

ORDINANCE NO. 21-04

AN ORDINANCE AMENDING ORDINANCE NO. 20-73 ESTABLISHING THE PAY AND BENEFITS FOR VARIOUS PART-TIME AND INTERMITTENT, AND SEASONAL EMPLOYEES OF THE CITY OF DELAWARE AND DECLARING AN EMERGENCY.

WHEREAS, the City hires various part-time, intermittent/seasonal employees that can be divided into two classifications, to wit: permanent part-time and intermittent seasonal; and

WHEREAS, Section 155.09, Appointment Status, of the Codified Ordinances of the City of Delaware defines part-time employment, and Ordinance No. 18-111 established pay and benefits for various part-time employees of the City; and

WHEREAS, it is necessary to clarify the wages and benefits for each classification of part-time and intermittent/seasonal employees.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Delaware, State of Ohio:

SECTION 1. Ordinance No. 20-73 is hereby amended to read as follows:

A. Effective **FEBRUARY 9, 2021** permanent part-time employees shall receive the following wages and benefits:

1. Wages. Permanent part-time employees shall be paid on an hourly basis in accordance with the following table:

Pay Grade	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PT 1	10.00	10.40	10.82	11.25	11.70
PT2	12.00	12.48	12.98	13.50	14.04
PT3	14.79	15.36	16.00	16.64	17.28
PT4	15.55	16.17	16.77	17.49	18.19
PT5	17.91	18.63	19.38	20.16	20.96
PT6	20.75	21.40	22.05	22.74	23.41
PT7	23.70	24.40	25.05	25.81	26.57

<u>PAY GRADE</u>	<u>POSITION</u>
PT 1.....	Facility Maintenance Technician I
PT 2.....	Recreation Center Attendant
PT 3.....	Support Services Aide, Parking Control Officer
PT 4.....	Facility Maintenance Technician II Clerical Specialist, Records Clerk, Help-Desk Technician

PT 5.....Paralegal, Laborer
 PT 6.....Vacant
 PT 7.....Human Resource Coordinator

For permanent part-time positions not listed above, the wages shall be the entry-level pay rate reflected in the applicable pay plan for the equivalent permanent full-time position or a pay rate established by the city manager.

2. Benefits. Benefits for permanent part-time are as follows:
 - (a) Employees will accrue Universal Leave on a prorated basis of 4.6 hours for every eighty hours worked in a pay period.
 - (b) Upon termination of employment with the City, employees will not receive pay-out for any leave accumulated.
 - (c) If an employee becomes full time with the City, any accumulated Universal Leave will be added to the employee's sick leave balance.
 - (d) Employees are eligible for holiday pay if they work a major holiday which includes the following: Christmas, Labor Day, Memorial Day, July 4, New Year's Day and Thanksgiving. Holiday Pay is defined as one- and one-half times the employee's regular hourly rate.
 - (e) Permanent part-time employees will work fewer than 30 hours in any work week.
 - (f) The employee shall be responsible for payment of the employee contribution for the State of Ohio Retirement System.
 - (g) Employees shall receive a Parks and Recreation Credit to be applied to a Jack Florance Pool membership, City Golf Course membership or punch-card, or City rentals (shelters or Hilborn Room). The amount of the credit shall be \$60.00. Employees shall abide by the stipulations set forth by the managing organization both in definition and restrictions. This credit amount is fixed, regardless of changes in membership fees that may occur. Employees will also receive a 20% discount on all individual registrations for City recreation programs. Credits may not be used to purchase memberships or to secure rentals beyond the calendar year for which it is issued. Credits will not be re-issued if lost or stolen and must be surrendered at the time of registration/purchase. Credits are non-transferrable.

B. Effective December 23, 2020 permanent part-time firefighters shall be paid on an hourly basis in accordance with the following table:

PAY GRADE	POSITION	WAGE PER HOUR
PTFF1	Firefighter/EMT	14.07
PTFF2	Firefighter/Paramedic	16.23

1. Benefits. Benefits for permanent part-time firefighters are as follows:

- (a) Employees will accrue universal leave on a prorated basis of 3 hours for every forty-eight hours worked in a pay period.
- (b) Upon termination of employment with the city, employees will not receive pay-out for any leave accumulated.
- (c) If an employee becomes full time with the city, any accumulated universal leave will be added to the employee's sick leave balance.
- (d) Employees are eligible for holiday pay if they work a major holiday which includes the following: Christmas, Labor Day, Memorial Day, July 4, New Year's Day and Thanksgiving. Holiday pay is defined as one- and one-half times the employee's regular hourly rate.
- (e) The City will provide \$10,000 of life insurance.
- (f) Permanent part-time firefighters may not exceed 1500 hours worked in a calendar year.
- (g) Overtime shall be compensated at straight time rates for all hours in paid status, except that all hours in paid status in excess of 212 hours in any 28 day pay cycle shall be compensated for a rate of time and one half.
- (h) The employee will be responsible for payment of the employee contribution to their pension system.
- (g) Employees shall receive a Parks and Recreation Credit to be applied to a Jack Florance Pool membership, City Golf Course membership or punch-card, or City rentals (shelters or Hilborn Room). The amount of the credit shall be \$60.00. Employees shall abide by the stipulations set forth by the managing organization both in definition and restrictions. This credit amount is fixed, regardless of changes in membership fees that may occur. Employees will also receive a 20% discount on all individual registrations for City recreation programs. Credits may not be used to purchase memberships or to secure rentals beyond the calendar year for which it is issued. Credits will not be re-issued if lost or stolen and must be surrendered at the time of registration/purchase. Credits are non-transferrable.

C. Effective **FEBRUARY 9, 2021** intermittent part-time/seasonal employees shall receive the following wages and benefits:

- 1. Wages. Intermittent part-time/seasonal employees shall be paid on an hourly basis in accordance with the following table:

1. Wages. Intermittent part-time/seasonal employees shall be paid on an hourly basis in accordance with the following table:

Pay Grade	Position	Step 1	Step 2	Step 3
SL1	Cashier	\$ 10.00	\$ 10.50	\$ 11.00
SL2	Lifeguard	\$ 10.50	\$ 11.00	\$ 11.50
SL3	Laborer, Recreation Coordinator	\$ 12.21	\$ 13.27	\$ 14.33
SL4	Intern	\$ 12.21	\$ 14.33	\$ 16.45
SL5	Pool or Clubhouse Manager	\$ 14.85	\$ 15.91	\$ 16.97

For intermittent/seasonal positions not listed above, the wages shall be the entry-level pay rate reflected in the applicable pay plan for the equivalent permanent full-time position or a pay rate established by the City Manager.

2. Benefits. Intermittent /seasonal employees are not eligible for benefits, except the following:
 - (a) The employee shall be responsible for payment of the employee contribution for the State of Ohio Retirement System.

SECTION 2. Existing Ordinance No. 20-73 is hereby repealed.

SECTION 3. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

SECTION 4. EMERGENCY CLAUSE. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare of the City. The emergency clause is required to enact the changes effective on **FEBRUARY 9, 2021** and legislation is necessary in order to recruit for these positions and to process payroll changes. Therefore this Ordinance shall be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION:

YEAS 7 NAYS 0
 ABSTAIN 0

VOTE ON EMERGENCY CLAUSE:

YEAS 7 NAYS 0
 ABSTAIN 0

PASSED: February 8, 2021

YEAS 7 NAYS 0
ABSTAIN 0

ATTEST: Elaine McCoskey
CITY CLERK

Andy Kapczynski
MAYOR