion to add as item 4b. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Amending Section 160.08(a)(2) ADMINISTRATION OF PAY PLAN OF CHAPTER 160 EMPLOYEE COMPENSATION; AND DECLARING AN EMERGENCY. by Councilman Cotner, second by Councilman Luzader. All voted affirmative, motion carries.

Approval of Minutes

- a. Finance and Administration Committee – Committee Meeting – May 28, 2019

NEW LEGISLATION/DISCUSSION ITEMS

ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: AMENDING SECTION 160.01; 160.02; 160.03 AND 160.08 --- Bryant. Finance and Administration Committee.

Mrs. Boller: Good evening a lot of this language that you're seeing in this ordinance is what you were just discussing with the Code Enforcement. We drafted it based upon what I thought was what you wanted last meeting, I might have been mistaken. We have it drafted with some clean up language from the prior legislation in 160 but also we have added in there 1 permit tech and 2 code enforcement officers which we know we only have funding for this year for either 2 code enforcement or a permit tech and a code enforcement officer, so it can be re-drafted, whatever you would like we can change it for next meeting.

Mr. Cotner: So, we started this discussion, we're back to it.

Mr. Luzader: I don't really have a problem with all three positions. I do agree with Mr. Clemens, I need we need to concentrate on code enforcement right now. If you go out into the community and talk to the residents and everything else, that's number one of their concern. So my pleasure would be to try to get code enforcement up and running at full speed and full tilt.

Mrs. Boller: We would have to get a cert list for any code enforcement officers through civil service. Once we hired one, it would be fairly simple to add that second one on because we would already have a cert list. Again, I am a little cautious about adding 2 employees until we see how one would work out, but again, we'll go at your direction.

Mr. Cotner: Mr. Bowsher, you brought a lot of great information and you're actually, you also took

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 REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
 June 10, 2019

the time and effort to go out and ride along with these code enforcement officers, which I think is highly needed and outstanding that you did that and I think that gives you perspective knowing then insides as well. If we hire 2 code enforcement officers and not this permit technician, what's that going to do. Are we going to have too many citations written? Is this permit technician going to process things? How are they going to be working together in terms of making things better for the city as a whole.

Mr. Bowsher: That's a great question. One of the things that we were working through towards, most communities in central Ohio, work without a CBO on staff. That was one of the things I wanted to work through and discuss and it was something that we came to the conclusion that moving forward, just base on some changes that recently happened, that it was something we want to stick with because it works very well in other cities. We have a lot of redevelopment and infill development that's happening, yet, we don't have a whole lot of new brand new construction, we're kind of limited on where we can build out, so it actually would be a waste of funds to hire back onto that position as a full time when we have a consultant that we've already contract out and that we've been contracting out, so what I would like to use that permit tech 1 because we're going to create that kiosk and that online permitting, we're going to get a much more flow of online permitting and what they're going to do is be utilized as sort of planning coordinators to take in that information, disseminate it out to our contractors and staff that we have that are already on, to the fire department, to all the different entities that we work with to sort of get approvals done. They'll take it, they'll keep track of it, they're tracking when they bring it back, so we're cutting the red tape, we're cutting down on permitting time and it just helps over all because right now, if something were to happen to our current permit tech, we're pulling away from code enforcement. So you're actually killing 2 birds with one stone. One if you're hiring the other permit tech now, that one code enforcement officer or the two that we have, you basically jump up from 1 and a half, to immediately 3 code enforcement officers. I'm hesitant about over hiring, I feel that 4 there would not be enough to do during the winter time, especially knowing that we're going to have that online permitting system, they're going to be able to do things much faster, much quicker and we're going to be able to bring ourselves into the 20th century and I'd like to see how that works moving forward. But at the end of the day, its the City Council's decision, I will work with 2 code enforcement officers, we will absolutely utilize those 2 code enforcement officers, I just worry that when we implement new software and we get more advanced, that we may be over staffed during certain times of the year. We would need that staff to help with the growing issuance of coordination and permitting.

Mr. Cotner: So as Councilwoman Bryant said, perhaps even that extra one being hired as a contract employee, or seasonal, is there any possibilities of that, so we could jump start? Cause when we talk about it there is no question that there is, you can't tell me that right now there's not enough work for multiple people, right now at the moment. So even if we were to do anything in the short term basis, is there a solution we could look at for something along those lines? Because it sounds like the permit tech is a very useful and needed tool for this community as well.

Mrs. Boller: I would say that we could probably do seasonal or even a part time position. I would be a little hesitant to hire in a contract employee in the same position that we have a full time civil service staff, there might be some conflicts in that that we have certain people classified as civil

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service positions and yet we're identifying this other one with no benefits and strictly on a contract business. We would have to have that discussion with them...

Mr. Cotner: Great points, that's why we want to try to talk through the options and seeing what we could do. I mean everybody wants to see something, we have an opportunity to do something now the more aggressive we can be on this now, I think is better for the community as a whole. Other thoughts?

Ms. Bryant: If bringing somebody in on contract or limited basis isn't feasible, what about bringing them in as the 2nd code enforcement officer and then once the program is up and running and there is more use for that, just have them transition from code enforcement to the permit technician?

Mrs. Boller: They are different job classifications. We would have to hire someone that would be able to do that, basically for a newly created position, we would have to advertise for it and hopefully that person falls in line with the qualifications. We probably couldn't go out and find someone just that way. Thinking through this, we would probably be better off, we used to have part time code enforcement, if we were really wanting 4, I would say definitely hire a full time right now, and then maybe a part time? Again, because we're talking benefits, there's a lot to this cost.

Mr. Luzader: And I think along those lines, we'd have to change the proposed legislation to say 1 part time, 1 full time and if we did that now, say the first of the year or whatever, if we know there is enough work for the other one, we could always change it to a full time position then from part time.

Mr. Clemens: I'm going to say it one more time. We're here for the people of Reynoldsburg, period. To see that they're taking care of their yards, houses and so forth. I'm not against the permit deal, I think that's fine. Work that in whenever you want to. You're going to have 4 people there certainly one of them would be smart enough to learn it. What I'm saying is, all you have to do is go out and talk to people and what they want taken care of in the City of Reynoldsburg. And if they want their property taken care of and their neighbors property taken care of, they want things straightened up because of their property values. That's what we're here for. We're not here to argue whether we want to hire somebody part time because maybe when it snows, he's not going to be working, but we sure as hell need him now. That's my point, we have to get the jobs done. If we don't want to get them done, do whatever you want to do, I'm just telling you what should be done as far as taking care of the people that live here and their properties. I know it's tough on older people, hell there's not that many people older than I am and I know how hard it is to take care of.. I have somebody cut my yard and things like that, things I always did and I thought we ought to help people, I have not problem with that at all. And I think we're right on trying to get organizations to help them, but you know, this is a town of 38,000 people and we only have 2 code compliance officers, I don't blame them at all, that's a lot of work out there. I think we should go with the 2 and if there's no work in the winter, then we teach them to do the job that he wants done. There's all kind of things you can do with personnel.

Mr. Bowsher: I just want to add one more thing. I don't want to speak for the Chief, but he actually, once he gets up to full staff, one of the positions that we discussed at the last Council meeting, was a

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quality of life officer, that would sort of help guide some of those citations that we're talking about for those code enforcement that goes hand in hand, I think they're going to do some noise complaints, they're going to take a look at sort of an animal control and cover them, he's not going to have enough staff to be able to cover each specific little thing because there's not enough work, but its all encompassing, so that person would work hand in hand with our code enforcement officers to make sort of a really great team.

Mr. Luzader: I just wanted to point out, that our job here is to legislate, it's the Mayor and his staff's job to administrate. If they think that eventually they may need 2 more code enforcement officers for a total of 4 and a permit tech I have no problem with that. I just want you to know that if we still get a lot of complaints about code enforcement, you're going to hear about it.

Mr. Bowsher: Fair enough.

Mr. Cotner: so your preference is that we do the 1 code enforcement and the permit technician is that.. well you're preference is to allow the administration to do their job, and make that decision.

Mr. Luzader: Yes and right now they're request is for 2 code enforcement officers and a permit technician.

Mr. Cotner: Any other questions or comments on that?

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 6/10/2019 7:35 PM
SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Clemens, Cotner, Luzader	
ABSENT:	Spalding	

ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: AMENDING SECTION 160.08(A)(2) ADMINISTRATION OF PAY PLAN OF CHAPTER 160 EMPLOYEE COMPENSATION; AND DECLARING AN EMERGENCY. --- Cotner. Finance and Administration Committee.

Mrs. Boller: Thank you for adding this, this evening. When I met with the Auditor's office and started discussing the implementation of the steps, I was very clear in my mind what I knew what I was speaking about, but it read quite differently. So this is just to clean up that language to make it very clear that if an employee is currently in a pay grade that is closest to a step 3, that we will place them in a step 3. If they're closest to a 4 in their current rate of pay, we would place them in a 4. I wasn't very clear in my previous language. So that is what this is about.

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REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
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RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 6/10/2019 7:35 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Clemens, Cotner, Luzader	
ABSENT:	Spalding	

LEGISLATION FOR EMERGENCY ADOPTION

70-19

ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT BETWEEN THE CITY OF REYNOLDSBURG AND FRATERNAL ORDER OF POLICE, CAPITAL CITY LODGE NO. 9 AND DECLARING AN EMERGENCY. --- Cotner. Finance and Administration Committee.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 6/10/2019 7:35 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Mel Clemens, Ward 4 Councilmember	
AYES:	Clemens, Cotner, Luzader	
ABSENT:	Spalding	

71-19

ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT BETWEEN THE CITY OF REYNOLDSBURG AND THE OHIO PATROLMEN'S BENEVOLENT ASSOCIATION AND DECLARING AN EMERGENCY --- Cotner. Finance and Administration Committee.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 6/10/2019 7:35 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Clemens, Cotner, Luzader	
ABSENT:	Spalding	

LEGISLATION FOR SECOND READING

RESOLUTION ADOPTING THE TAX BUDGET FOR THE CITY OF REYNOLDSBURG OHIO, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2020; AND DECLARING AN EMERGENCY. --- Cotner. Finance and Administration Committee.

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REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
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RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 6/10/2019 7:35 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Mel Clemens, Ward 4 Councilmember	
AYES:	Clemens, Cotner, Luzader	
ABSENT:	Spalding	

DISCUSSION OF COUNCIL MEMBER INSURANCE

DISCUSSION ON AMENDING CHAPTER 160 EMPLOYEE COMPENSATION TO ALLOW FOR COUNCILMEMBER INSURANCE COVERAGE --- Baker. Finance and Administration Committee.

Mr. Baker: Thank you. Every Council member should have gotten the information that Mrs. Boller handed me. I wanted to get feedback from Council members if this is something that we would be willing to pursue. I think this would be a good added benefit for those who wish to serve as Council members, especially after all of us are gone and this could be an added benefit to entice people that want to serve their community also, kind of bring us in line with the full time elected officials, not pay wise but benefit wise, because like full time elected officials, they work 24 hours basically. When you go to the store and someone has a question, you're not going to tell them you're hours are 9-5, you're going to talk to them no matter if its 8am or 11pm. So this is just to add a little something to those who might wish to serve on council so I had Sandra run some numbers, ask neighboring communities if they offer it to their members and as you can see there are several that do, and several that don't and I'm going to have Mrs. Boller explain, because I tried to explain it and there was one piece that I got confused on and I'd rather have her explain it fully than me try to ad-lib some of it. I do want to apologize to Councilman Cotner because he had asked me a question, and I have him wrong information about that, I misunderstood what Mrs. Boller was saying and that's why I'd like her to speak on this.

Mrs. Boller: This is just the numbers of what it would cost if we were to offer health care again to members of Council, the biggest number being if we offered family coverage for everyone on Council, the HAS benefits available to city employees and dental and vision coverage. It would cost, \$180,000 a year. Of course if you look at the second page from other cities, there are various ways that other cities are offering coverage, or quite a few don't offer coverage to their Council, but some offer single coverage, it's pretty much whatever your pleasure is. But these are the numbers, the cost of the coverage would be the same amount that we would charge for our full time employees, the rest would be identical.

Mr. Baker: and this could be purchased, if we wanted to just to the medical part, vision and dental could be separate so that would drop down the cost. For those who would want to take advantage of this correct?

Mrs. Boller: One other thing, those of you who are retired under OPERS system, there is a rule that says if your employer offers healthcare coverage, you must take it. So that would mean you would

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have to give up your coverage through the retirement system while you're serving on Council. That is their rule and we would have to abide by it.

Mr. Baker: This just popped into my head, because we have 2 members on Council that are currently retired, Councilman Luzader, and Councilman Clemens, this really wouldn't effect Councilman Clemens, because if we were to do something like this, it would be budgeted for and wouldn't take effect until next year. So you wouldn't have to worry about that if we were to go forward.

Mr. Clemens: The thing I don't understand is why are we considering this really, I don't understand why...

Mr. Baker: We're considering this because A, it is something that Council has done in the past, I know the city is trying to get up to full strength to what it used to be and so, I'm bringing this up as just a discussion to see if this is something that Council would like to pursue because it does provide an added benefit for those who want to serve on top of wanting to serve to better their community, but also just a little incentive. I don't believe on doing this job for money, I think you do it for, because you want to better your community, however, I think, because you are accessible 24/7 out of the day that there should be just that little benefit for doing this job, so that was the reason why I brought this forward.

Mr. Cotner: Thank you Mrs. Boller for getting this information together, we can certainly discuss it. I'm not in favor of this in any way, we did away with this a number of years ago because it was an expense that we needed to look at. I think we're better off continuing not offering health care, I think we're part-time, employees of the city, part-time elected officials, so I don't think its appropriate that we get the same type of benefits that our full time team does. So it's not something I'm supportive of, but again, that's my opinion. Other members of Committee/Council? Thoughts? Opinions?

Mr. Baker: Technically, you're right, on paper, we are part time, but in reality, we're full time just as anybody else. I'm sure if somebody were to come to you whether you're at the store or restaurant and asked a question about a certain thing asking you to do something, you're not going to turn them down correct? With that being said, we might not be paid as a full time elected official, on paper it might show we're part time but in reality, we're full time.

Mr. Cotner: I understand and yes, I think we all get stopped a the stores, restaurants, soccer fields, weekends, nights. I agree with you 100% on that.

Mr. Clemens: I thought we were overpaid the way it is anyway. We only have 1 meeting, we get calls, I'm around town all the time, I'm down here all the time, I just thought that's why the people elected me. That's why I ran. I didn't run to get insurance or to get paid. I can remember when I was a councilman I got \$25 a month. Didn't mean anything then, doesn't mean anything now really. If you're here to do the job that the people elected you to do, and you knew it was part time when you ran, if you don't like people calling you and you have to answer questions then that's when you pick up and leave. I just don't think we're here for that. Back in the old days, it wasn't that

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expensive, but insurance is expensive for the city now. I mean, it's a chunk of money. That's just something to think about really, I'm serious, I think we're overpaid anyway.

Mr. Baker: This wouldn't be forced upon anybody except for what Sandra said, this is an option. And I say for myself, I have insurance currently so I'm not benefiting one way or another, but for those who want to take advantage of it. I don't think all 8 council members are going to jump on this. The city only pays for who's using it.

Mr. Clemens: I know when we dropped it, we dropped it because it was so expensive for all of use to have insurance. I would have to take it, he would have to take it, course I won't be here that much longer. That came up back and forth I don't know how many times on that but I just don't know, its so expensive.

Mr. Baker: And I understood the reason why it was dropped the first time because it was so expensive and the city funds at that time were very low and couldn't afford to keep it so I do get that portion of it, but this is a different time, if we're talking about going full strength in all areas, why not provide an option. Like I said, not everyone up here is going to take it, those who come after probably aren't going to take it either, but it's just an option. That's it not mandatory, just an option.

Mr. Luzader: I'm inclined to agree with Councilman Clemens, we do this as part of our civic duty, we don't do it for the pay and I don't care if someone calls me at 2:00 in the morning, I'm still going to answer the telephone. That's my opinion.

Mr. Baker: I agree with you.

Mr. Cotner: I appreciate you bringing it, it doesn't seem like there is much traction here from what I'm hearing.

Mr. Baker: And that's the reason I wanted it as a discussion item because I didn't want to try to jam it down someone's throat. But its a good discussion.

Mr. Cotner: I think anything should always be discussed and talked over and I don't have any problem with putting it through on the agenda, but I don't think there's enough support to move forward. So I would just like to let that be the end of that for now unless there are other questions or comments.

RESULT:	WITHDRAWN
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Human Resources Dept.**Sandra Boller****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6868 Phone****ORDINANCE REQUEST**

DATE: June 24, 2019

TO: Finance and Administration Committee

RE: ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Amending Section 160.08(A)(2) ADMINISTRATION OF PAY PLAN OF CHAPTER 160 EMPLOYEE COMPENSATION; AND DECLARING AN EMERGENCY.

Approval:

Skipped Brad McCloud	Skipped Jed Hood	Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Statement of necessity: This change needs to be in effect by July 1, 2019 to coincide with the implementation of the step increases enacted by Ord. 67-19.

During the implementation of steps, on an employee's anniversary date they will move to the next step based upon the assigned step as of July 1, 2019. For example, an employee with an August 15 anniversary date and a current rate of pay that is between Step 3 and Step 4, **but closest to a step 3**, would be assigned a step 3 and they will move to Step 4 on their anniversary date. **If the current rate of pay is closest to a step 4, they would be placed in a Step 4.**

Human Resources Dept.**Sandra Boller****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6868 Phone****ORDINANCE REQUEST****DATE: June 24, 2019****TO: Finance and Administration Committee**

RE: ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Amending Sections 160.01 DEFINITIONS; Amending Section 160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADES SERVICE DEPARTMENT OF CHAPTER 160 EMPLOYEE COMPENSATION ;CHAPTER 160.03 SALARY SCHEDULE; 160.08 ADMINISTRATION AND PAY GRADES.

Approval:

Skipped Brad McCloud	Skipped Jed Hood	Stephen Cicak
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ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Amending Sections 160.01 DEFINITIONS; Amending Section 160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADES SERVICE DEPARTMENT OF CHAPTER 160 EMPLOYEE COMPENSATION ;CHAPTER 160.03 SALARY SCHEDULE; 160.08 ADMINISTRATION AND PAY GRADES.

OFFICE OF HUMAN RESOURCES

Sandra Boller

7232 EAST MAIN STREET

REYNOLDSBURG, OHIO 43068

(614) 322-6868 phone

(614) 322-6875 fax



MEMORANDUM

DATE: May 28, 2019

TO: Kristen Bryant, City Council

CC: Mayor Brad McCloud, Development Director Andrew Bowsher

RE: Building Department

Per your request, the wages for the following positions are:

CBO - \$77,653

Code Enforcement – starting salary July 1 - \$33,239

Permit Technician – starting salary July 1 - \$39,832
(\$73,071)

Public Employee's retirement system – 14.5%

Health Insurance would be based upon whether single/family coverage, but it should be noted that have two employees in place of one, will drive the overall cost of health insurance, HSA, etc.

Things to consider part-time and seasonal employees in Code Enforcement:

- It is difficult to find qualified individuals to work part-time, most are looking for benefits and full time employment. We previously had two part-time individuals, next we went to two thirty hour employees and eventually to two forty hour employees.
- Hiring seasonal, could be problematic, as there is a learning curve with the City code, that about the time they become comfortable with, the season will end.
- Having experienced employees work on the weekend without the supervisor could be a problem as they would have no resources on site if they ran into issues. We should probably consider having our current employees to work occasional Saturdays based upon the need.

Development Director would like to consider starting out with adding one Code Enforcement Officer and one Permit Technician instead of two Code Enforcement Officers. If adding one Code Enforcement Officer, does not prove to be successful then increase to two.

Please let me know if you have any further questions.

Attachment: Bryant Memo (Code Enforcement Changes & Updates to Chapter 160)

City of Reynoldsburg, Ohio

Chapter 160

Employee Compensation

Attachment: Chapter 160 May 2019 (Code Enforcement Changes & Updates to Chapter 160)

May 29, 2019

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160.01 DEFINITIONS

Active Pay Status: Except where otherwise defined in this manual, active pay status is a period when an employee is eligible to receive pay directly from the City and includes hours worked, and/or paid leave.

ADA: Americans With Disabilities Act.

Appointing Authority: Elected Official, commission, board or body having the power to appoint, to remove, to suspend or otherwise discipline positions in any office, department, commission, or board.

BWC: abbreviation for Ohio Bureau of Workers' Compensation.

City: The City of Reynoldsburg, Ohio.

Classification (Class): a position, or group of positions that involve similar responsibilities and require similar qualifications to which the same schedule of compensation equitably applies.

Classification Plan (Class Plan): alphabetically arranged compilation of the classification specifications for employees of the City.

Classification Series: classifications which are closely related, and grouped to form a career progression.

Classification Title: descriptive name of a group of positions similar enough to be included under a single classification.

Classified Service: all persons in the employ of the City, not specifically included in the unclassified service.

Collective Bargaining Agreement: written agreement(s) entered into between the City and an exclusive representative of employees of the City pursuant to ORC Section 4117.

Commission: the Civil Service Commission of the City of Reynoldsburg, Ohio.

Compensatory Time: the substitution of earned hours off, in lieu of overtime pay.

Continuous Service: uninterrupted service of an employee with the City where no break in service occurs. Authorized leaves of absence, or any separation from service which carries with it the right to reinstatement or reemployment shall not constitute a break in service provided the employee is reinstated or reemployed within the allowable time. However, time spent on a leave of absence without pay, layoff, or other separation shall not be included where the completed service of the employee is utilized to determine eligibility for City-provided benefits, except where the employee has a right to such benefits under USERRA (Military Leave).

Day(s): unless otherwise specified, means calendar day(s).

Demotion: change in position that reduces the employee's scope of responsibility and compensation.

Department: city organizational unit directed and controlled by the City and charged with a specific public service function and mission.

Department Head: supervisor (as defined herein) charged with the responsibility of managing a department on behalf of the City. Also called Director in some departments.

Designee: any person authorized by the City or management official to perform a function with or on behalf of the City or management official.

Director: an unclassified supervisor (as defined herein) charged with the responsibility of managing a department on behalf of the City.

Discourteous Treatment: failure by an employee to treat others with respect, in a polite and courteous manner.

Dishonesty: disposition to lie, cheat, or defraud; untrustworthiness; lack of integrity.

Distribution: an act of distributing goods, materials, and/or written materials or literature.

Division: city organizational unit directed and controlled by the City and charged with a specific public service function and mission.

Division Head: supervisor (as defined herein) charged with the responsibility of managing a division on behalf of the City. Also called Superintendent in some divisions.

Earned Time: includes hours actually worked plus hours granted to the employee by the City for holiday, and/or any paid leave provided.

~~Emergency—Temporary~~ Appointment: an appointment may be made by the Appointing Authority without regard to the Chapter 160 or the rules of O.R.C. 124.01 to 124.64, but in no case to continue longer than six months, and in case shall successive appointments be made.

Employee: any person holding a position subject to appointment, removal, promotion, or demotion by the Appointing Authority.

Employee, Classified: an employee included in the Classified Civil Service of the City of Reynoldsburg as defined by City Charter.

Employee, Half-Time: part-time employee who regularly works 20 hours per week who will receive sick time of 2.30 hours per pay, vacation at 1.54 hours per pay, and holiday pay at 4 hours per holiday.

Employee, Full-Time: an employee whose employment is expected to continue for longer than one year and who normally works a standard workweek of a minimum of 37.5

Employee, Seasonal: 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 regular periods of forty weeks or less in any consecutive fifty-two weeks.

Employee, Service Date: date on which an employee was appointed to initial employment with the City adjusted for time off without pay, or any prior service credit.

Employee, Three-quarter time: part-time employee who regularly works 30 hours per week who will receive sick time of 3.45 hours per pay, vacation at 2.31 hours per pay, and holiday pay at 6 hours per holiday.

Excused Absence: absence from work with the approval of the Appointing Authority or appropriate designee (e.g., sick leave, vacation, holiday, unpaid leave of absence, etc.).

Exempt Employee: salaried employee determined to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, and who therefore does not have to legally be paid the statutory minimum wage and/or be compensated, at premium rates, for additional hours worked in the workweek.

FLSA: abbreviation for the Fair Labor Standards Act.

FML: abbreviation for Family and Medical Leave.

Flex-Time: adjustment of an employee's work hours to avoid the employee working in excess of 40 hours in one (1) workweek or any other standard work period established in accordance with the FLSA.

Interim Appointment: Interim appointment, made necessary by reason of sickness, disability, or other approved leave of absence of regular officers or employees shall continue only during, such period of sickness, disability or other approved leave of absence. Interim appointments shall be made only to fill a vacancy that results from an employee's absence, or to fill a vacancy that results because of an other employee receives an interim appointment.

Injury Leave: period of time granted by the Appointing Authority or designee for inability of the employee to work because of an on-the-job accident substantiated by a medical report.

Legal Holidays: days proclaimed by the Mayor as days which employees are normally not required to work and are paid the normal hours per day at the employee's prevailing rate, according to the schedule set forth in Section 5.06 or 5.061 herein, as applicable.

Length of Service: interval from the employees service date to any given date.

Longevity: Full-time employees of the City shall be eligible for longevity compensation at the conclusion of six years of continuous service. Payment will be made annually as a lump sum.

Non-Exempt Employee: an employee who is entitled to be paid the federal minimum wage and to be paid at the rate of one and one-half (1 1/2) times the employee's regular rate of pay for all hours worked in excess of 40 in the established workweek or other standard work period established in accordance with the FLSA.

O.R.C.: abbreviation for the Ohio Revised Code. Also abbreviated as R.C. when followed by a chapter or section number.

OSHA: abbreviation for Ohio's Occupational Safety and Health Act.

Occasional Labor/Independent Contract: an employee who works on an irregular schedule which is determined by the fluctuating demands of the work and is generally not predictable and not paid through a timesheet.

Overtime: time worked by non-exempt full-time employees in excess of the normal schedule.

PART-TIME: an individual that does not work a regular 40 hour work week .

PERS: abbreviation for the Public Employees Retirement System.

PFDPF: abbreviation for the Ohio Police and Fireman's Disability and Pension Fund.

Pay Period: the official pay period shall be biweekly.

Pay Plan: schedule of compensation rates established for all classifications or positions in the City service.

Personnel Actions: a specific act by the City to implement a personnel decision (e.g. hiring, promotion, demotion, suspension, removal, layoff, wage increases).

Personnel Decisions: such decisions include, but are not limited to: (1) recruitment, (2) selection, (3) placement, (4) testing, (5) training, (6) promotions and transfers, (7) layoff and recall, (8) removal, (9) disciplinary action, (10) employee benefits and compensation, and (11) tangible program services and benefits.

Position: group of duties and responsibilities assigned or delegated by competent authority to be performed by one (1) person. All of the positions listed in the organizational chart constitute positions within City. Positions and the duties of a position may be revised, but the employee's classification remains the same unless the position is reclassified.

Prevailing Pay Rate: rate of compensation in effect at any time.

Prior Service Credit: the City will allow service credit for any prior service an employee may have had with the City or any other Ohio governmental agency or Ohio political subdivision. Part-time service will be pro-rated for prior service credit purposes.

Promotion: change in position which results in an increase in an employee's compensation and responsibility.

Separation (except for cause): applies when the employee leaves the City service of his own volition.

Sick Leave: period of time granted by the Appointing Authority or appropriate designee due to inability of the employee to work because of physical or mental sickness, or injury due to an off-the-job accident.

Solicitation: act of requesting an individual to purchase goods, materials, or services, or a plea for financial contribution.

Superintendent: a classified individual who has been authorized by the City to perform or assist in performing some or all of the following: hiring, transferring, suspending, laying off, recalling, promoting, discharging, assigning, rewarding, interviewing, evaluating, approving leave requests, approving payroll time sheets or disciplining employees under the direction of the City; to responsibly direct employees; to adjust their grievances; or to effectively recommend any of these actions. Also referred to as Supervisor.

Supervisor: a classified individual who has been authorized by the City to perform or assist in performing some or all of the following: hiring, transferring, suspending, laying off, recalling, promoting, discharging, assigning, rewarding, interviewing, evaluating, approving leave requests, approving payroll time sheets or disciplining employees under the direction of the City; to responsibly direct employees; to adjust their grievances; or to effectively recommend any of these actions. Also referred to as Superintendent.

Suspension: relief of an employee from duty without pay, usually for a short period of time as a disciplinary measure.

Transfer: voluntary and/or involuntary reassignment from one department in the City service to another.

Training Appointment: In the event of a planned (i.e. retirement, notice given of separation) employee separation, the Appointing Authority may employ an additional employee for no longer than eight (8) weeks while the current employee continues their employment with the City.

Unclassified Service: those positions set forth in Section 7.03 of the City Charter as applied to the Civil Service of the City of Reynoldsburg. Positions in the unclassified service shall be exempt from all examinations.

Vacation Leave: period of time granted by the Appointing Authority or appropriate designee during which employees are exempt from work and paid at the employee's prevailing rate.

Vacation Year: the interval of time based on the employee's service date with the City and extends from service date to service date.

Vendor: any individual or group engaged in or desiring to engage in the supply of goods, materials, or services, (which are utilized in the conduct of public business) to the City and/or its employees.

Work Area: any office, room, or physical location where official City business is transacted and/or operations of the City are conducted.

Work Time: the time when an employee's duties require that the employee be engaged in work tasks.

Written Reprimand: written record of disciplinary action, usually issued after a written warning has failed to improve an employee's conduct or when the employee has committed a more serious violation, which is provided to the employee and placed in the employee's personnel file in an attempt to improve the employees conduct and performance.

Written Warning: written documentation of a verbal counseling and instruction which is provided to the employee and placed in the employee's personnel file to correct any misconduct and improve the employee's conduct and performance.

160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE

<u>Position</u>	<u>Personnel</u>	<u>Classification</u>	<u>Pay Grade</u>
(a) ADMINISTRATIVE			
Mayor	1	Unclassified	See Sect.141.01
Auditor	1	Unclassified	See Sect.143.01
City Attorney	1	Unclassified	See Sect.147.03
Asst. City Attorney	1	Unclassified	19 <u>22</u>
Asst. City Prosecutor	2 p/t	Unclassified	19
City Attorney Secretary	1	Unclassified	15
City Attorney Clerk	1	Classified	12
Criminal Justice Program Administrator	1	Unclassified	12
Mayor's Secretary*	1p/t	Unclassified	15
Clerk of Courts	1	Unclassified	16
Assistant Clerk of Courts	1	Classified	11
Data Entry Operator	1p/t	Classified	6
Data Entry Operator	1	Classified	6
Clerk of Council	1	Unclassified	16
Asst. Clerk of Council	1 p/t	Unclassified	10
Tax Administrator	1	Classified	15 <u>17</u>
Deputy Auditor	1	Unclassified	15
Auditor's Secretary	1 p/t	Unclassified	10
Finance Manager	1	Classified	21 <u>22</u>
Civil Service			
Administrative Assistant	2 p/t	Unclassified	15
Special Events/Media Coordinator	1	Unclassified	12
* Mayor's Secretary to be shared with Human Resources Department			
(b) DEPARTMENT OF COMPUTER SYSTEMS			
Director of Computer Systems	1	Unclassified	22
Network Systems Administrator	1	Classified	19
(c) DEPARTMENT OF DEVELOPMENT			
Development Director	1	Unclassified	22
Development Director			
Administrative Assistant	1	Unclassified	13
Planning & Zoning Administrator	1	Classified	19
(d) HUMAN RESOURCES DEPARTMENT			
Director of Human Resources	1	Unclassified	22
Human Resources Generalist	1	Unclassified	12

(e) PARKS & RECREATION DEPARTMENT

Director	1	Unclassified	22
Administrative Assistant	1	Unclassified	13
Senior Center Manager	1	Classified	16
Special Events/Media Coordinator	1	Unclassified	12

<u>Position</u>	<u>Personnel</u>	<u>Classification</u>	<u>Pay Grade</u>
Senior Citizens Assistant	2 p/t	Classified	-7
Senior Center Activities Instructor	1 p/t	Classified	-5
Recreation Superintendent	1	Classified	16
Grounds Superintendent	1	Classified	16
Assistant Grounds Superintendent	1	Classified	12
Parks Grounds Maintenance	2	Classified	3
Field and Landscape Operator	2	Classified	6
Horticulturist	1	Classified	10
Recreation Coordinator	1	Classified	7
Seasonal & Occasional	Variable	Unclassified	See 160.03(d) & (e)

(f) POLICE DEPARTMENT

Director of Public Safety	1	Unclassified	22
Chief of Police	1	Classified	26A
Deputy Chief of Police	1	Classified	24A
Lieutenant	2	Classified	22A —See
<u>Chapter 166</u>			
Sergeant	9	Classified	See Chapter 166
Police Officer	57	Classified	See Chapter 166
Dispatcher	8	Classified	See Chapter 162
Support Services Supervisor	1	Classified	16
Property Room Coordinator	1	Classified	10
Property Room Clerk	1p/t	Classified	7
Chief of Police			
Administrative Assistant	1	Classified	14
Public Service Records Technician	3	Classified	9
Court Specialist	1	Classified	9
Detective Bureau Administrative Assistant	1	Classified	9
Command & Staff Administrative Assistant	1	Classified	10
Accreditation Manager	1 p/t	Classified	10
Training Manager <u>Coordinator</u>		1p/t	Classified
10			
Court Liaison	2 p/t	Classified	13

(g) SERVICE DEPARTMENT

(1) Director of Public Service	1	Unclassified	22
Service Director			
Administrative Assistant	1	Unclassified	13
Secretary	1	Classified	8
Maintenance Foreman	1	Classified	16
Custodian	3	Classified	5
Maintenance Crew Leader	1	Classified	9

(2) Building Division

Chief Building Official	1	Classified	19
Asst. Chief Building Inspector	1	Classified	17
Building Inspector I	3	Classified	14
Permit Technician	12	Classified	11
Code Compliance Officer	24	Classified	6

(3) Water/Wastewater Division

Superintendent	1	Classified	18
Asst. Superintendent	1	Classified	15
Maintenance Spec/Equip Operator	6	Classified	10
Billing Supervisor	1	Classified	14
Account Clerk 2	4	Classified	7

(4) Street Division

Superintendent	1	Classified	17
Asst. Superintendent	1	Classified	15
Administrative Assistant	1	Classified	8
(To be shared with Storm Water Utility Division)			
Maintenance Spec/Equip Operator	5	Classified	10
Maintenance Spec/Equip Operator	1*	Classified	10
(To be shared with Storm Water Utility Division)			

Fleet Maintenance Supervisor	1	Classified	14
Fleet Maintenance Technician	1	Classified	10

(4)(a) Storm Water Utility Division

Asst. Superintendent	1	Classified	14
Administrative Assistant	1	Classified	8
(To be shared with Street Division)			
Maintenance Spec/Equip Operator	2	Classified	10
Maintenance Spec/Equip Operator	1*	Classified	10
(To be shared with Street Division)			

(h) DEPARTMENT OF ENGINEERING

**CITY OF REYNOLDSBURG, OHIO
SALARY SCHEDULE**

160.03 SALARY SCHEDULE

BEGINNING July 1, 2019 with the implementation of steps, THE FOLLOWING PAY GRADES SHALL BE IN EFFECT:

(a) Full Time Employees – NON SUPERVISORY PERSONNEL

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
3	\$ 15.15	\$ 15.91	\$ 16.70	\$ 17.54	\$ 18.41	\$ 19.34	\$ 20.30
4	\$ 15.29	\$ 16.88	\$ 18.51	\$ 20.12	\$ 21.74	\$ 23.30	\$ 24.96
5	\$ 15.67	\$ 17.30	\$ 18.97	\$ 20.62	\$ 22.29	\$ 23.89	\$ 25.58
6	\$ 15.98	\$ 17.65	\$ 19.35	\$ 21.02	\$ 22.73	\$ 24.36	\$ 26.09
7	\$ 16.56	\$ 18.00	\$ 19.74	\$ 21.44	\$ 23.18	\$ 24.85	\$ 26.61
8	\$ 17.48	\$ 19.13	\$ 20.78	\$ 22.45	\$ 24.08	\$ 25.75	\$ 27.41
9	\$ 18.32	\$ 20.05	\$ 21.78	\$ 23.53	\$ 25.24	\$ 26.99	\$ 28.73
10	\$ 18.78	\$ 20.55	\$ 22.53	\$ 24.12	\$ 25.87	\$ 27.67	\$ 29.45
11	\$ 19.15	\$ 20.96	\$ 22.77	\$ 24.60	\$ 26.38	\$ 28.22	\$ 30.04
12	\$ 19.53	\$ 21.38	\$ 23.23	\$ 25.09	\$ 26.91	\$ 28.78	\$ 30.64
13	\$ 19.92	\$ 21.81	\$ 23.69	\$ 25.59	\$ 27.45	\$ 29.36	\$ 31.25
14	\$ 20.32	\$ 22.24	\$ 24.16	\$ 26.11	\$ 27.99	\$ 29.95	\$ 31.88
15	\$20.65	\$ 22.69	\$ 24.65	\$ 26.63	\$ 28.55	\$ 30.55	\$ 32.52

*Nonexempt payroll will be based upon hourly rates derived from the annual rates.

(b) SUPERVISORY PAY RANGE

Pay Grade	Minimum	Maximum
14	\$ 24.50	\$ 34.00
15	\$ 25.50	\$ 36.00
16	\$ 26.00	\$ 38.00
17	\$ 27.00	\$ 41.00
18	\$ 28.00	\$ 43.00
19	\$ 29.00	\$ 45.00
20	\$ 31.00	\$ 47.00
21	\$ 33.00	\$ 49.00
22	\$ 35.00	\$ 51.00

(c) Senior Police Management

Pay Grade	Minimum	Maximum
24A	\$ 45.00	\$ 60.00
26A	\$ 50.00	\$ 65.00

*Nonexempt payroll will be based upon hourly rates derived from the annual rates.

(c) Part Time Employee

Part time employees' rate of pay shall begin at the minimum hourly rate for the pay grade assigned.

(d) Seasonal Employee

1) Parks and Recreation Department:

Seasonal Recreation Employee	\$8.00 - \$30.00
Seasonal Maintenance Employee	\$8.50 – \$16.00
Bus/Van Driver	\$9.50 per hour-\$16.00

2) Service Department

Water/Wastewater Laborer	\$10.00 - \$12.00 per hour
Service Seasonal Laborer	\$10.00 - \$12.00per hour

3) Street Department

Street Seasonal Laborer	\$10.00 - \$12.00per hour
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(e) Occasional Labor/Independent Contract

Unless otherwise indicated, occasional shall be paid at the rate mandated as the minimum wage by the Fair Labor Standards Act. Exceptions to this area are as follows:

(1) Parks and Recreation Department:

Umpire/Referee-	\$7.00 to \$ \$60.00 per game
Program Assistant	\$7.80 - \$20.00 per game/hour

(2) Service Department (Building Division)

Building Plans Examiner	
Residential/Inspector	\$13.00 - \$16.00 per hour

(f) Other

Intern – permitted by a department that has funding available within the department budget for a college intern that will be on payroll on a part-time basis not to exceed six-months. There will be no benefits, holiday, vacation and sick leave earned.

160.04 OTHER COMPENSATION

(1) Water/Wastewater Departments – License Compensation

(a) Any employee in the Water Department or Waste Water Department who receives a Class I, Class II, or Class III license from the Ohio EPA shall receive an additional amount per month for the highest held as follows:

Class I	\$ 75.00
Class II	\$100.00
Class III	\$150.00

(b) An employee may be compensated for the highest license regardless of the Department.

2) All Second Shift Chapter 160 Eligible Employees Shift Differential

A shift differential of seventy-five cents (\$.75) per hour worked shall be paid to any Chapter 160 eligible employees when the majority of their regularly scheduled shift is after 1:00 p.m. and before 6:00 a.m.

- 3) Employees who work less than 20 hours per week on a regular basis will receive no benefits.
- 4) An employee who is temporarily assigned to a classification with a lower rate of pay will not be reduced in pay. An employee temporarily assigned to perform the duties of a higher classification with additional responsibilities should be granted a minimum of (five percent (5%)), but no more than ten percent (10%) temporary increase, as determined by the Appointing Authority.

160.05 OVERTIME ELIGIBILITY

A. POLICY

1. Exempt (Salary): Administrative, executive, professional, and certain other employees paid on a salary basis may be exempted or may fall into one of the specific categories of "non-covered" employees under the FLSA. The following positions are exempt from overtime compensation:

Safety Director	Service Director
Development Director	Deputy Chief of Police
Parks & Recreation Director	Computer Systems Director
Human Resources Director	Superintendent of Streets

Chief Building Official
 Superintendent of Water/Wastewater
 Tax Administrator
 Assistant City Prosecutors
 Planning & Zoning Administrator

Clerk of Courts
 Chief of Police
 Finance Manager
 Clerk of Council
 Assistant City Attorney

Such employees shall not receive a reduction in pay for absences of less than an entire work period (normally five [5] days). Absences will first be deducted from the employee's accumulated sick leave, vacation, or other paid leave time, as appropriate. Sick leave, vacation leave, and holiday pay are based upon a 40 hour week for exempt employees.

2. Nonexempt (Hourly): Employees that fall into the non-exempt status, either by ordinance or the federal Fair Labor Standards Act (FLSA), are paid a set wage on an hourly basis.
3. Part-time employees are expected to work their normally prescribed amount of work hours as determined by the City.

160.06 OVERTIME PAY

(a) Overtime will be authorized by the Appointing Authority or designee when it is necessary to prevent loss of life, damage to property, or to continue essential City services. Only full-time non-exempt employees are eligible for overtime pay.

(b) Full-time employees required to work, in excess of the established regular work week, holidays and/or any paid leave during the scheduled work week, shall be compensated for the excess hours at the rate of one and one-half (1½) times their current rate of pay. Employees must submit a time sheet by noon on Monday in order to be paid for overtime in the prior two (2) weeks. If not, overtime will be paid in the following pay period. Part-time employees must work more than forty (40) hours per week in order to qualify for overtime pay.

(c) The work period for calculating overtime shall be 12:00 a.m. Saturday through 11:59 p.m. Friday, unless the City has established an alternative work period for certain classes of employees. The City's right to use dual calculations to compute overtime owed to employees covered by collective bargaining agreements remains intact.

(d) In case of death of an employee, any earned overtime hours worked credited to such employee shall be paid to the surviving spouse, or to the estate of the deceased, if there is no surviving spouse.

160.07 LONGEVITY

Full-time employee of the City shall be eligible for longevity compensation at the conclusion of six (6) years of continuous service. Employees who are eligible for longevity prior to November 1, 2014 will have an adjusted longevity payment date of November 1. Longevity will be paid on the pay period that includes November 1 annually.

Full-time employees who become eligible for longevity as of November 1, 2014 will be paid longevity their actual anniversary dated with the city. The new rate effective January 1, 2019 is:

<u>From</u> (Conclusion of):	<u>To</u> (Conclusion of):	
6 th year	9 th year	\$550.00 annually
10 th year	14 th year	\$ 600.00 annually
15 th year	19 th year	\$ 650.00 annually
20 th year	----	\$ 700.00 annually

Employee must be employed by the City of Reynoldsburg on their longevity payment date to receive longevity pay. Longevity pay will not be prorated.

160.08 ADMINISTRATION OF PAY PLAN

(a) SALARY SCHEDULE AND PAY GRADES

- 1) Effective July 1, 2019 the City will implement a step program for non-bargaining unit employees in pay grades 1 through 15 in non-supervisory roles as reflected in 160.03 (a). There are two methods by which employees shall receive pay increase based upon steps 1) on their anniversary date of hire and 2) if Council approves an increases in the step table, employees would be given that adjustment effective January 1 .
- 2) During the implementation of steps, on an employee's anniversary date they will move to the next step based upon the assigned step as of July 1, 2019. For example, an employee with an August 15 anniversary date and a current rate of pay that is between Step 3 and Step 4 would be assigned a step 3 and they will move to Step 4 on their anniversary date.
- 3) All new employees will be assigned to Step 1 at the time of hire, unless they meet qualifications that the Appointing Authority approves a start of a higher step up to step 3 of each pay grade.
- 4) In order to move to the next step an employee's performance must meet or exceed expectations. Any employee not meeting performance standards will be notified of a delay of the step increase by six-months. At the six-month mark there will be another evaluation of performance and if the employee meets the performance

standards, they will be granted their step increase and then move forward to their next step on their anniversary date. The denial of an increase is not a disciplinary action nor a reduction in pay, the employee has simply not earned an increase

- 5) For supervisory staff in pay grades 14 -26A hiring rate of pay -will be based upon the minimum and maximum range set forth in each pay grade, based upon qualifications and approval of the appointing authority. Increases will be based upon annual performance reviews/feedback from their supervisor and/or Appointing Authority within the approved ranges and will effective January 1 of each year.
- 6) The Human Resources Director with the approval of the Mayor will present to City Council from time to time a recommendation based upon a review of the minimum and maximum rates set forth in Reynoldsburg Chapter 160.03 and determine whether and to what extent the City should adjust the overall Salary Schedule in order to allow the City of Reynoldsburg to remain competitive in the labor market and to help its employees' wages maintain pace with inflation
- 7) Cost of living adjustment will be determined by Council and would be effective January 1. The CPI data and any survey data of comparable jurisdictions will only be used as guidelines to help the Council assess the City's options year to year. Although the City might only resurvey every three (3) years, rather than annually, the Salary Schedule will nevertheless be reviewed annually for possible adjustment.

(b) Promotions

Upon promotion, the employee's rate of pay shall be the rate within the higher appropriate Pay Grade that affords the employee an increase of not less than 5% over the employee's rate for the position prior to promotion.

(c) Transfers and Certain Other Appointments

Upon lateral transfer or appointment to a classification within the same Pay Grade, the employee's pay level is to remain at the same Pay Grade and rate. If that lateral transfer or appointment is to a classification with a lower Pay Grade, the appointing authority may establish the employee's pay at an equitable rate within the lower Pay Grade authorized by Reynoldsburg Chapter 160.03 Salary Schedule. Promotion transfers and appointments will be approved by the Appointing Authority. All benefits are retained when an employee transfers or is appointed to another position within the service of the City for any reason.

160.09 GROUP INSURANCE

(a) Each employee eligible for medical insurance under the Affordable Health Care Act is entitled to such benefits provided by a group insurance contract, the premiums of which, including premiums for dependent coverage, if appropriate, shall be paid by the City less an employee/newly elected or appointed official premium contribution of twelve percent (12%) of the total monthly premium for health, and seven percent (7%) for dental and vision insurance unless otherwise specified. Premium contributions shall be paid by payroll deduction. Coverage's and exclusions are as follows:

1. Effective January 1, 2014, eligible employees and each newly elected official who choose to utilize the City's medical insurance will pay twelve (12%) of the monthly premium contribution.
2. Effective January 1, 2008 for eligible employees and place into the H.S.A. amounts for single and family coverage as determined annually by City Council. Contributions for elected officials shall be equal to the contribution for full-time employees. Said amounts will be placed into the individual H.S.A. by the Auditor not later than January 15th of each year or as determined by the appropriate Labor Agreement.

A. The following shall apply for each full-time employee and is eligible for Medicare coverage:

The City will reimburse said full-time employee or elected official for qualified medical expenses and prescriptions that meet the insurance plan deductible coverage up to the same contribution level of those not eligible for Medicare coverage.

3. Full-time employees required to forfeit insurance coverage because their spouse is also a covered City employee shall receive twenty-five (25) dollars per month while such forfeiture is in effect.
4. Full-time employees may "opt out" of City provided health insurance provided they supply a certificate of coverage from another provider. Employees who "opt out" of employee only coverage will be paid One Thousand Five Hundred Dollars (\$1,500.00) annually. Employees who "opt out" of family coverage will be paid Two Thousand Five Hundred Dollars (\$2,500.00) annually and any employee opting to take employee only coverage in lieu of family coverage, except as determined by Section (4) above, will be paid One Thousand Five Hundred Dollars (\$1,500.00) annually. All dates of payments made under this "opt out" provision will be determined by the Auditor.

5. Each permanent three-quarter (30 hour) or more employee shall receive a minimum of Fifty Thousand Dollars (\$50,000.00) or one times annual salary Life insurance rounded off to the next higher One Thousand Dollars (\$1,000.00), plus an equal amount of Accidental Death Insurance. Part-time elected officials do not receive Life Insurance benefits. Premiums shall be fully paid by the City. The city shall provide police liability insurance for all police officers.

Effective January 1, 2001 each full-time, non-bargaining unit employee is entitled to disability benefits provided by an insurance carrier, the premium of which is paid by the City of Reynoldsburg.

160.10 EDUCATIONAL ASSISTANCE

1. All full-time employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.
2. The allowances for assistance are as follows:
 - A. All full-time employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related self-related self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.
 - B. The allowances for assistance are as follows:
 1. The annual allowance for college credit coursework education assistance (per employee) is \$3,000.00 per academic year.
 2. The annual allowance for non-college credited coursework education assistance (per employee is \$1,000.00 per academic year
 3. Annual text book reimbursement shall not exceed fifty percent (50%) of the actual cost of textbooks for college credit coursework and \$250.00 for non-college credit coursework during the academic year.
 4. All coursework must be preapproved before commencement of the course
3. To qualify for assistance, plan participants shall satisfactorily complete the course(s) with a grade of C or better, or pass a pass/fail course. Reimbursement shall be made upon submission of official transcripts, tuition statements, and receipts for textbooks.

4. An employee who has received educational assistance must remain an employee for one (1) year following completion of the courses for which assistance was received. Should an employee separate from service with the City of Reynoldsburg within the one (1) year period, except in the event of a disability retirement, that employee must repay any assistance received in the one (1) year period.

160.11 CITY CLOTHING PROVIDED

1. The Appointing Authority reserves the right to prescribe appropriate attire and grooming and to set standards which are deemed to be in the best interest of the City and ensure an appropriate image for the City.
2. The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained.
3. Clothing shall be conducive to the safe and effective performance of required job duties.
4. Certain employees may be required to wear regulation uniforms while on duty. The applicable departments may establish policies and procedures governing uniforms. When employees are required to wear a regulation uniform, the City shall provide the uniforms and/or provide a uniform allowance as prescribed by the City ordinance or applicable collective bargaining agreement.
5. Employees are required to keep uniforms neat, clean, and in good repair. City-issued uniforms may only be worn by employees while conducting official City business.
6. The City shall provide standard work clothing and safety equipment for all maintenance employees of the Parks and Recreation, Service, Street, Vehicle Maintenance, Water/Waste Water, Storm Water Utility and the Building Department employees. Each item of work clothing shall be suitably and permanently identified as belonging to the City. Any item unaccounted for shall be charged to the employee.

160.12 CITY CLOTHING PROVIDED (SENIOR POLICE MANAGEMENT)

In addition to non-conflicting provisions in Section 7.07, the following shall apply to Senior Police Management.

The City shall furnish the basic uniforms and new equipment for all sworn officers. Uniform parts and equipment shall be replaced by the City on an as-needed basis. All uniforms and equipment purchased by the City remain the property of the City and must be returned when a member is separated from City service for any reason.

Uniform items not accounted for shall be replaced at the employee's expense. Failure to do so shall result in the value of the uniform items not accounted for being withheld from the employee's separation pay.

The City shall repair or replace all uniform items damaged or destroyed in the line of duty so long as the damage was not due to the employee's misconduct or negligence.

The City shall repair or replace eye glasses damaged or destroyed in the line of duty so long as the damage is not due to the employee's misconduct or negligence. This section shall provide coverage only for a like amount of the damaged eye glasses.

Employees assigned to plain clothes or administrative duty shall be permitted to purchase civilian clothing and components up to the reimbursable amount of \$850 per year. Clothing selected shall be at the discretion of the employee but shall be moderately conservative in style, cut, and color, and shall be acceptable to the local business community.

If not caused by negligence or misconduct of the employee, civilian clothing and/or components damaged to the point of unserviceability, in the line of duty, shall be replaced by the City as soon as possible at no charge to the current or subsequent allowance. Replacement does not include normal wear and tear.

Employees shall be reimbursed for necessary dry cleaning of uniforms or plain cloths items. Employees shall utilize the dry cleaning facility or facilities designated by the City. The following items shall be provided by the City:

Trousers — 5	Holster — 1
Shirts, Winter — 5	Magazine — 2
Shirts, Summer — 5	Magazine Pouches — 1 (dbl)
Ties — 3	Handcuffs — 1
Tie Bar — 1	Handcuff Case — 1
Shoes — 1 pair	Handcuff Key — 1
Boots — 1 pair	Belt Keepers — 4
Jacket – All Season – 1	Walkie Talkie Holder — 1
Raincoat — 1	Mace — 1
Hat, Winter — 1	Mace Holder — 1
Trooper Winter Hat — 1	Gloves — 1 pair
Hat, Summer — 1	Flashlight — 1 (3 cell)
Raincoat Cover — 1	Cite Bookholder — 2
Hat Badge — 1	Wristwatch — 1
Breast Badge — 2	Protective Vest — 1
Name Plate — 2	Belt (Trouser) — 1
Whistle — 1	Gun Belt — 1
Whistle Chain — 1	Service Weapon — 1