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CHAPTER 175
Employee Classification Compensation Plan

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CROSS REFERENCES

- Worker's Compensation - see Ohio Const., Art. II, Sec. 35;
 Ohio R.C. Ch. 4123
 Wages and hours on public works - see Ohio Const., Art. II,
 Sec. 37; Ohio R.C. Ch. 4115

175.01 ESTABLISHMENT OF PLAN.

(a) The City Manager shall, by administrative regulation recorded in his City Manager's Journal, develop, establish and maintain an Employee Classification Plan which shall conform to the provisions of this chapter.

(b) The Plan shall include the basic salary schedule and the schedule of salary ranges, consisting of minimum and maximum rates of pay and intermediate steps for all classes of positions included in the City Employee Classification Plan as established by the City Manager.

(c) The Plan shall provide a complete inventory of all positions in the City service and descriptions and specifications for each class of employment. In the Plan, titles shall be standardized and each of them shall be indicative of a definite range of duties and responsibilities and shall have the same meanings throughout the City service.

(d) In the event of a conflict between any section in Title Nine of this Part One - Administrative Code and a provision contained in a collective bargaining agreement entered into by the City and its employees, the provision contained in such collective bargaining provision shall prevail.

(e) The Plan shall be developed, established and maintained in such a manner so as not to frustrate or circumvent the independence of operation of the Finance and Law Departments and the office of the City Clerk.
(Ord. 90-688. Passed 12-18-90.)

175.02 COLLECTIVE BARGAINING AGREEMENTS.

Collective bargaining agreements shall not become effective until approved by an ordinance enacted by the City Commission.
(Ord. 90-688. Passed 12-18-90.)

175.03 DEVELOPMENT AND MAINTENANCE OF SALARY RANGES.

(a) Salary ranges shall be linked directly to the Plan of position classifications and shall be determined with due regard to ranges of pay of other classes, relative particular occupational categories, prevailing rates for similar employment in private establishments in the City area, rates of pay in other jurisdictions, the financial policies of the City and other economic considerations. The minimum and maximum and intermediate steps of each salary range shall be those rates in the basic salary schedule which most nearly reflect these factors.

(b) Prior to the preparation of each annual budget, as well as at other appropriate times, the City Manager may make or direct to be made, such comparative studies as he may deem necessary, of the factors affecting the level of salary ranges. On the basis of information derived from such studies, the City Manager shall adopt such changes in the salary ranges as are pertinent to maintaining the fairness and adequacy of the Plan. The rate of pay for each employee shall be adjusted to the appropriate step in conformation with the adjustment of the salary range for the class.

(c) General salary increases affecting all City employees shall not become effective until approved by an ordinance enacted by the City Commission.

(d) At sometime during the first quarter of each even numbered year the City Manager shall provide the City Commission with a review and report on the City's then current Employee Classification Compensation Plan.
(Ord. 90-688. Passed 12-18-90.)

175.04 SALARY RANGES.

The salary ranges are intended to furnish administrative flexibility in recognizing individual differences between positions allocated to the same class, in providing employee incentives and rewarding employees for meritorious service.

The following shall be the general policy with respect to the use of the pay steps within salary ranges:

- (a) The minimum rate of pay for a class shall be paid to any person on his original appointment to a position of a class except when, as determined by the department head and approved by the City Manager, the new employee possesses exceptional qualifications warranting employment at a higher rate in the pay range.
- (b) Within-range increases shall be from one pay step to the next higher step, every twelve months, to Step F: provided, however, that in extraordinary circumstances applicable to the particular employee and documented in summary form, the City Manager may permit increases of one or more steps and may grant such increases in less than twelve months. However, each such increase shall not be automatic, but shall be based upon merit and shall be specifically recommended by the department head and approved by the City Manager; and provided further that all within-range adjustments are subject to the availability of funds as determined by the City Commission. Salary increases or decreases resulting from the adjustments of salary ranges in accordance with Section 175.03 shall not prevent within-range increases in accordance with this section. All employees on the City's payroll as of December 31, 1992, shall have their performance reviewed for the purpose of determining whether a within-range increase shall be granted nine months after their most recent performance evaluation, for the first such review after January 1, 1993. Thereafter, all subsequent reviews will follow at twelve-month intervals, as set forth in this paragraph (b).
(Ord. 92-398. Passed 12-28-92.)

175.05 TRANSFERS, PROMOTIONS AND DEMOTIONS.

When an employee is transferred, promoted or demoted, his/her rate of pay for the new position shall be determined as follows:

- (a) Transfers. An employee transferred, to another position in the same class shall continue to receive the same pay rate until he/she is promoted or demoted or until his/her rate is adjusted in accordance with the provisions of Sections 175.03 and 175.04.
- (b) Promotions. An employee promoted to a position in any class having a higher pay range shall receive a salary increase as follows:
 - (1) If his/her rate of pay in the lower class does not fall within the range of pay in the higher class, his/her rate of pay shall be increased to the minimum rate for the higher class.
 - (2) If his/her rate of pay in the lower class falls within the range of pay for the higher class, the employee shall be advanced to the next higher step.
 - (3) If the rate of pay of the employee in the lower class is higher than the maximum rate of pay in the higher class, he/she shall receive no salary increase on promotion.

- (4) If upon or after the promotion of any employee, the City Manager determines that the increase of compensation payable to such employee occasioned by such promotion is not sufficient to afford adequate compensation for any additional duties and responsibilities imposed as a result of such promotion, the City Manager may direct that such employee be advanced to the next higher step of the appropriate salary range.
- (c) **Demotions.** An employee demoted from a position in one class to another having a lower pay range shall receive a salary decrease of not less than one step. A one step decrease shall mean the following:
 - (1) If the rate of pay of the employee in a higher class is above the maximum salary for the lower class, his/her rate of pay shall be decreased to the maximum rate of the lower class, unless the decrease shall be less than one step, in which case his/her pay shall be reduced to the next lower step in the pay range.
 - (2) If the rate of pay of the employee in the higher class is within the pay range of the lower class, his/her rate of pay shall be decreased by one pay step.
(Ord. 90-688. Passed 12-18-90.)

175.06 SALARY DECREASES.

The City Manager for just causes may reduce the salary of an employee within the pay range prescribed for the class. Notice of intention to effect such a reduction in pay and the reasons for such action shall be given to the employee, and the department head, ten days prior to the effective date of the reduction.
(Ord. 90-688. Passed 12-18-90.)

175.07 PART-TIME EMPLOYEES.

All employees of the City who are hired on a part-time basis shall be paid hourly for the work performed for the City in accordance with the appropriate classification of the position to which the employee has been assigned and in proportion to the amount stated in the basic salary schedule.
(Ord. 90-688. Passed 12-18-90.)

175.08 CONFORMITY TO FEDERAL LAW.

Notwithstanding any provision of the Codified Ordinances of the City, the provisions of the United States Fair Labor Standards Act of 1938 as amended shall apply and control on matters, at minimum wages and overtime where such provisions are made applicable to the City by such Act.
(Ord. 90-688. Passed 12-18-90.)

175.09 COMPOSITION OF PLAN.

The Plan shall be comprised of:

- (a) An assembly into classes of positions which are of approximately equivalent difficulty and responsibility, which may be appropriately filled with persons possessing the same general qualifications, and for which equitable compensation can be paid under similar working conditions from the same pay range;
- (b) A class title, descriptive of the work of each class, which shall identify each class and which shall be coded by number for personnel control

- and payroll accounting purposes;
- (c) Written class specifications for each class of positions containing a description of the nature of the work and of the relative responsibility of the positions in the class, examples of work which are illustrative of the duties of the positions assigned to the class, requirements of work in terms of knowledge, abilities and skills necessary for the performance of the work, and a statement of experience and training desirable for recruitment into the class; and
 - (d) An allocation list showing the class title of each position in the City service, as identified by the name of the employee holding such position. The Plan shall be set up to reflect positions by major groupings of allied positions such as clerical, administrative, fiscal, engineering and technical; and each grouping shall have an identifying code number bracket.
(Ord. 90-688. Passed 12-18-90.)

175.10 CLASS TITLE.

Class titles or designated code symbols, shall be used in all personnel, accounting, budgeting payroll, appropriation and financial records. No person shall be appointed to, or employed in a position in the City under a title not included in the Plan. Titles used in the course of departmental routine to indicate level of authority or administrative rank may continue to be used for such purposes.
(Ord. 90-688. Passed 12-18-90.)

175.11 CLASS SPECIFICATIONS.

The specifications of the classes of positions in the Plan and their various parts shall be used as a guide in the classification of positions and have the following force and effect:

- (a) The specifications are descriptive and not restrictive. They are intended to indicate the kinds of positions that are allocated to the several classes, as determined by their duties and responsibilities, and shall not be construed as declaring to any extent, or in any way, what the minimum or maximum duties or responsibilities of any position shall be, or as limiting or in any way modifying the power of any appointing authority or administrative officer to assign, direct and control the work of employees under his supervision. The use of particular expression or illustration shall not be held to exclude others not mentioned that are of similar kind and quality;
- (b) In determining the class to which any position should be allocated, the specification of each class shall be considered as a whole. Consideration shall be given to the duties, specific tasks, responsibilities, qualification requirements and relationships to other classes as together affording a statement of the employment that the class is intended to embrace;
- (c) Qualifications commonly required of all incumbents of the different classes, such as acceptable physical condition, freedom from disabling defects, United States citizenship, suitable age, honesty, sobriety and industry shall be deemed to be implied as qualification requirements for entrance to each class even though they may not be specifically mentioned in the specifications.
(Ord. 90-688. Passed 12-18-90.)

175.12 USE OF PLAN.

The Plan shall be used:

- (a) In preparing public announcements of examinations or vacancies;
- (b) As a guide in preparing examinations which may be used to appraise the qualifications of applicants for work in specific classes;
- (c) In determining promotional sequence and developing employee training programs;
- (d) In determining salaries to be paid for various types of work and establishing and maintaining an equitable compensation plan;
- (e) In determining personal service items in the budgets for the various organizational units of the City government;
- (f) In providing uniform job terminology which is clearly understandable to City officers, employees and the general public; and
- (g) In setting up appropriate employment lists from which personnel may be certified to fill vacancies.

(Ord. 90-688. Passed 12-18-90.)

175.13 MAINTENANCE OF PLAN.

The City Manager shall be responsible for the proper maintenance of the Plan so that it shall reflect continuously on a current basis, the duties being performed by each employee in the City and the class to which each position is allocated.

The City Manager shall make necessary amendments to the Plan, including the addition of required new classes, revision of existing classes and deletion of obsolete classes. Changes and reallocations within the Plan shall be made as follows:

- (a) The City Manager shall analyze or cause to be analyzed the duties and responsibilities to be assumed by incumbents of proposed new positions and using such appraisal as a basis, assign the position to the appropriate class within the Plan if such class already exists. A new class specification shall be prepared to cover each additional new position which is created and for which the Plan does not provide a satisfactory job description;
- (b) Changes in the duties and responsibilities of a position involving either the addition, reduction or modification of assignments shall be reported to the City Manager by the department head concerned. If the changes are determined to be permanent and are sufficiently significant to justify reallocation to a different classification, the City Manager shall assign the position to the class which is appropriate under the modified circumstances; provided, however, that the effective date of such different classification may, at the option of the City Manager, be made retroactive up to the time when such change in duties and responsibilities of the position effected was reported to him;
- (c) The City Manager shall periodically review or cause to be reviewed, the classification of positions and audit duties and responsibilities and on the basis of his appraisal, make such changes as are necessary to keep the Plan up to date and in step with current conditions.

Reallocations of positions under the provisions of this section shall be the responsibility of the City Manager, but he shall give due consideration to the recommendations of the administrative officials concerned.

(Ord. 90-688. Passed 12-18-90.)

175.14 ALLOCATION APPEALS.

If an employee believes his position has been improperly allocated or reallocated to a class, he may appeal to a Review Panel consisting of the Finance Director, City Manager and Law Director, or their designees. Department heads shall also have the right to appeal any changes made to the Compensation Plan which affect their department. The procedure for such appeals shall be as follows:

- (a) A written appeal shall be prepared in duplicate on forms provided by the City Manager;
- (b) The appeal shall set forth the reasons therefor;
- (c) The appellant shall file the original of the appeal with the City Manager and the copy with the Law Director;
- (d) The Review Panel shall consider all such appeals and shall provide reasonable opportunity for each appellant to be heard;
- (e) The Review Panel shall notify, in writing, the appellant of its decision. Any decision of the Review Panel, under this provision, which allocates a position of an employee to a different class in the Employee Classification Plan shall be retroactive to the date the appeal was filed.
(Ord. 90-688. Passed 12-18-90.)