

RESOLUTION NO. 56-2015

Establishing the Compensation Plan, Assigning Compensation Levels for Positions in the Classified Service, Adopting Class Specifications, Providing for Normal Work Weeks, and Repealing Resolution No. 54-2014.

WHEREAS, Section 139.05 of the Codified Ordinances of the City of Worthington provides for submission of a Compensation Plan to Council by the City Manager; and,

WHEREAS, it has been deemed necessary and proper that a revised Compensation Plan for Classified Personnel be considered; and,

WHEREAS, Council has fully considered such revised Compensation Plan; and,

WHEREAS, Council may approve said Compensation Plan or otherwise prescribe compensation policy by resolution;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the annual, bi-weekly, and hourly rates of compensation as indicated on the Compensation Plan which is attached hereto and made a part hereof, shall be the plan of compensation for all positions in the Classified Service of the City. Said plan shall be identified by the number of this resolution. Salary rates shall be identified by the number of this resolution. Salary rates are based on twenty-six (26) pay periods each year. In converting from annual to hourly rates for part-time service, full time service shall be considered as 2080 hours per year except for part-time firefighters. Full time service for 56-hour employees of the Worthington Division of Fire shall be considered as 2,756 hours per year.

SECTION 2. That the normal workweek for full time employees shall be forty (40) hours except for the Division of Fire and Emergency Medical Services where the normal workweek shall be 56 hours for Captains, Lieutenants, Firefighters, and Firefighter/Paramedics.

SECTION 3. Positions in the Classified Service are hereby assigned to the following ranges of the Compensation Plan.

| Classified <u>Position</u> | Class Specification | <u>Range</u> |
|-------------------------------|------------------------|--------------|
| | <u>No.</u> | |
| Police Chief | 122 | 36 |
| Fire Chief | 180 | 36 |
| Police Captain | 123 | 34 |
| Assistant Chief | 182 | 33 |
| Police Lieutenant | 124 | 32 |

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| Classified <u>Position</u> | Class Specification <u>No.</u> | <u>Range</u> |
|--|--------------------------------------|--------------|
| Fire Captain | 183 | 30A |
| Fire Lieutenant | 184 | 29A |
| Fire Inspector Lieutenant | 184a | 29B |
| Police Sergeant | 125 | 27 |
| Recreation Superintendent | 111 | 26 |
| Maintenance Superintendent | 151 | 26 |
| Assistant Building Inspector | 145 | 24 |
| Assistant City Engineer | 144 | 24 |
| Fleet Manager | 148 | 24 |
| Police Detective | 127 | 20A |
| Police Officer | 129 | 20A |
| Part-Time Court Liaison | 130 | 20B |
| Finance Assistant | 64 | 20 |
| Senior Center Manager | 168 | 20 |
| Mechanic | 162 | 20 |
| Planning Coordinator | 164 | 20 |
| Parks Manager | 166 | 20 |
| Firefighter | 186 | 19A |
| Firefighter/Paramedic | 188 | 19A |
| Fire Inspector/Prevention Officer | 196 | 19B |
| Maintenance Supervisor | 152 | 19 |
| Systems Administrator | 237 | 19 |
| Building Maintenance Technician | 214 | 19 |
| Operations Support Manager | 239 | 19 |
| Parks Supervisor | 104 | 19 |
| GIS Manager | 222 | 18 |
| Field Inspector/Building and Zoning | 146 | 17 |
| Field Inspector | 191 | 17 |
| Marketing and Outreach Supervisor | 232 | 17 |
| Recreation Supervisor- General | 113 | 17 |
| Recreation Supervisor - Aquatics | 207 | 17 |
| Recreation Supervisor - Fitness | 210 | 17 |
| Recreation Supervisor - Senior Fitness | 224 | 17 |
| Recreation Supervisor – Pre-School | 233 | 17 |
| Recreation Supervisor - Senior | 234 | 17 |
| Traffic Signal Technician | 154 | 17 |
| City Clerk | 44 | 16 |
| Part-Time Finance Specialist | 219 | 16 |
| Fleet Maintenance Technician | 192 | 16 |
| Maintenance Technician | 157 | 15 |
| Parks Technician | 105 | 15 |

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| <u>Classified Position</u> | <u>Class Specification No.</u> | <u>Range</u> |
|--|--|--------------|
| Animal Warden | 133 | 15 |
| Aquatics Assistant | 208 | 15 |
| Project Supervisor | 212 | 15 |
| IT Technician | 205 | 15 |
| Building Maintenance Assistant | 225 | 15 |
| Communication Technician | 190 | 14 |
| Building Custodian II | 153a | 14 |
| Finance Analyst | 70 | 14 |
| Finance /Personnel Analyst | 69 | 14 |
| Secretary | 135 | 12 |
| Customer Service Coordinator | 213 | 12 |
| Marketing and Outreach Coordinator | 231 | 12 |
| Parks & Recreation Custodian | 215 | 12 |
| Assistant City Clerk | 203 | 12 |
| Paralegal | 227 | 12 |
| Permit Clerk | 230 | 12 |
| Part-Time Communications Specialist | 238 | 11 |
| Part-Time Secretary | 136 | 10 |
| Part-Time Code Enforcement Officer | 240 | 10 |
| Part-Time Deputy Court Clerk | 53 | 10 |
| Building Custodian | 153 | 9 |
| Crossing Guards | 134 | 1T |
| Seasonal Workers | 158 | 2T |
| Summer Programs Coordinator | 193 | 3T |
| Summer Specialist | 197 | 4T |
| Summer Leader II | 108 | 5T |
| Summer Leader I | 110 | 6T |
| Part-Time Custodian | 156 | 7T |
| Part-Time Parks & Recreation Custodian | 216 | 7T |
| Student Intern | 143,194,195 | 8T |
| Part-Time Firefighter | 186,188 | 9T |
| Part-Time Support Staff | 199 | 1P |
| Part-Time Lifeguard | 209 | 1P/2P/3P |
| Part-Time Fitness Attendant | 211 | 1P |
| Part-Time Customer Service Staff | 204 | 1P/2P |
| Part-Time Child Care Attendant | 218 | 1P |
| Dispatching Attendant | 221 | 1P |
| Part-Time General Instructor | 200 | 2P |
| Part-Time Child Care Coordinator | 217 | 2P |

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| <u>Classified Position</u> | <u>Class Specification No.</u> | <u>Range</u> |
|--------------------------------|--|--------------|
| Part-Time Specialized Staff | 201 | 3P |
| Part-Time Specialized Staff II | 241 | 4P |
| Junior Leader | 220 | 5P |

Special Compensation Rates:

Building Official - Compensation at the rate of \$60.00 per hour.

SECTION 4. On and after January 1, 2016, all employees will receive compensation at the range and step within that range as reflected in this resolution and the attached compensation plan.

SECTION 5. Annual step rate increases for regular employees may, when properly recommended by procedures established by Administrative Regulation 2.2, be granted on the current merit increase anniversary date or the anniversary date of the most recent promotion.

SECTION 6. All new employees shall remain for a period of one year in the step and range at which they were hired. This one-year period shall be the probationary period.

SECTION 7. No newly hired employee shall be given a probationary or provisional appointment at a starting rate in excess of Step B of the appropriate range to which said new employee is assigned. Exception to this section will be by Council resolution only, upon request of the City Manager.

SECTION 8. Class specifications for these Classified Positions are as in the Master List retained in the Personnel Office and are hereby reaffirmed.

SECTION 9. Hourly rated employees shall be assigned to the step within the new range prescribed by this resolution, which is nearest their current pay rate.

SECTION 10. Part-time and Seasonal employees may be advanced to the next step of the appropriate salary range upon recommendation of the Department Head/Division Chief and upon approval of the Personnel Director and City Manager. Any such recommendation must include regular performance evaluations. In no event shall an employee advance more than one (1) step during the calendar year.

SECTION 11. Part-time Lifeguards designated as a Special Event Lifeguard for a specific event shall be compensated at pay range 3P.

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SECTION 12. Part-time staff designated as private swim instructor or corporate fitness instructor shall be compensated at \$30.00 per hour as assigned for these specific duties.

SECTION 13. There shall be a Review Board consisting of the City Manager, Director of Finance, and the President of City Council, whose duty it shall be to review questioned cases of transfers from the existing compensation plan to the compensation plan in this resolution.

SECTION 14. The pay range assigned to this resolution shall be effective on January 1, 2016, and replaces all prior legislation relating to compensation of City Employees in the Classified Service.

SECTION 15. That Resolution No.54-2014, as Amended, be and the same is hereby repealed.

Adopted December 7, 2015

/s/ Bonnie D. Michael
President of Council

Attest:

/s/ D. Kay Thress
Clerk of Council

2016 PROPOSED COMPENSATION PLAN

| Range | Period | Step A | Step B | Step C | Step D |
|-------|----------|-----------|-----------|-----------|-----------|
| 9 | Hourly | 19.18 | 20.73 | 22.33 | 24.14 |
| | Biweekly | 1,534.23 | 1,658.23 | 1,786.04 | 1,931.45 |
| | Annual | 39,890.00 | 43,114.02 | 46,437.12 | 50,217.72 |
| 10 | Hourly | 19.95 | 21.55 | 23.31 | 25.17 |
| | Biweekly | 1,595.86 | 1,724.03 | 1,864.60 | 2,013.44 |
| | Annual | 41,492.47 | 44,824.83 | 48,479.62 | 52,349.35 |
| 11 | Hourly | 20.73 | 22.41 | 24.14 | 26.10 |
| | Biweekly | 1,658.23 | 1,792.74 | 1,931.45 | 2,087.85 |
| | Annual | 43,114.02 | 46,611.21 | 50,217.72 | 54,284.16 |
| 12 | Hourly | 21.55 | 23.31 | 25.17 | 27.14 |
| | Biweekly | 1,724.03 | 1,864.60 | 2,013.44 | 2,171.04 |
| | Annual | 44,824.83 | 48,479.62 | 52,349.35 | 56,447.09 |
| 13 | Hourly | 22.49 | 24.30 | 26.22 | 28.32 |
| | Biweekly | 1,799.04 | 1,944.06 | 2,097.48 | 2,265.63 |
| | Annual | 46,775.10 | 50,545.59 | 54,534.54 | 58,906.41 |
| 14 | Hourly | 23.31 | 24.30 | 26.22 | 29.30 |
| | Biweekly | 1,864.60 | 1,944.06 | 2,097.48 | 2,344.18 |
| | Annual | 48,479.62 | 50,545.59 | 54,534.54 | 60,948.80 |
| 15 | Hourly | 24.14 | 26.10 | 28.17 | 30.40 |
| | Biweekly | 1,931.45 | 2,087.85 | 2,253.23 | 2,431.65 |
| | Annual | 50,217.70 | 54,284.16 | 58,584.00 | 63,222.94 |
| 16 | Hourly | 25.17 | 27.14 | 29.30 | 31.68 |
| | Biweekly | 2,013.44 | 2,171.04 | 2,344.18 | 2,534.37 |
| | Annual | 52,349.35 | 56,447.09 | 60,948.80 | 65,893.73 |
| 17 | Hourly | 26.10 | 28.17 | 30.40 | 32.89 |
| | Biweekly | 2,087.85 | 2,253.23 | 2,431.65 | 2,631.31 |
| | Annual | 54,284.16 | 58,584.00 | 63,222.94 | 68,414.10 |
| 17A | Hourly | 31.51 | 33.16 | | |
| | Biweekly | 2,521.19 | 2,652.73 | | |
| | Annual | 65,551.03 | 68,971.07 | | |

2016 PROPOSED COMPENSATION PLAN

| <u>Range</u> | <u>Period</u> | <u>Step A</u> | <u>Step B</u> | <u>Step C</u> | <u>Step D</u> |
|--------------|---------------|---------------|---------------|---------------|---------------|
| 18 | Hourly | 27.14 | 29.20 | 31.68 | 34.16 |
| | Biweekly | 2,171.04 | 2,335.70 | 2,534.37 | 2,732.82 |
| | Annual | 56,447.09 | 60,728.18 | 65,893.73 | 71,053.19 |
| 19 | Hourly | 28.17 | 30.40 | 32.89 | 35.50 |
| | Biweekly | 2,253.23 | 2,431.65 | 2,631.31 | 2,840.31 |
| | Annual | 58,584.00 | 63,222.94 | 68,414.10 | 73,848.02 |
| 19A | Hourly | 19.69 | 22.89 | 24.65 | 26.50 |
| | Biweekly | 2,086.65 | 2,426.39 | 2,613.25 | 2,809.32 |
| | Annual | 54,252.88 | 63,086.11 | 67,944.44 | 73,042.38 |
| 19B | Hourly | 26.08 | 30.33 | 32.67 | 35.12 |
| | Biweekly | 2,086.65 | 2,426.39 | 2,613.25 | 2,809.32 |
| | Annual | 54,252.88 | 63,086.11 | 67,944.44 | 73,042.38 |
| 20 | Hourly | 28.32 | 30.54 | 33.02 | 37.11 |
| | Biweekly | 2,265.63 | 2,443.41 | 2,641.86 | 2,968.48 |
| | Annual | 58,906.41 | 63,528.64 | 68,688.35 | 77,180.53 |
| 20A | Hourly | 26.7053 | 31.6493 | 34.0530 | 39.9870 |
| | Biweekly | 2,136.43 | 2,531.94 | 2,724.24 | 3,198.96 |
| | Annual | 55,547.11 | 65,830.45 | 70,830.29 | 83,173.03 |
| 20B | Hourly | 26.6294 | 27.8694 | | |
| | Biweekly | 2,130.35 | 2,229.56 | | |
| | Annual | 55,389.11 | 57,968.45 | | |
| 21 | Hourly | 29.30 | 31.68 | 34.16 | 36.91 |
| | Biweekly | 2,344.18 | 2,534.37 | 2,732.81 | 2,952.87 |
| | Annual | 60,948.80 | 65,893.73 | 71,053.16 | 76,774.59 |
| 22 | Hourly | 30.97 | 33.02 | 35.68 | 38.51 |
| | Biweekly | 2,477.29 | 2,641.86 | 2,854.09 | 3,081.07 |
| | Annual | 64,409.51 | 68,688.35 | 74,206.35 | 80,107.85 |
| 23 | Hourly | 31.68 | 34.16 | 36.91 | 40.28 |
| | Biweekly | 2,534.37 | 2,732.82 | 2,952.87 | 3,222.42 |
| | Annual | 65,893.73 | 71,053.19 | 76,774.59 | 83,782.96 |
| 24 | Hourly | 32.89 | 35.50 | 38.36 | 41.40 |
| | Biweekly | 2,631.31 | 2,840.31 | 3,068.46 | 3,312.26 |
| | Annual | 68,414.10 | 73,848.02 | 79,779.99 | 86,118.69 |

2016 PROPOSED COMPENSATION PLAN

| Range | Period | Step A | Step B | Step C | Step D |
|-------|----------|-----------|-----------|------------|------------|
| 25 | Hourly | 34.16 | 36.91 | 39.90 | 43.06 |
| | Biweekly | 2,732.82 | 2,952.87 | 3,191.73 | 3,444.66 |
| | Annual | 71,053.19 | 76,774.59 | 82,985.04 | 89,561.27 |
| 26 | Hourly | 35.50 | 38.36 | 41.40 | 44.71 |
| | Biweekly | 2,840.31 | 3,068.46 | 3,312.26 | 3,577.07 |
| | Annual | 73,848.02 | 79,779.99 | 86,118.69 | 93,003.80 |
| 27 | Hourly | 42.4320 | 45.7015 | | |
| | Biweekly | 3,394.56 | 3,656.12 | | |
| | Annual | 88,258.57 | 95,059.02 | | |
| 28 | Hourly | 37.11 | 40.06 | 43.06 | 46.74 |
| | Biweekly | 2,968.48 | 3,205.07 | 3,444.66 | 3,738.90 |
| | Annual | 77,180.53 | 83,331.90 | 89,561.27 | 97,211.41 |
| 29 | Hourly | 38.36 | 41.40 | 44.71 | 48.29 |
| | Biweekly | 3,068.46 | 3,312.26 | 3,577.07 | 3,862.90 |
| | Annual | 79,779.99 | 86,118.69 | 93,003.80 | 100,435.35 |
| 29A | Hourly | 28.36 | 29.68 | | |
| | Biweekly | 3,005.87 | 3,146.44 | | |
| | Annual | 78,152.71 | 81,807.48 | | |
| 29B | Hourly | 37.57 | 39.33 | | |
| | Biweekly | 3,005.87 | 3,146.44 | | |
| | Annual | 78,152.71 | 81,807.48 | | |
| 30 | Hourly | 39.90 | 43.06 | 46.51 | 50.23 |
| | Biweekly | 3,191.73 | 3,444.66 | 3,720.93 | 4,018.61 |
| | Annual | 82,985.04 | 89,561.27 | 96,744.18 | 104,483.73 |
| 30A | Hourly | 30.87 | 32.65 | | |
| | Biweekly | 3,272.24 | 3,461.09 | | |
| | Annual | 85,078.20 | 89,988.21 | | |
| 31 | Hourly | 41.40 | 44.71 | 48.29 | 52.15 |
| | Biweekly | 3,312.26 | 3,577.07 | 3,862.90 | 4,171.85 |
| | Annual | 86,118.69 | 93,003.80 | 100,435.35 | 108,467.99 |

2016 PROPOSED COMPENSATION PLAN

| <u>Range</u> | <u>Period</u> | <u>Step A</u> | <u>Step B</u> | <u>Step C</u> | <u>Step D</u> |
|--------------|---------------|---------------|---------------|---------------|---------------|
| 31A | Hourly | 47.53 | 46.56 | 48.60 | |
| | Biweekly | 3,802.46 | 3,724.80 | 3,888.10 | |
| | Annual | 98,863.99 | 96,844.78 | 101,090.65 | |
| 32 | Hourly | 48.7959 | 50.6506 | | |
| | Biweekly | 3,903.67 | 4,052.05 | | |
| | Annual | 101,495.39 | 105,353.22 | | |
| 33 | Hourly | 45.87 | 48.63 | | |
| | Biweekly | 3,669.82 | 3,890.00 | | |
| | Annual | 95,415.27 | 101,140.11 | | |
| 34 | Hourly | 49.71 | 51.70 | | |
| | Biweekly | 3,977.16 | 4,136.20 | | |
| | Annual | 103,406.06 | 107,541.27 | | |
| 35 | Hourly | 50.08 | 54.08 | | |
| | Biweekly | 4,006.01 | 4,326.49 | | |
| | Annual | 104,156.28 | 112,488.78 | | |
| 36 | Hourly | 51.53 | 55.63 | | |
| | Biweekly | 4,122.41 | 4,450.46 | | |
| | Annual | 107,182.57 | 115,712.02 | | |
| 1T | Hourly | 14.38 | 16.06 | | |
| 2T | Hourly | 12.66 | 14.10 | | |
| 3T | Hourly | 19.02 | 19.87 | | |
| 4T | Hourly | 15.64 | 16.49 | | |
| 5T | Hourly | 13.96 | 14.78 | | |
| 6T | Hourly | 11.82 | 12.66 | | |
| 7T | Hourly | 13.10 | 14.52 | | |
| 8T | Hourly | 10.00 | 13.00 | | |
| 9T | Hourly | 13.96 | | | |

2016 PROPOSED COMPENSATION PLAN

| <u>Range</u> | <u>Period</u> | <u>Step A</u> | <u>Step B</u> | <u>Step C</u> | <u>Step D</u> |
|--------------|---------------|---------------|---------------|---------------|---------------|
| 1P | Hourly | 11.38 | 13.00 | 14.62 | |
| 2P | Hourly | 14.62 | 16.27 | 17.90 | |
| 3P | Hourly | 18.70 | 20.32 | 21.92 | |
| 4P | Hourly | 24.67 | 26.26 | 27.85 | 29.44 |
| 5P | Hourly | 8.10 | | | |