

TEMPORARY ORDINANCE NO. 51-24

PERMANENT ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO ESTABLISH BENEFITS, TITLES, AND COMPENSATION FOR PARKS AND RECREATION PERSONNEL EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2025, AND TO DECLARE AN EMERGENCY

BE IT ORDAINED BY COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO:

SECTION 1. NON-UNION PERSONNEL.

The following non-union positions are approved and established, effective Payroll 1, 2025, in accordance with the department, job title, salary range, and number of employees listed below:

<u>JOB TITLE</u>	<u>RANGE</u>	<u>EMPLOYEES</u>
Park Superintendent	26	1
Facility Supervisor	22	1
Recreation Supervisor	21	1
Recreation Assistant	F	1
Olivedale Park Supervisor	21	1
Forester	M	1
Park Office Manager	L	1
Health Fitness Aquatics Coordinator	J	1
Nature Education Coordinator	J	1
Outdoor Education Assistant	F	1
Outdoor Education PT	F	2
Recreation Assistant PT	F	1
Park Attendant III	10	2
Park Attendant II	8	2
Park Attendant I	5	6
Forester Assistant	5	1
Administrative Assistant	D	1
Administrative Assistant PT	D	1

Receptionist PT	B	1
Bus Driver PT	B	1
Maintenance PT	B	4
Custodian PT	B	2
Fitness Instructor PT	A	1

**SECTION 2. PAY SCALE.**

The Pay Scale for employees referenced in Section 1 of this Ordinance above, is set forth in the attached Exhibit A. The Pay Scale is effective Payroll 1, 2025.

**SECTION 3. RETIREMENT PICK-UP.**

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

**SECTION 4. LONGEVITY PAY.**

Employees covered by this ordinance who were hired on or after January 1, 2006, are not eligible to receive this benefit.

Full-time employees covered by this Ordinance, who were hired on or before December 31, 2005, shall, after five years of continuous service with the City, receive a \$3.25 bi-weekly payment for each year of service. An employee shall be paid longevity pay commencing January 1<sup>st</sup> of the year in which the anniversary of employment occurs.

**SECTION 5. HOLIDAY PAY.**

Employees will follow The City's holiday schedule. Employees who are scheduled to, and do work on the holidays, shall be compensated for working such holidays at the rate of one and one-half times such employee's normal rate of pay. This does not apply to exempt and part-time employees.

**SECTION 6. PERSONAL TIME.**

Employees covered by this Ordinance shall receive 40 hours of personal time each year. Personal time must be used in the year in which it was accrued and will not accumulate. Part-time employees are exempt from this benefit. The use of personal time must be approved by a supervisor.

Newly hired employees shall be entitled to personal leave on a pro-rated basis in their first calendar year of employment. Employees hired between January 1 and March 31 shall be entitled to forty (40) hours of personal leave in that year. Employees hired between April 1 and June 30 shall be entitled to thirty (30) hours of personal leave in that year. Employees hired between July 1 and September 30 shall be entitled to twenty (20) hours of personal leave in that year. Employees hired between October 1 and December 31 shall be entitled to ten (10) hours of personal leave in that year.

On January 1<sup>st</sup> of the calendar year following initial employment, the employee shall receive forty (40) hours of personal leave.

**SECTION 7. VACATION LEAVE.**

The vacation schedule for employees covered by this Ordinance is hereby established as follows:

<u>Continuous Service</u>	<u>Vacation Hours</u>
Upon completion of 6 months	40 hours
Upon completion of 1 Year	40 hours
Upon completion of 2 Years	80 hours
Upon completion of 5 years	120 hours
Upon completion of 14 years	160 hours
Upon completion of 20 years	200 hours

As used in this section, "year" means any 12-month period following the first date of employment with the City during which the employee is continuously employed with the City and works an average of 30 hours or more per week.

Employees shall earn and be provided the first week of vacation leave during the pay period in which they attain six (6) months of service. Employees shall earn and be provided an additional one (1) week of vacation leave during the pay period in which they attain one year of service. Thereafter, vacation leave shall be earned as set forth in the paragraph below.

Entitlement to accrued vacation leave becomes effective on January 1<sup>st</sup> if the anniversary date of employment falls within the same calendar year. Employees who separate from the City with less than one year of employment shall not be entitled to a payout of vacation leave.

Employees covered by this Ordinance may carry over no more than 40 hours of vacation leave into the subsequent calendar year, except as otherwise authorized by the Service-Safety Director or elected official responsible for supervision of that department.

#### SECTION 8. FUNERAL LEAVE.

Full-time employees covered by this Ordinance shall be granted funeral leave with pay for the death of a family member as follows:

For a death within the employee's immediate family (*e.g.*, spouse, parent, parent of spouse, child, stepchild, stepparent, or sibling), an employee shall be granted five days of leave within seven days of the death of the family member.

For a death not within the employee's immediate family (*e.g.*, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, appointed legal guardian, aunt, uncle, or grandparent of spouse), an employee shall be granted three days of leave within seven days of the death of the family member.

Days of leave shall be defined as normal average working hours. An employee may elect to take up to two additional bereavement days as other paid leave.

#### SECTION 9. MEDICAL INSURANCE.

Employees must work an average of 30 hours or more per week over the previous twelve (12) months to be eligible for medical insurance. Employees covered by this Ordinance shall pay an amount equal to 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 or her family shall be included under the Employee Insurance Coverage, but only one plan of Employee Insurance Coverage will apply per family even if more than one 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 City shall choose the insurance provider and plan, and the benefits provided herein are subject to the rules and regulations of the insurance carrier.

SECTION 10. LIFE INSURANCE.

The City shall provide to all full-time employees covered by this Ordinance a term life insurance program as follows:

Coverage Amount

- \$50,000.00 per employee
- \$ 2,000.00 per employee spouse
- Up to \$2,000.00 per employee child (to age 26)

An employee will be eligible for insurance under this provision during the term of his or her employment with the City. An employee on leave without pay is not eligible for this program.

SECTION 11. SICK LEAVE PAYOUT.

A. An employee covered by this Ordinance who maintains a sick leave “bank” of more than 960 hours may elect to “cash in” up to \$500.00 of accrued but unused sick leave annually; provided, however, that an employee may “cash in” only accrued but unused sick leave in excess of 960 hours. In addition, employees with a sick leave “bank” of more than nine hundred sixty (960) hours may cash in two (2) hours of sick leave for one (1) hour of pay up to an additional five-hundred-dollar (\$500.00) payout provided the employee maintains a sick leave “bank” of at least nine hundred sixty (960) hours. The value of the sick time per hour is an employee’s regular hourly rate.

B. An employee covered by this Ordinance who has a bank of more than nine hundred sixty (960) hours can exchange a minimum of eight (8) hours, or one day, for an additional vacation day, not to exceed forty (40) hours.

C. 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 has a “bank” of at least 960 hours of accrued but unused sick leave, that employee will be paid 100% of the value of the employee’s accrued but unused sick leave up to 960 hours, and 25% of the value of that employee’s accrued but unused sick leave in excess of 960 hours.
2. If, upon retirement, an employee does not have a “bank” of 960 hours of accrued but unused sick leave, that employee will be paid the value of 32 hours of the employee’s accrued but unused sick leave for each year of the employee’s continuous employment with the City, but in no case shall an employee be paid out more than the value of 960 hours of accrued but unused sick leave pursuant to this provision.

D. Full-time employees covered by this Ordinance, who were hired on or after January 1, 2011, and who have at least ten years of continuous service with the City, shall be granted the following:

1. Upon retirement, an employee may elect to be paid 25% of the value of the employee’s accrued but unused sick leave. Regardless of the amount of the payment, a payout under this provision shall eliminate all of that employee’s accrued but unused sick leave. An employee may elect to receive one or more payments, but the aggregate value of all payouts under this provision shall not exceed the value of 240 hours of accrued but unused sick leave.

2. For purposes of this section, the value of one hour of sick leave is equivalent to the employee's current regular hourly rate.

**SECTION 12. SICK LEAVE EXCHANGE.**

Employees covered by this Ordinance who maintain a sick leave "bank" of at least 960 hours may cash in sick leave for personal leave, at a ratio of two days of sick leave for one day of personal leave, for up to three personal days annually.

Employees who maintain a sick leave "bank" of at least 640 hours may cash in sick leave for personal leave, at a ratio of three days of sick leave for one day of personal leave, for up to three personal days annually.

**SECTION 13. UNEXCUSED ABSENCES.**

There will be no pay for unexcused absences the scheduled day before or after a holiday or vacation day.

**SECTION 14. UNIFORM REIMBURSEMENT.**

The City shall reimburse full-time employees covered by this Ordinance up to \$250.00 per calendar year for work clothing.

**SECTION 15. SUPERVISOR DISCRETION.**

The Park Superintendent or elected official responsible for supervision of a City department may, in the exercise of his or her sound discretion, adjust the pay step and/or benefits (e.g., vacation leave, personal time, and compensatory time) of an employee covered by this Ordinance in light of that employee's experience, education, performance, or other extenuating circumstances. Any adjustment under this provision must be in writing and, upon delivery to the City Auditor; the adjustment shall be made as soon as practicable.

**SECTION 16. FORCE AND EFFECT.**

This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the continued and uninterrupted services by the City of Lancaster. Wherefore this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed: \_\_\_\_\_ after \_\_\_\_\_ reading. Vote: Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
President of Council

Clerk: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Offered by: \_\_\_\_\_

Second by: \_\_\_\_\_

Requested by Administrative Services Committee

RANGE	STARTING	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
A	19.62	20.52	21.37	22.24	23.11	23.95	24.85	25.71
	1,569.60	1,641.60	1,709.60	1,779.20	1,848.80	1,916.00	1,988.00	2,056.80
	40,809.60	42,681.60	44,449.60	46,259.20	48,068.80	49,816.00	51,688.00	53,476.80
B	20.64	21.59	22.55	23.52	24.47	25.42	26.37	27.34
	1,651.20	1,727.20	1,804.00	1,881.60	1,957.60	2,033.60	2,109.60	2,187.20
	42,931.20	44,907.20	46,904.00	48,921.60	50,897.60	52,873.60	54,849.60	56,867.20
C	21.06	22.03	23.00	24.77	24.95	25.94	26.88	27.89
	1,684.80	1,762.40	1,840.00	1,981.60	1,996.00	2,075.20	2,150.40	2,231.20
	43,804.80	45,822.40	47,840.00	51,521.60	51,896.00	53,955.20	55,910.40	58,011.20
D	21.52	22.52	23.49	24.48	25.47	26.48	27.44	28.46
	1,721.60	1,801.60	1,879.20	1,958.40	2,037.60	2,118.40	2,195.20	2,276.80
	44,761.60	46,841.60	48,859.20	50,918.40	52,977.60	55,078.40	57,075.20	59,196.80
E	21.92	22.93	23.94	24.97	26.00	27.00	28.02	29.03
	1,753.60	1,834.40	1,915.20	1,997.60	2,080.00	2,160.00	2,241.60	2,322.40
	45,593.60	47,694.40	49,795.20	51,937.60	54,080.00	56,160.00	58,281.60	60,382.40
F	22.29	23.33	24.40	25.45	26.50	27.53	28.58	29.63
	1,783.20	1,866.40	1,952.00	2,036.00	2,120.00	2,202.40	2,286.40	2,370.40
	46,363.20	48,526.40	50,752.00	52,936.00	55,120.00	57,262.40	59,446.40	61,630.40
G	22.72	23.78	24.85	25.91	26.93	27.97	29.03	30.08
	1,817.60	1,902.40	1,988.00	2,072.80	2,154.40	2,237.60	2,322.40	2,406.40
	47,257.60	49,462.40	51,688.00	53,892.80	56,014.40	58,177.60	60,382.40	62,566.40
H	23.39	24.47	25.53	26.63	27.71	28.79	29.86	30.96
	1,871.20	1,957.60	2,042.40	2,130.40	2,216.80	2,303.20	2,388.80	2,476.80
	48,651.20	50,897.60	53,102.40	55,390.40	57,636.80	59,883.20	62,108.80	64,396.80
I	24.09	25.18	26.26	27.37	28.46	29.57	30.64	31.80
	1,927.20	2,014.40	2,100.80	2,189.60	2,276.80	2,365.60	2,451.20	2,544.00
	50,107.20	52,374.40	54,620.80	56,929.60	59,196.80	61,505.60	63,731.20	66,144.00
J	25.08	26.24	27.39	28.56	29.71	30.87	32.02	33.17
	2,006.40	2,099.20	2,191.20	2,284.80	2,376.80	2,469.60	2,561.60	2,653.60
	52,166.40	54,579.20	56,971.20	59,404.80	61,796.80	64,209.60	66,601.60	68,993.60
K	25.68	26.84	28.03	29.22	30.42	31.58	32.77	33.99
	2,054.40	2,147.20	2,242.40	2,337.60	2,433.60	2,526.40	2,621.60	2,719.20
	53,414.40	55,827.20	58,302.40	60,777.60	63,273.60	65,686.40	68,161.60	70,699.20
L	26.33	27.54	28.77	29.97	31.20	32.44	33.60	34.80
	2,106.40	2,203.20	2,301.60	2,397.60	2,496.00	2,595.20	2,688.00	2,784.00
	54,766.40	57,283.20	59,841.60	62,337.60	64,896.00	67,475.20	69,888.00	72,384.00



# REQUEST FOR PREPARATION OF LEGISLATION

REQUESTS ARE REQUIRED TO BE IN THE LAW DIRECTOR'S OFFICE BY NOON THE MONDAY PRIOR TO THE NEXT COUNCIL MEETING. THOSE REQUESTS RECEIVED AFTER THE DEADLINE WILL NOT BE PROCESSED UNTIL THE NEXT MEETING.  
WE NOW ACCEPT EMAIL COPIES VERSUS ORIGINALS

1. DATE: 10/30/2024

2.  ORDINANCE       RESOLUTION      Readings Requested: 3

3. EMERGENCY       YES       NO

4. PLEASE CHECK BELOW BOXES A-H THAT APPLY: Make sure to include in box I below the account(s)/fund name(s) and number(s) with your description.

A.  Decrease/Increase Approp.      B.  Apply for grant funding      C.  Then & Now Resolution

D.  Go Out for bid/contract amount not to exceed \$ \_\_\_\_\_      E.  Create a new Fund \_\_\_\_\_

F.  Appropriate from unencumbered balance in expense account # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ & Amend the Certificate of Appropriations w/ the County Auditor in Fund # 1001

G.  Increase Estimated Receipts in revenue account # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_, Appropriate from unencumbered balance in expense account # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ & Amend the Certificate of Other Sources and Appropriations w/ the County Auditor in Fund # \_\_\_\_\_

H.  Other - Explain below in Section I:

I. DESCRIPTION: Account(s)/fund number(s) & name(s) must be listed for the above section. Description for legislation. Please include language as to why this legislation is necessary and what it will accomplish.

AN ORDINANCE TO ESTABLISH BENEFITS, TITLES, AND COMPENSATION FOR PARKS AND RECREATION PERSONNEL EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2025, AND TO DECLARE AN EMERGENCY

5. HAS AN APPROPRIATION BEEN MADE:       YES       NO       N/A

**ALL SIGNATURES MUST APPEAR BELOW PRIOR TO SUBMISSION TO THE LAW DIRECTOR'S OFFICE FOR PREPARATION. Telephone approval accepted with notation marked below. Forms submitted without all signatures will not be processed and returned to department to obtain those signatures.**

Person completing this form      Carrie Woody

Committee Sponsoring & Council Person Sponsoring      Steve Luchtenburg, Administrative Services Committee

Service-Safety Director Approval      n/a

Auditor Approval of above language      \_\_\_\_\_

## Martens, Liz

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**From:** Woody, Carrie  
**Sent:** Wednesday, October 30, 2024 3:31 PM  
**To:** Luchtenberg, Steve; requestforlegislation  
**Cc:** Bizjak, Joe; Wolfinger, Robert  
**Subject:** 2025 Pay ordinances - Request for Legislation  
**Attachments:** Clerk IT 2025 TO.doc; MGT for 2025 TO.doc; MGT muni court 2025 TO.doc; NU for 2025 TO.doc; NU muni court from tls 2025 TO.doc; Ord - Interns 2025.doc; Parks for 2025 TO.doc; PAYSACLE 2025 - NU.xls; PAYSACLE 2025 -Mgt.xls; PAYSACLE 2025- Parks.xls; Request for Legislation - Clerk IT.pdf; Request for Legislation - interns.pdf; Request for Legislation - judicial and probation.pdf; Request for Legislation - management and professional.pdf; Request for Legislation - municipal court and professional.pdf; Request for Legislation - non bargaining.pdf; Request for Legislation - parks.pdf

All,  
I am sending a request for the six CY2025 pay ordinances for the City of Lancaster to accompany the CY2025 budget that is currently before council.

Mr. Luchtenburg has offered to sponsor all six pieces and will be for three readings each. The requests, ordinances and salary charts are attached.

Feel free to contact me with questions!

Thanks

