

TEMPORARY ORDINANCE NO. 25-11

PERMANENT ORDINANCE NO. 24-11

AN ORDINANCE TO ESTABLISH SALARY RANGES, RETIREMENT PICK-UP, LONGEVITY PAY, PRO-PAY, PERSONAL TIME, VACATION, FUNERAL LEAVE, HEALTH INSURANCE, LIFE INSURANCE, PAY SCALE, AND SICK LEAVE PAYOUT AT RETIREMENT FOR THOSE EMPLOYEES WHO ARE NOT MEMBERS OF THE RECOGNIZED BARGAINING UNITS EFFECTIVE THE FIRST PAY PERIOD OF 2012

BE IT ORDAINED by the Council of the City of Lancaster, State of Ohio

SECTION 1. The following Job Titles, and Number of Employees are hereby established for the Departments listed as follows:

<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>SALARY RANGE</u>	<u>EMPLOYEES</u>
Auditor	Audit Clerk	9	2
	Payroll Clerk II	9	2
	Administrative Assistant	13	1
Cemetery	Customer Service Coordinator	9	1
Certified Building	Permit Clerk	7	0
	Administrative Assistant	9	1
	Inspector I	13	0
	Inspector II	15	0
	Certified Inspector	17	2
	Zoning Inspector	17	0
Community Dev.	PT Housing Program Coord.	11	1
Engineering	Engineering Specialist I	8	0
	Engineering Admin. Assistant	10	0
	Environmental Technician II	11	0
	Engineering Specialist II	11	0
	Engineering Specialist III	14	1
	Survey Crew Chief	17	0
Fire	Fire Prevention Clerk	5	1
	Administrative Assistant	10	1
Gas	Regulatory Affairs Specialist	9	1

<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>SALARY RANGE</u>	<u>EMPLOYEES</u>
Income Tax	Tax Clerk	7	0
	Jr. Tax Auditor	9	1
	Tax Auditor	11	3
IT Telecom	IT Specialist	6	1
	Administrative Secretary	6	0
	GIS Mapping Technician	15	1
	Data Base Administrator	17	1
Law Director	Clerk	7	3
	Executive Assistant	10	1
Mayor	Executive Assistant II	13	1
Muni. Ct. - Clerk	Clerk	4	1
	Deputy Clerk	6	6
	1 st Deputy/Traffic	9	1
	1 st Deputy/Criminal	9	1
	1 st Deputy/Civil	9	1
	Administrative Assistant	13	1
	Chief Deputy Clerk	17	1
Muni. Ct. – Judicial	Probation Admin. Ass't.	3	1
	Judicial Office Assistant	3	0
	Probation Officer	10	7
	Bailiff	13	3
	Judicial Adm. Assistant	13	2
	Senior Probation Officer	13	1
Personnel	Administrative Secretary	6	0
Police	Administrative Assistant	10	1
Sanitation	Confidential Staff Secretary	9	1
Serv.-Safety Dir.	Executive Assistant I	12	1
Storm Water Utility	Administrative Assistant	10	1
	Storm Water Inspector	14	1
	Storm Water Specialist III	14	1
Transportation	Administrative Assistant	10	1

<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>SALARY RANGE</u>	<u>EMPLOYEES</u>
Water	Confidential Dept. Secretary	7	1
	Confidential Staff Secretary	9	1
WPC	Confidential Staff Secretary	9	1

SECTION 2. MENTAL HEALTH COURT PROBATION OFFICER/PROG. COORD
That the annual compensation for the Municipal Court – Judicial Department Mental Health Court Probation Officer/Program Coordinator, effective Payroll #1, 2012, shall be as follows:

MH Probation Officer	Hourly	\$ 3.50
	Bi-weekly	\$ 280.00
	Annual	\$ 7,280.00

SECTION 3: RETIREMENT PICK-UP

Employees under this ordinance do not receive retirement pension pick up.

SECTION 4. LONGEVITY PAY

Employees hired after January 1, 2006 are not eligible to receive this benefit.

Full-time employees hired prior to December 31, 2005 shall, after five (5) years of continuous service with the City, receive a \$3.25 bi-weekly payment for each year of service. If the anniversary date of an employee falls within the year, the employee shall be paid longevity commencing January 1st of that year.

SECTION 5. PRO-PAY

Employees shall be paid an additional \$25.00 bi-weekly for an Associate Degree or \$40.00 bi-weekly for a Bachelor Degree, in a field related to their work. Employees of the Law Director's Office under this ordinance are not eligible for pro-pay.

SECTION 6. PERSONAL TIME

Employees covered by this Ordinance shall receive forty (40) hours of personal time, permitted to be taken upon the supervisor's approval.

SECTION 7. VACATION

That the vacation schedule is hereby established as follows:

Vacation Schedule

<u>Continuous Service</u>	<u>Weeks' Vacation</u>
1 – 5 years	80 hours
6 – 14 years	120 hours
15 – 24 years	160 hours
25 + years	200 hours

“Year” means any twelve (12) consecutive months, after the anniversary of employment. At least one thousand six hundred (1,600) hours must be worked during this time to count as a year.

If the anniversary date of employment falls within the calendar year, the employee shall accrue vacation starting from January 1st of that year.

Vacations shall be taken during the year in which they become due unless otherwise authorized by the Service-Safety Director. Vacation will be limited to one-week carry-over.

SECTION 8. FUNERAL LEAVE

Employees covered by this Ordinance shall be granted the following:

Five (5) days within seven (7) days if a death occurs in an employees' immediate family (spouse, parents, spouses parents, children, step-children, step-parents, brother, and sister).

Three (3) days shall be allowed for the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, appointed legal guardian, aunt, uncle or spouse's grandparents with pay. Up to two (2) additional bereavement days can be taken as other paid leave.

SECTION 9. HEALTH INSURANCE

Employees will pay the amount of 15% of the monthly premium for both family and single coverage. These deductions will be made pursuant to the City's 125 plan.

The employee and members of his/her family shall be included under the Employee Insurance Coverage, but only one (1) plan of Employee Insurance Coverage will apply per family even if more than one (1) member of an employee's immediate family is employed by the City.

The insurance benefits provided in this Ordinance shall be substantially equal to those currently provided during the life of this Agreement. The Employer shall choose the insurance carrier. The insurance benefits provided herein are subject to the rules and regulations of the insurance carrier. Employees who are laid off can make insurance payments at the Employer's rate for up to eighteen (18) months, provided the carrier allows him to do so.

SECTION 10. LIFE INSURANCE

The City shall provide to all full time employees a life insurance program as follows:

Coverage Amount

\$26,000.00 per employee

\$ 2,000.00 per employee spouse

Up to \$2,000.00 per employee child (to age 19)

The paid insurance program shall remain in effect during employment.

Any employee who retires from the City shall not be eligible for City paid life insurance coverage after retirement.

The life insurance program is a term of employment. Those employees on leaves without pay are not eligible for the fully paid programs outlined.

Arrangements for continued coverage may be made and costs incurred are the responsibility of the employee.

SECTION 11. PAY SCALE

The Pay Scale for those employees hired on or before December 31, 2010 for those job titles listed in Section 1, effective payroll #1, 2012, are hereby established as attached Exhibit A.

The Pay Scale for those employees hired on or after January 1, 2011 for those job titles listed in Section 1, effective payroll #1, 2012, are hereby established as attached Exhibit B.

SECTION 12. SICK LEAVE PAYOUT

A. All employees who are covered by this Ordinance and maintain a sick leave "bank" of more than nine hundred and sixty (960) hours may elect to "cash in" up to five hundred dollars (\$500.00) of their sick leave "bank," annually, but under no condition may an employee "cash in" any part of the nine hundred and sixty (960) hours which is considered a minimum number of "bank" hours that must be maintained by each employee unless used for actual sick time. The

value of the sick time per hour is an employee's regular hourly rate.

B. Full-time employees covered by this Ordinance and hired on or before December 31, 2010 shall be granted the following:

1. If, upon retirement, an employee covered by this Ordinance has a "bank" of nine hundred sixty (960) hours of accumulated, but unused sick leave, they will be paid one hundred percent (100%) of that accumulated, but unused sick leave, plus twenty-five percent (25%) of all accumulated, but unused sick leave hours in excess of nine hundred sixty (960).
2. If, upon retirement, an employee covered by this Ordinance does not have a "bank" of nine hundred sixty (960) hours of accumulated, but unused sick leave, they will be paid thirty-two (32) hours of their accumulated, but unused sick time remaining in the employee's sick leave "bank", for each year of their continuous employment with the City, up to a maximum of nine hundred sixty (960) hours.

C. Full-time employees covered by this Ordinance and hired on or after January 1, 2011 shall be granted the following:

1. Upon retirement, an employee covered by this Ordinance may elect, at the time of retirement from active service, and with ten or more years of service with the City of Lancaster, to be paid in cash for one-fourth the value of the employee's accrued but unused sick leave credit. The payment shall be based on the employee's rate of pay at the time of retirement and eliminates all sick leave credit accrued but unused by the employee. An employee may receive one or more payments under this section, but the aggregate value of accrued but unused sick leave credit that is paid shall not exceed, for all payments, the value of thirty (240 hours) days of accrued but unused sick leave.

SECTION 13. SICK LEAVE EXCHANGE

All employees who are covered by this Ordinance and maintain a sick leave "bank" of nine hundred and sixty (960) hours are eligible to cash in two (2) days of sick leave for one (1) day of personal leave, for a maximum of three (3) personal days. For employees who maintain a sick leave "bank" of six hundred and forty (640) hours are eligible to cash in three (3) days of sick leave for one (1) day of personal leave, for a maximum of three (3) personal days.

SECTION 14. That this Ordinance shall take effect and be in force from and after the earliest period allowed by law after its passage by Council and approval by the Mayor.

Passed: 12/12/2011 after 3rd reading. Vote: Yeas 9 Nays 0

Approved: 12/12/2011

Kenneth J. Cole
President of Council

Attest: Teresa L. Sandy

Don White
Mayor

Offered by: Tom Smith

Second by: [Signature]

Requested by Finance Committee

I, Teresa L. Sandy, Clerk of Council do hereby certify that on _____, _____ and _____, _____ the Lancaster Eagle Gazette published the summary of this ordinance in accordance with Ohio Revised Code 731.24.

Clerk of Council

11/22/11

CITY OF LANCASTER
NON-UNION (hired on/before 12/31/10)
PAYSACLE

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4
1	\$ 12.47	\$ 13.07	\$ 13.62	\$ 14.19	\$ 14.77
	997.60	1,045.60	1,089.60	1,135.20	1,181.60
	25,937.60	27,185.60	28,329.60	29,515.20	30,721.60
2	\$ 13.21	\$ 13.77	\$ 14.35	\$ 14.90	\$ 15.45
	1,056.80	1,101.60	1,148.00	1,192.00	1,236.00
	27,476.80	28,641.60	29,848.00	30,992.00	32,136.00
3	\$ 13.87	\$ 14.45	\$ 15.04	\$ 15.61	\$ 16.22
	1,109.60	1,156.00	1,203.20	1,248.80	1,297.60
	28,849.60	30,056.00	31,283.20	32,468.80	33,737.60
4	\$ 14.36	\$ 15.00	\$ 15.62	\$ 16.27	\$ 16.92
	1,148.80	1,200.00	1,249.60	1,301.60	1,353.60
	29,868.80	31,200.00	32,489.60	33,841.60	35,193.60
5	\$ 15.09	\$ 15.82	\$ 16.52	\$ 17.25	\$ 17.99
	1,207.20	1,265.60	1,321.60	1,380.00	1,439.20
	31,387.20	32,905.60	34,361.60	35,880.00	37,419.20
6	\$ 15.40	\$ 16.14	\$ 16.87	\$ 17.61	\$ 18.35
	1,232.00	1,291.20	1,349.60	1,408.80	1,468.00
	32,032.00	33,571.20	35,089.60	36,628.80	38,168.00
7	\$ 15.73	\$ 16.48	\$ 17.23	\$ 17.99	\$ 18.73
	1,258.40	1,318.40	1,378.40	1,439.20	1,498.40
	32,718.40	34,278.40	35,838.40	37,419.20	38,958.40
8	\$ 16.02	\$ 16.80	\$ 17.56	\$ 18.34	\$ 19.10
	1,281.60	1,344.00	1,404.80	1,467.20	1,528.00
	33,321.60	34,944.00	36,524.80	38,147.20	39,728.00
9	\$ 16.30	\$ 17.16	\$ 18.02	\$ 18.85	\$ 19.49
	1,304.00	1,372.80	1,441.60	1,508.00	1,559.20
	33,904.00	35,692.80	37,481.60	39,208.00	40,539.20
10	\$ 16.62	\$ 17.40	\$ 18.20	\$ 19.00	\$ 19.79
	1,329.60	1,392.00	1,456.00	1,520.00	1,583.20
	34,569.60	36,192.00	37,856.00	39,520.00	41,163.20
11	\$ 17.11	\$ 17.90	\$ 18.71	\$ 19.55	\$ 20.37
	1,368.80	1,432.00	1,496.80	1,564.00	1,629.60
	35,588.80	37,232.00	38,916.80	40,664.00	42,369.60
12	\$ 17.61	\$ 18.43	\$ 19.26	\$ 20.10	\$ 20.91
	1,408.80	1,474.40	1,540.80	1,608.00	1,672.80
	36,628.80	38,334.40	40,060.80	41,808.00	43,492.80
13	\$ 18.34	\$ 19.20	\$ 20.09	\$ 20.96	\$ 21.80
	1,467.20	1,536.00	1,607.20	1,676.80	1,744.00
	38,147.20	39,936.00	41,787.20	43,596.80	45,344.00
14	\$ 18.77	\$ 19.67	\$ 20.55	\$ 21.43	\$ 22.36
	1,501.60	1,573.60	1,644.00	1,714.40	1,788.80
	39,041.60	40,913.60	42,744.00	44,574.40	46,508.80

CITY OF LANCASTER
NON-UNION (hired on/before 12/31/10)
PAYSCALE

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4
15	\$ 19.26	\$ 20.17	\$ 21.08	\$ 21.99	\$ 22.90
	1,540.80	1,613.60	1,686.40	1,759.20	1,832.00
	40,060.80	41,953.60	43,846.40	45,739.20	47,632.00
16	\$ 19.85	\$ 20.80	\$ 21.75	\$ 22.72	\$ 23.65
	1,588.00	1,664.00	1,740.00	1,817.60	1,892.00
	41,288.00	43,264.00	45,240.00	47,257.60	49,192.00
17	\$ 20.53	\$ 21.47	\$ 22.44	\$ 23.43	\$ 24.37
	1,642.40	1,717.60	1,795.20	1,874.40	1,949.60
	42,702.40	44,657.60	46,675.20	48,734.40	50,689.60
18	\$ 21.15	\$ 22.11	\$ 23.11	\$ 24.09	\$ 25.08
	1,692.00	1,768.80	1,848.80	1,927.20	2,006.40
	43,992.00	45,988.80	48,068.80	50,107.20	52,166.40
19	\$ 21.74	\$ 22.78	\$ 23.78	\$ 24.79	\$ 25.84
	1,739.20	1,822.40	1,902.40	1,983.20	2,067.20
	45,219.20	47,382.40	49,462.40	51,563.20	53,747.20

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Hired on/before 12/31/2010

CITY OF LANCASTER
NON-UNION (Hired on/after 1-1-11)
PAYSCALE

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	\$ 11.22	\$ 11.73	\$ 12.24	\$ 12.75	\$ 13.26	\$ 13.77	\$ 14.28	\$ 14.77
	897.60	938.40	979.20	1,020.00	1,060.80	1,101.60	1,142.40	1,181.60
	23,337.60	24,398.40	25,459.20	26,520.00	27,580.80	28,641.60	29,702.40	30,721.60
2	\$ 11.89	\$ 12.40	\$ 12.91	\$ 13.42	\$ 13.93	\$ 14.44	\$ 14.95	\$ 15.45
	951.20	992.00	1,032.80	1,073.60	1,114.40	1,155.20	1,196.00	1,236.00
	24,731.20	25,792.00	26,852.80	27,913.60	28,974.40	30,035.20	31,096.00	32,136.00
3	\$ 12.48	\$ 13.01	\$ 13.54	\$ 14.07	\$ 14.60	\$ 15.13	\$ 15.66	\$ 16.22
	998.40	1,040.80	1,083.20	1,125.60	1,168.00	1,210.40	1,252.80	1,297.60
	25,958.40	27,060.80	28,163.20	29,265.60	30,368.00	31,470.40	32,572.80	33,737.60
4	\$ 12.92	\$ 13.49	\$ 14.06	\$ 14.63	\$ 15.20	\$ 15.77	\$ 16.34	\$ 16.92
	1,033.60	1,079.20	1,124.80	1,170.40	1,216.00	1,261.60	1,307.20	1,353.60
	26,873.60	28,059.20	29,244.80	30,430.40	31,616.00	32,801.60	33,987.20	35,193.60
5	\$ 13.58	\$ 14.21	\$ 14.84	\$ 15.47	\$ 16.10	\$ 16.73	\$ 17.36	\$ 17.99
	1,086.40	1,136.80	1,187.20	1,237.60	1,288.00	1,338.40	1,388.80	1,439.20
	28,246.40	29,556.80	30,867.20	32,177.60	33,488.00	34,798.40	36,108.80	37,419.20
6	\$ 13.86	\$ 14.50	\$ 15.14	\$ 15.78	\$ 16.42	\$ 17.06	\$ 17.70	\$ 18.35
	1,108.80	1,160.00	1,211.20	1,262.40	1,313.60	1,364.80	1,416.00	1,468.00
	28,828.80	30,160.00	31,491.20	32,822.40	34,153.60	35,484.80	36,816.00	38,168.00
7	\$ 14.16	\$ 14.81	\$ 15.46	\$ 16.11	\$ 16.76	\$ 17.41	\$ 18.06	\$ 18.73
	1,132.80	1,184.80	1,236.80	1,288.80	1,340.80	1,392.80	1,444.80	1,498.40
	29,452.80	30,804.80	32,156.80	33,508.80	34,860.80	36,212.80	37,564.80	38,958.40
8	\$ 14.42	\$ 15.09	\$ 15.76	\$ 16.43	\$ 17.10	\$ 17.77	\$ 18.44	\$ 19.10
	1,153.60	1,207.20	1,260.80	1,314.40	1,368.00	1,421.60	1,475.20	1,528.00
	29,993.60	31,387.20	32,780.80	34,174.40	35,568.00	36,961.60	38,355.20	39,728.00
9	\$ 14.67	\$ 15.36	\$ 16.05	\$ 16.74	\$ 17.43	\$ 18.12	\$ 18.81	\$ 19.49
	1,173.60	1,228.80	1,284.00	1,339.20	1,394.40	1,449.60	1,504.80	1,559.20
	30,513.60	31,948.80	33,384.00	34,819.20	36,254.40	37,689.60	39,124.80	40,539.20
10	\$ 14.96	\$ 15.65	\$ 16.34	\$ 17.03	\$ 17.72	\$ 18.41	\$ 19.10	\$ 19.79
	1,196.80	1,252.00	1,307.20	1,362.40	1,417.60	1,472.80	1,528.00	1,583.20
	31,116.80	32,552.00	33,987.20	35,422.40	36,857.60	38,292.80	39,728.00	41,163.20
11	\$ 15.39	\$ 16.10	\$ 16.81	\$ 17.52	\$ 18.23	\$ 18.94	\$ 19.65	\$ 20.37
	1,231.20	1,288.00	1,344.80	1,401.60	1,458.40	1,515.20	1,572.00	1,629.60
	32,011.20	33,488.00	34,964.80	36,441.60	37,918.40	39,395.20	40,872.00	42,369.60
12	\$ 15.85	\$ 16.57	\$ 17.29	\$ 18.01	\$ 18.73	\$ 19.45	\$ 20.17	\$ 20.91
	1,268.00	1,325.60	1,383.20	1,440.80	1,498.40	1,556.00	1,613.60	1,672.80
	32,968.00	34,465.60	35,963.20	37,460.80	38,958.40	40,456.00	41,953.60	43,492.80
13	\$ 16.51	\$ 17.27	\$ 18.03	\$ 18.79	\$ 19.55	\$ 20.31	\$ 21.07	\$ 21.80
	1,320.80	1,381.60	1,442.40	1,503.20	1,564.00	1,624.80	1,685.60	1,744.00
	34,340.80	35,921.60	37,502.40	39,083.20	40,664.00	42,244.80	43,825.60	45,344.00
14	\$ 16.89	\$ 17.67	\$ 18.45	\$ 19.23	\$ 20.01	\$ 20.79	\$ 21.57	\$ 22.36
	1,351.20	1,413.60	1,476.00	1,538.40	1,600.80	1,663.20	1,725.60	1,788.80
	35,131.20	36,753.60	38,376.00	39,998.40	41,620.80	43,243.20	44,865.60	46,508.80

CITY OF LANCASTER
NON-UNION (Hired on/after 1-1-11)
PAYSCALE

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4	STEP 4	STEP 4	STEP 4
15	\$ 17.33	\$ 18.13	\$ 18.93	\$ 19.73	\$ 20.53	\$ 21.33	\$ 22.13	\$ 22.90
	1,386.40	1,450.40	1,514.40	1,578.40	1,642.40	1,706.40	1,770.40	1,832.00
	36,046.40	37,710.40	39,374.40	41,038.40	42,702.40	44,366.40	46,030.40	47,632.00
16	\$ 17.87	\$ 18.70	\$ 19.53	\$ 20.36	\$ 21.19	\$ 22.02	\$ 22.85	\$ 23.65
	1,429.60	1,496.00	1,562.40	1,628.80	1,695.20	1,761.60	1,828.00	1,892.00
	37,169.60	38,896.00	40,622.40	42,348.80	44,075.20	45,801.60	47,528.00	49,192.00
17	\$ 18.48	\$ 19.37	\$ 20.26	\$ 21.15	\$ 22.04	\$ 22.93	\$ 23.82	\$ 24.37
	1,478.40	1,549.60	1,620.80	1,692.00	1,763.20	1,834.40	1,905.60	1,949.60
	38,438.40	40,289.60	42,140.80	43,992.00	45,843.20	47,694.40	49,545.60	50,689.60
18	\$ 19.04	\$ 19.90	\$ 20.76	\$ 21.62	\$ 22.48	\$ 23.34	\$ 24.20	\$ 25.08
	1,523.20	1,592.00	1,660.80	1,729.60	1,798.40	1,867.20	1,936.00	2,006.40
	39,603.20	41,392.00	43,180.80	44,969.60	46,758.40	48,547.20	50,336.00	52,166.40
19	\$ 19.57	\$ 20.47	\$ 21.37	\$ 22.27	\$ 23.17	\$ 24.07	\$ 24.97	\$ 25.84
	1,565.60	1,637.60	1,709.60	1,781.60	1,853.60	1,925.60	1,997.60	2,067.20
	40,705.60	42,577.60	44,449.60	46,321.60	48,193.60	50,065.60	51,937.60	53,747.20

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Hired on/after 1-1-2011