

**MANAGEMENT COMPENSATION PLAN (MCP)
(ORDINANCE NO. 2713-2013, passed December 16, 2013)**

Amended by:

Ordinance No. 0731-2014, passed March 31, 2014

Amended by:

Ordinance No. 0963-2014, passed May 12, 2014

Amended by:

Ordinance No.1224-2014, passed June 16, 2014

Amended by:

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Amended by:

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Amended by:

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Amended by:

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Amended by:

Ordinance No. 0120-2016, passed January 25, 2016

Amended by:

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Amended by:

Ordinance No. 1068-2016, passed May 9, 2016

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Amended by:

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Amended by:

Ordinance No. 0592-2017, passed March 13, 2017

Amended by:

Ordinance No. 1598-2017, passed July 10, 2017

Amended by:

Ordinance No. 2123-2017, passed July 31, 2017

Amended by:

Ordinance No. 2183-2017, passed September 18, 2017

Amended by:

Ordinance No. 2990-2017, passed November 20, 2017

Amended by:

Ordinance No. 0704-2018, passed March 26, 2018

Amended by:

Ordinance No. 3113-2018, passed December 3, 2018

Amended by:

Ordinance No. 0658-2019, passed March 18, 2019

Amended by:

Ordinance No. 1435-2019, passed June 3, 2019

Amended by:

Ordinance No. 2076-2019, passed July 29, 2019

Amended by:

Ordinance No. 2935-2019, passed December 9, 2019

**ATTACHMENT TO ORDINANCE NO. 2713-2013
Management Compensation Plan**

SECTION 1. SHORT TITLE.

That this Ordinance shall be known as the “Management Compensation Plan (MCP).” The provisions herein shall become effective January 1, 2014, unless otherwise specified.

This Council does hereby direct that each of the following sections and subsections, including but not limited to Sections numbered A080 through W010 contained in Section 5, shall be considered separate and distinct sections for the purpose of this Ordinance.

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The following Table of Contents is intended for convenient use of and reference to this Management Compensation Plan and these sections and subsection headings do not constitute any part of the law contained herein.

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SECTION 3. DEFINITIONS.

“Active Service” – Being present and able to perform the duties to which an employee of the City of Columbus has been assigned.

“Appointing Authority” – An individual, officer, commission, agency, board or body having the power under the Charter or the Columbus City Codes of appointment to, or removal from, a position with the City.

“Calendar Week” – Seven (7) consecutive calendar days starting on Sunday and ending on Saturday.

“City” – City of Columbus, Ohio.

“Class or Classification” – A group of positions with the same descriptive title having similar duties and responsibilities and requiring similar qualifications and which can be distinguished from other groups of positions. There may be only one position in a particular class or classification.

“Compensatory Time” – Time off with pay for authorized overtime worked in lieu of salary or wages, calculated in accordance with Section 8 of this Ordinance.

“Continuous Service” – An employee’s length of service as a full-time employee of the City uninterrupted by a separation from City employment; provided, however, time in unpaid status and/or part-time status shall be deducted from length of service.

“Day” – A calendar day unless otherwise specified.

“Demotion” - A change to a classification which has a lower maximum rate of pay.

“Employee” – Any person employed by the City who is not a member of a bargaining unit or employed the Department of Health.

“Extended Illness” - An illness which lasts more than three (3) consecutive workdays, including the day on which the holiday is celebrated, of injury leave, sick leave and/or disability leave.

“Family” – A spouse, domestic partner provided the terms of Ordinance No. 1077-2010, as amended, are met, son, daughter, brother, sister, parent, grandparent, grandchild, father-in-law, mother-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepsister, stepbrother, stepson, stepdaughter, half-brother, half-sister, and legal guardian or other person who stands in the place of a parent. [Note: This definition does not apply to the Family and Medical Leave Act.]

“Full-time Employee” – An employee who is hired to perform duties for the City according to an established work schedule which includes not less than forty (40) hours per work week and contemplates fifty-two (52) work weeks per year. “Full-time Employee” includes employees on full-time limited appointments of one (1) year and employees who have been employed for more than one (1) year of consecutive full-time limited appointments.

“Gender” - Every pronoun includes corresponding pronouns of different genders or numbers or both, to the extent the context permits.

“Overtime” – The time during which an employee is on duty working for the City in excess of regularly scheduled hours of work as set forth in Section 8. Overtime applies only to that time authorized to be worked by an Appointing Authority in accordance with the provisions of this Ordinance.

“Paid Status” – Employment by the City in active service or authorized leave with pay.

“Part-time Employment” – Regularly works a schedule less than forty (40) hours per seven (7) consecutive days, for fifty-two (52) consecutive seven (7) day periods per annum.

“Payperiod” – A two (2) calendar week period beginning on a Sunday and ending on the second Saturday thereafter.

“Position” - Any office, employment or job calling for the performance of certain duties and the exercise of certain responsibilities by one individual. A position may be vacant, occupied part-time, or occupied full-time.

“Re-employment” – Taking a position with the City following a break in continuous service.

“Resignation” – The voluntary termination of employment of an employee, or absence without leave for five (5) consecutive workdays.

“Retirement” – Separation from City service which is not caused by resignation, layoff or discharge, with application for retirement benefits approved by the Ohio Public Employees Retirement System (OPERS).

“Seasonal Employees” – Employees who work a certain regular season or period of the year performing some work or activity limited to that season and either (a) average in the aggregate less than 500 hours in the previous year; or (b) less than 60% who worked one (1) year and returned the next.

“Separation from City Employment” – A termination of the employer-employee relationship and includes resignation, retirement, discharge for cause, layoff and certification termination resulting from the establishment of an eligible list. A layoff or certification termination, of thirty-five (35) days or less, or resignation to immediately accept another position in the employ of the City, shall not be considered a separation from City employment.

“Shift” – The employee’s regular work period, with the early morning shift hereinafter referred to as the first shift, the late afternoon shift hereinafter referred to as the second shift, and the late evening shift hereinafter referred to as the third shift.

“Temporary Appointment” - The definition of temporary appointment as it appears in the Charter of the City of Columbus and related Civil Service Rules and Regulations.

“Total City Service” – An employee’s length of service in the full-time employment of the City in active service or paid status. Non-consecutive periods of City service are included.

“Unpaid Status” - Time an employee is on suspension, on leave without pay or is absent without leave. Leave without pay status resulting from either injury received in the line of duty, approved disability coverage, or approved activities related to City-employee relations shall not be considered to be unpaid status.

“Workday” - A regularly scheduled working time assigned by the Appointing Authority in any twenty-four (24) hour period beginning at the regularly scheduled starting work time.

“Workweek” - Forty (40) hours of work in a regularly recurring period of seven (7) consecutive twenty-four (24) hour days during the period starting 12:01 a.m. Sunday to midnight the ensuing Sunday.

SECTION 4. COMPENSATION PLAN.

- (A) Pay Grades and Rates of Pay. The following grades, pay ranges and variable hourly rates are hereby established as the “Compensation Plan” for employees covered by the MCP. These grades, pay ranges and variable hourly rates shall be applied to the classifications as set forth in Section 5 of this MCP, except as otherwise set forth in those Sections.

(B) Pay Plan.

Pay Grade	Entry	2nd Quartile	Market	4th Quartile	Max
100	71.83 149,406	83.80 174,304	95.77 199,202	107.74 224,099	119.71 248,997
99	63.43 131,934	74.01 153,941	84.59 175,937	95.16 197,933	105.74 219,939
98	56.05 116,584	65.39 136,011	74.73 155,438	84.07 174,866	93.41 194,293
97	49.52 103,002	57.77 120,162	66.02 137,322	74.27 154,482	82.52 171,642
96	46.67 97,074	52.50 109,200	58.33 121,316	64.15 133,432	69.98 145,558
95	41.21 85,717	46.37 96,450	51.53 107,172	56.68 117,894	61.84 128,627
94	36.41 75,733	40.96 85,197	45.52 94,671	50.07 104,146	54.62 113,610
93	32.43 67,454	36.49 75,899	40.55 84,344	44.61 92,789	48.67 101,234
92	29.15 60,632	32.79 68,203	36.43 75,774	40.07 83,346	43.71 90,917
91	26.46 55,037	29.77 61,922	33.08 68,796	36.38 75,670	39.69 82,555
90	23.72 49,338	26.68 55,494	29.65 61,662	32.61 67,829	35.57 73,986
89	21.20 44,096	23.85 49,608	26.50 55,120	29.15 60,632	31.80 66,144
88	19.03 39,582	21.41 44,533	23.78 49,462	26.16 54,413	28.53 59,342
87	17.27 35,922	19.43 40,414	21.60 44,918	23.76 49,421	25.92 53,914
86	15.75 32,760	17.72 36,858	19.70 40,966	21.67 45,074	23.64 49,171

- (C) Pay Plan For Bargaining Unit Exempt Classifications. The following pay plan is to be used for employees in AFSCME 1632 bargaining unit classifications who are not in the bargaining unit for reasons described in Section 5(C) of this Ordinance.

Grade	Hourly			Bi-Weekly			Annual		
5	12.87	-	17.53	1,030	-	1,402	26,770	-	36,462
6	14.46	-	19.28	1,157	-	1,542	30,077	-	40,102
7	14.76	-	19.52	1,181	-	1,562	30,701	-	40,602
8	15.01	-	19.80	1,201	-	1,584	31,221	-	41,184
9	15.25	-	20.06	1,220	-	1,605	31,720	-	41,725
10	15.60	-	20.37	1,248	-	1,630	32,448	-	42,370
11	15.84	-	20.73	1,267	-	1,658	32,947	-	43,118
12	16.20	-	21.04	1,296	-	1,683	33,696	-	43,763
13	16.97	-	21.92	1,358	-	1,754	35,298	-	45,594
14	17.36	-	22.16	1,389	-	1,773	36,109	-	46,093
15	17.72	-	22.64	1,418	-	1,811	36,858	-	47,091
16	18.16	-	23.19	1,453	-	1,855	37,773	-	48,235
17	18.60	-	23.51	1,488	-	1,881	38,688	-	48,901
18	19.85	-	24.86	1,588	-	1,989	41,288	-	51,709
19	20.41	-	25.51	1,633	-	2,041	42,453	-	53,061
20	20.91	-	25.95	1,673	-	2,076	43,493	-	53,976
21	21.41	-	26.50	1,713	-	2,120	44,533	-	55,120
22	21.75	-	26.95	1,740	-	2,156	45,240	-	56,056
23	22.30	-	27.53	1,784	-	2,202	46,384	-	57,262
24	22.92	-	28.07	1,834	-	2,246	47,674	-	58,386
25	23.60	-	28.80	1,888	-	2,304	49,088	-	59,904
26	24.26	-	29.48	1,941	-	2,358	50,461	-	61,318
27	24.91	-	30.18	1,993	-	2,414	51,813	-	62,774
28	25.59	-	30.93	2,047	-	2,474	53,227	-	64,334
29	26.27	-	31.63	2,102	-	2,530	54,642	-	65,790
30	27.02	-	37.16	2,162	-	2,973	56,202	-	77,293
31	30.84	-	38.51	2,467	-	3,081	64,147	-	80,101
32	32.83	-	40.84	2,626	-	3,267	68,286	-	84,947
33	34.17	-	42.40	2,734	-	3,392	71,074	-	88,192
34	35.56	-	44.00	2,845 ¹¹	-	3,520	73,965	-	91,520

- (D) Pay Plan for Bargaining Unit Exempt Classifications. The following pay plan is to be used for employees in CWA 4502 bargaining unit classifications who are not in the bargaining unit for reasons described in Section 5(C) of this Ordinance.

Pay Grade	Entry	2nd Quartile	Market	4th Quartile	Maximum
60	43.80	49.27	54.73	60.20	65.67
	\$91,083	\$102,482	\$113,843	\$125,216	\$136,602
59	39.09	43.98	48.86	53.75	58.63
	\$81,306	\$91,478	\$101,633	\$111,800	\$121,959
58	34.91	39.26	43.61	47.98	52.35
	\$72,605	\$81,661	\$90,709	\$99,798	\$108,884
57	31.17	35.06	38.95	42.85	46.75
	\$64,839	\$72,925	\$81,025	\$89,128	\$97,235
56	27.81	31.29	34.76	38.25	41.73
	\$57,845	\$65,083	\$72,301	\$79,560	\$86,803
55	24.82	27.93	31.04	34.13	37.22
	\$51,647	\$58,094	\$64,558	\$70,990	\$77,423
54	22.18	24.95	27.72	30.50	33.27
	\$46,127	\$51,896	\$57,658	\$63,440	\$69,190
53	19.81	22.29	24.76	27.24	29.72
	\$41,191	\$46,363	\$51,506	\$56,659	\$61,822
52	18.00	20.25	22.50	24.77	27.03
	\$37,449	\$42,120	\$46,781	\$51,522	\$56,208
51	16.37	18.44	20.50	22.54	24.58
	\$34,034	\$38,355	\$42,618	\$46,883	\$51,109
50	15.02	16.90	18.78	20.65	22.51
	\$31,242	\$35,152	\$39,062	\$42,952	\$46,821

- (E) Employee's Contribution to O.P.E.R.S. For full-time non-seasonal and part-time employees hired prior to January 1, 2010, that portion of an employee's contribution made to the Ohio Public Employees Retirement System (O.P.E.R.S) equal to four percent (4%) of the employee's earned compensation shall be picked up (assumed and paid) on behalf of the employee, and in lieu of payment by the employee, by the City of Columbus. The provisions of this paragraph shall apply uniformly to full-time non-seasonal and part-time employees and no such employee shall have the option to elect a wage increase or other benefit in lieu of the payment provided for herein. The four percent (4%) rate stated herein will decrease according to the following table on the first day of the seventh (7th) payperiod for each of the succeeding years until it reaches zero percent (0%). Any remaining portion of the employee contribution shall be paid by the employee.

The term "earned compensation" shall mean any and all monies earned by an employee from the City of Columbus, for which there is a pension contribution.

Salary Reduction Employer Pick-up means the employee pays the retirement contributions and the employee's contributions are tax deferred. Fringe Benefit Employer Pickup means the employer pays the retirement contributions. Both types of pick-up are used in this Section 4(D).

For all employees hired prior to January 1, 2010:

Effective Date	Fringe Benefit	Salary Reduction
Payperiod 7, 2015	4%	6%
Payperiod 7, 2016	3%	7%
Payperiod 7, 2017	2%	8%
Payperiod 7, 2018	1%	9%
Payperiod 7, 2019	0%	10%

Any remaining portion of the employee contribution shall be paid by the employee. This contribution is a salary reduction employer pick-up and is tax deferred.

All full-time non-seasonal employees and part-time employees hired on or after January 1, 2010, will be responsible for paying the full employee contribution of ten percent (10%). Specifically, the provisions of Section 4(D) shall not apply to any employee hired (first day of employment) by the City on or after January 1, 2010, into a classification covered by the Management Compensation Plan; and such employee will be responsible for paying the full employee contribution to the Ohio Public Employees Retirement System. Transfers within the City and employment status changes (without a break in service) are exceptions to this provision. This contribution is a salary reduction employer pick-up and is tax deferred.

The City shall, in reporting and making remittances to the Ohio Public Employee Retirement System, report that each employee's contribution has been made as provided by statute and separate ordinances as required and as passed by City Council. If, at any time, the Ohio Public Employee Retirement System reduces the

employee contribution to an amount less than ten percent (10%), the City's obligation shall be reduced accordingly with no further requirement to adjust employees' compensation.

The City hereby declares that any sum paid hereunder by the City on behalf of an employee, of the employee's earned compensation, is not to be considered additional salary or wages and shall not be treated as increased compensation. For purposes of computing the employee's earnings or basis of his/her contribution to the O.P.E.R.S, the amount paid by the City on behalf of an employee as a portion of his/her statutory obligation is intended to be and shall be considered as having been paid by the employee in fulfillment of his/her statutory obligation.

All full-time employees hired on or after January 1, 2010, will be responsible for paying the full employee contribution of ten percent (10%). Specifically, the provisions of Section 4(D) shall not apply to any employee hired (first day of employment) by the City on or after January 1, 2010, into a classification covered by the Management Compensation Plan; and such employee will be responsible for paying the full employee contribution to the Ohio Public Employees Retirement System. Transfers within the City and employment status changes (without a break in service) are exceptions to this provision. This contribution is a salary reduction employer pick-up and is tax deferred.

- (F) Hours of Work. The foregoing pay ranges and hourly rates of pay as well as any annual salaries established herein shall be based upon a forty (40) hour workweek.
- (G) Pay Period. The payperiod under this MCP shall be two calendar weeks in length. Employees whose pay is provided for hereunder shall be paid on a bi-weekly basis, except where this would be in conflict with other official regulatory provisions.

SECTION 5. CLASSIFICATIONS AND ASSIGNED RATES OF PAY.

- (A) Titles Defined. The meanings of the class titles used herein shall be defined by specifications contained in the Position Classification Plan, an official copy of which shall be maintained by the offices of the Civil Service Commission.
- (B) Rates of Pay Applied to Classes. There are hereby established for each class of positions a grade, pay range or hourly rates as set forth below in Section 5 of this MCP and these grades, pay ranges, and hourly rates shall be used for payroll purposes and other personnel transactions. Those class titles designated (U) and (E) are reserved for the unclassified service as established in Charter Section 148(1). All other class titles are reserved for the classified service.
- (C) Part-time, Seasonal, Temporary and Confidential Employees. Any part-time (averaging less than twenty hours per week), temporary, seasonal, or confidential employees in classifications listed in Appendix A of the collective bargaining contract between the City of Columbus and the American Federation of State, County and Municipal Employees (AFSCME), Local 1632, or in Appendix B of the collective bargaining contract between the City of Columbus and the Communications Workers of America (CWA), Local 4502, will be covered by this Management Compensation Plan. Further, the classifications listed in Appendix A

of the AFSCME collective bargaining contract and Appendix B of the CWA collective bargaining contract may be used for employees who do not meet the definition of a public employee pursuant to Section 4117.01 of the Ohio Revised Code, or who are (1) employees of the Human Resources Department; (2) employees of the Civil Service Commission; (3) confidential secretaries of the Appointing Authorities; (4) employees working less than 1040 hours per calendar year; or (5) employees in temporary status as defined by the Civil Service Commission.

(D) Overtime Eligible Classifications:

Ord. Sec.	Job Code	Class Title	Pay Grade
A000	3005	911 Emergency Communications Specialist	92
A083	0773	Administrative Secretary*	89
A090	0820	Administrative Secretary (U)*	88
A145	3033	Airworthiness Specialist	90
A183	1561	Alcohol and Drug Abuse Prevention Coordinator	89
A217	0654	Assistant Auditor I (U)	89
D388	0806	Diversity and Inclusion Specialist I	90
E209	0106	Executive Assistant I (U)	92
E222	0822	Executive Secretary I (U)	88
E223	0823	Executive Secretary II (U)	89
H080	0854	Human Resources Representative*	88
L086	1988	Law Clerk (U)	\$10.85/hour to \$16.27/hour
L090	1989	Legal Intern (U)	86
L119	0501	Legislative Assistant I (U)	88
L121	0502	Legislative Assistant II (U)	89
O018	0409	Office Assistant III*	89
O025	1240	Office Manager*	90
P106	1266	Payroll Specialist	89
S013	1718	Safety Manager*	91
S290	0781	Student Intern I	\$8.5570/hour to \$11.00/hour
S295	0782	Student Intern II	\$8.5570/hour to \$14.45/hour
S296	0788	Student Intern III	\$10.00/hour to \$15.30/hour

(E) Overtime Exempt Classifications:

Ord.	Job	Sec. Code Class Title	Pay Grade
A114	0873	Aging Programs Administrator	97
A115	0887	Aging Programs Assistant Administrator	94
A209	0588	Applications Manager	95
A218	0655	Assistant Auditor II (U)	91
A219	0656	Assistant Auditor III (U)	93
A222	0657	Assistant Auditor IV (U)	95
A220	0658	Assistant Auditor V (U)	96
A223	0176	Assistant Chief Building Official	94
A224	0055	Assistant Director (Asset Management) (U)	96
A226	0058	Assistant Director (Regulatory Compliance) (U)	95
A250	0060	Assistant Director (Sustainability) (U)	96
A225	1980	Attorney (U)	92
A227	0075	Assistant Director (Fiscal) (U)	95
A228	0093	Assistant Director (Parking Solutions) (U)	96
B051	0856	Budget Management Officer	95
B054	0857	Budget/Management Specialist	93
B057	0059	Building and Zoning Services Director (U)	99
B063	1773	Building Compliance Specialist	91
B067	3497	Building Maintenance Manager	92
B123	2000	Business Development Specialist*	91
B130	1252	Business Manager*	92
C044	3038	Canine Master Trainer	90
C069	2001	Chief of Administration to the City Attorney (U)	97
C070	0833	Chief of Staff to the City Council President (U)	98
C177	0177	Chief Building Official	96
C073	1052	Chief Plans Official	95
C101	0119	Chief Zoning Official	94

Ord. Sec.	Job Code	Class Title	Pay Grade
C180	0044	City Attorney (E)	\$172,750/year; (Eff. 1/1/17, \$177,500/year; Eff. 1/1/18, \$184,600/year; Eff. 1/1/19, \$184,600 +COLA/year; Eff. 1/1/20, \$184,600 as adjusted +COLA/year; Eff. 1/1/21, \$184,600 as adjusted +COLA/year)
C185	0043	City Auditor (E)	\$172,750/year; (Eff. 1/1/17, \$177,500/year; Eff. 1/1/18, \$184,600/year; Eff. 1/1/19, \$184,600 +COLA/year; Eff. 1/1/20, \$184,600 as adjusted +COLA/year; Eff. 1/1/21, \$184,600 as adjusted +COLA/year)
C210	0150	City Clerk (U)	97

Ord. Sec.	Job Code	Class Title	Pay Grade
C215	0400	City Council Member (E)	\$54,031/year; (Eff. 1/1/17, \$55,517/year; Eff. 1/1/18, \$57,738/year; Eff. 1/1/19, \$57,738 +COLA/year; Eff. 1/1/20, \$57,738 as adjusted +COLA/year; Eff. 1/1/21, \$57,738 as adjusted +COLA/year)
C220	0405	City Council President (E)	\$64,999/year; (Eff. 1/1/17, \$66,786/year; Eff. 1/1/18, \$69,458/year; Eff. 1/1/19, \$69,458 +COLA/year; Eff. 1/1/20, \$69,458 as adjusted +COLA/year; Eff. 1/1/21, \$69,458 as adjusted +COLA/year)
C260	0157	City Treasurer (U)	96
C263	0242	Citywide GIS Manager	95
C267	0282	Citywide Occupational Safety and Health Manager	95
C315	0217	Civil Service Commission Assistant Executive Director	95
C311	0216	Civil Service Commission Deputy Executive Director	96
C312	0010	Civil Service Commission Executive Director (U) (Secretary)	98
C314	0011	Civil Service Commission Member (U)	\$12,000/year
C320	0012	Civil Service Commission President (U)	\$14,000/year
C352	0154	Code Enforcement Division Administrator	96
C367	3673	Communication Systems Coordinator	94

Ord. Sec.	Job Code	Class Title	Pay Grade
C377	0796	Community Relations Coordinator*	90
C392	0885	Compensation Manager	95
C479	1210	Construction Manager	95
C505	1915	Crime Laboratory Manager	95
D010	0598	Data Center Supervisor	94
D015	0591	Data Management Coordinator	93
D097	0755	Debt Management Coordinator	94
D123	0052	Department Assistant Director (U)	94
D115	0050	Department Deputy Director (Technology) (U)	98
D124	0051	Department Deputy Director (U)	97
D121	0893	Department Human Resources Officer	95
D122	0526	Department Information Technology Coordinator	94
D128	1974	Deputy Chief of Administration (City Attorney's Office) (U)	96
D129	0109	Deputy Chief of Staff (U)	98
D126	0057	Deputy City Attorney (U)	99
D125	0163	Deputy City Auditor (U)	99
D127	0151	Deputy City Clerk (U)	95
D135	0158	Deputy City Treasurer (U)	94
D150	0172	Deputy Director (Policy Planning and Economic Development) (U)	96
D159	0228	Design and Construction Division Assistant Administrator	96
D163	0061	Development Director (U)	99
D387	0805	Diversity and Inclusion Specialist II	91
D158	0229	Design and Construction Division Administrator	97
E002	0560	E-Government Program Manager	94
E006	0169	Economic Development Division Administrator	95
E030	0135	Education Director (U)	97
E169	1672	Emergency Medical Services (EMS) Coordinator EMS Physician	99
E175	1748	Emergency Preparedness Chief	95
E171	0824	Employee Benefits Analyst I	90
E170	0825	Employee Benefits Analyst II	91
E175	0275	Employee Benefits/Risk Management Supervisor	93
E167	0276	Employee Benefits and Risk Manager	95
E165	0868	Employee Programs Coordinator	92
E142	0827	Employee Wellness Coordinator	92
E193	0565	Enterprise Architect	97
E199	0348	Equal Employment Resources Manager	95
E200	0800	Equal Opportunity Representative	90
E199	0799	Equal Opportunity Specialist*	92
E207	0152	Ethics and Campaign Finance Administrator	96
E210	0108	Executive Assistant II (U)	95
E212	0069	Executive Assistant to the Director	94

Ord. Sec.	Job Code	Class Title	Pay Grade
E213	0787	Executive Assistant to the City Attorney (U)	93
E215	0110	Executive Assistant to the Mayor (U)	100
E221	1749	Exercise Physiologist	89
F004	0295	Facilities Management Division Administrator	95
F006	0296	Facilities Operations Manager	93
F041	0066	Finance and Management Director (U)	99
F146	0142	Financial Management Division Administrator	96
F085	1253	Fiscal Manager	93
F088	0272	Fleet Management Division Administrator	95
F089	0273	Fleet Management Division Assistant Administrator	94
G021	0243	GIS Manager	93
G058	0300	Golf Courses Division Administrator	95
G076	0752	Grants Management Coordinator	94
H063	0171	Housing Division Administrator	95
H079	0855	Human Resources Analyst*	91
H074	0130	Human Resources Director (U)	98
H078	0894	Human Resources Manager	93
I040	0224	Income Tax Division Administrator	96
I041	0225	Income Tax Division Assistant Administrator	94
I017	1847	Industrial Hygienist*	93
I057	0248	Information Services Division Administrator	96
I060	0604	Information Technology Account Coordinator	95
I065	0599	Information Technology Security Officer	97
I066	0568	Information Technology Systems Supervisor	94
I090	0234	Infrastructure Management Division Administrator	97
I091	1026	Infrastructure Operations Coordinator	96
I064	0542	IT Operations Manager	95
I067	0559	IT Technical Support Manager	95
I098	1771	Inspection Manager	94
I099	1770	Inspection Supervisor	93
L040	0219	Labor Relations Manager	96
L038	0218	Labor Relations Specialist	94
L049	2003	Land Management Office Administrator	95
L046	2005	Land Redevelopment Division Administrator	95
L115	0831	Legislative Aide to City Council (U)	93
L118	0836	Legislative Analyst (U)	91
L123	1895	License Manager	93
M038	0780	Management Analyst II*	92
M043	1977	Managing Attorney (U)	98

Ord. Sec.	Job Code	Class Title	Grade
M090	0045	Mayor (E)	\$177,306/year; (Eff. 1/1/17, \$181,738/year; Eff. 1/1/18, \$186,736/year; Eff. 1/1/19, \$191,871/year; Eff. 1/1/20, \$197,627 +COLA/year; Eff. 1/1/21, \$197,627 as adjusted +COLA/year)
N017	0140	Neighborhoods Director (U)	98
N021	0264	Network Manager	95
O012	0282	Occupational Safety Manager	95
O014	0279	Occupational Safety and Health Officer	94
O015	0035	Office of Diversity and Inclusion Executive Director (Secretary) (U)	98
P078	3780	Parks Management Coordinator	94
P107	0847	Performance Management Coordinator	94
P110	0898	Personnel Administrative Manager	93
P118	0901	Personnel Analyst II	91
P150	0918	Personnel Psychologist	96
P203	0178	Planning Division Administrator	95
P287	0147	Power Division Assistant Administrator	96
P283	0159	Power Division Administrator	97
P300	0791	Prequalification Manager	94
P334	1978	Principal Attorney (U)	95
P341	0776	Procurement Manager	95
P342	0789	Procurement Specialist	89
P343	0777	Procurement Administrative Officer	92
P339	1792	Property Maintenance Inspection Manager	93
P340	1793	Property Maintenance Inspection Specialist	91
P716	3104	Public Relations Specialist I*	89
P718	3105	Public Relations Specialist II*	92
P734	0072	Public Safety Director (U)	100
P740	3049	Public Safety Manager	93
P752	0076	Public Service Director (U)	100

Ord. Sec.	Job Code	Class Title	Grade
P760	0088	Public Utilities Director (U)	100
P761	0161	Public Utilities Division Assistant Administrator	94
R055	3166	Recreation Administrative Coordinator	93
R065	0085	Recreation and Parks Assistant Director	96
R067	0080	Recreation and Parks Director (U)	99
R154	0221	Refuse Collection Division Administrator	96
R155	3935	Refuse Collection Operations Manager	95
R180	3167	Rental Services Coordinator	93
S061	1151	Security Manager	92
S064	1979	Senior Attorney (U)	94
S067	0063	Senior Executive Assistant (U)	96
S071	0839	Senior Legislative Analyst (U)	95
S072	0775	Senior Procurement Specialist	90
S073	0071	Senior Technology Project Manager	96
S081	0165	Sewerage and Drainage Division Administrator	98
S082	0166	Sewerage and Drainage Division Assistant Administrator	96
S163	0585	Software Engineer	95
S175	1204	Strategic Planning and Construction Management Coordinator	95
S303	0266	Support Services Division Administrator	96
S304	0267	Support Services Division Assistant Administrator	95
S307	1040	Surveyor Manager	93
T004	0551	Technical Support Supervisor	94
T010	0100	Technology Director/CIO (U)	99
T012	0070	Technology Project Manager	95
T160	0236	Traffic Management Division Administrator	97
T190	0884	Training Coordinator	92
T201	0881	Training Manager	94
U020	0866	Utility Revenue Manager	95
W005	0146	Water Division Administrator	98
W010	0149	Water Division Assistant Administrator	96

*Only those specific positions within the class title not included in the CWA bargaining unit as identified by the State Employment Relations Board Certification of Election, Case No. 93-REP-07-0139.

(F) Seasonal Classifications.

Ord. Sec.	Job Code	Class Title	Range
A199	3184	Aquatics Supervisor (Seasonal)	\$ 9.00/hour to \$16.50/hour
D167	1787	Development Aide (Seasonal)	\$ 9.14/hour to \$13.63/hour
L130	3183	Lifeguard (Seasonal)	\$8.55 70 /hour to \$14.50/hour
R063	3684	Recreation and Parks Aide (Seasonal)	\$8.55 70 /hour to \$13.50/hour
R105	3169	Recreation Playground Leader (Seasonal)	\$8.55 70 /hour to \$14.50/hour
S305	3680	Summer Worker	\$8.55 70 /hour to \$10.00/hour

(G) Board and Commission Members. The fees paid to these members are for reimbursement of expenses that shall not exceed the dollar amount applicable to each classification listed in this Section 5(G).

Ord. Sec.	Job Code	Class Title	Fees
C102	0026	Citizen Board Chairman, Board of License Appeals (U)	\$35/meeting, and additional \$25/month
C120	0022	Citizen Member, Skilled Trades Review Board (U)	\$30/meeting, not to exceed \$30/month
C122	0028	Citizen Member, Board of Review of General and Home Improvement Contractors (U)	\$30/meeting, not to exceed \$30/month
C127	0025	Citizen Member, Board of License Appeals (U)	\$35/meeting

Ord. Sec.	Job Code	Class Title	Fees
C140	0020	Citizen Member, Board of Review of General and Limited Sign Erectors (U)	\$30/meeting, not to exceed \$30/month
C145	0019	Citizen Member, Board of Zoning Adjustment (U)	\$30/meeting, not to exceed \$30/month
C147	0015	Citizen Member, Building Commission (U)	\$30/meeting, not to exceed \$30/month
C151	0016	Citizen Member, Development Commission (U)	\$30/meeting, not to exceed \$60/month
C168	0030	Citizen Member, Graphics Commission (U)	\$30/meeting, not to exceed \$60/month
C170	0032	Citizen Member, Property Maintenance Appeals Board (U)	\$30/meeting, not to exceed \$60/month

SECTION 6. ADMINISTRATION OF PAY PLAN.

- (A) Salary Determination. Salaries shall be set within the assigned pay grade, within the discretion of the Appointing Authority, considering the skills, experience and other qualifications of an employee. Guidelines for administration of these pay grades and individual performance management program(s) are the responsibility of the Director of Human Resources. Elected officials may, at their discretion, adopt the aforementioned guidelines for purposes of salary determination. Subject to City Council appropriation, the Finance Director will determine and establish available monies for performance increases for overtime-eligible and overtime-exempt employees.
- (B) Step X. Step X is a compensation mechanism used to accommodate a specific set of circumstances in which an employee's pay rate may exceed pay grade maximum. The Director of Human Resources must approve an employee's pay rate moving to Step X. Use of Step X is limited to the following situations:
 - (1) A pay grade assignment is changed as the result of market analysis by the Department of Human Resources, and current pay rates exceed the new pay grade maximum.
 - (2) Positions reclassified by Civil Service Commission action that result in the incumbent(s)' current pay rate(s) exceeding the new pay grade maximum.

- (3) An employee who moves into MCP as a result of the position being determined to be exempt from collective bargaining, and whose pay rate exceeds the new pay grade maximum in the MCP.
- (4) Employees whose pay rates were higher than their new pay range maximum at the time of the 2001 new pay structure implementation.

Employees whose hourly rate exceeds the maximum in grade (Step X) and those employees who are paid at the maximum of a grade may, at the discretion of the Appointing Authority, receive a lump sum payment in lieu of a pay rate increase. The lump sum payment may not exceed the maximum percentage increase to which other eligible employees in the same classification would be entitled.

- (C) Additional Compensation Benefits. Except as provided in Section 7(C) of this MCP, no employee shall receive, and the City Treasurer shall not draw any checks, or any additional compensation in any form, sick and injury leave, vacation, insurance coverage and any and all other benefits and privileges, for any employee who substitutes or acts for another in the position of another, other than the position to which he/she was appointed pursuant to the Ohio Constitution, City Charter provisions, and the Rules and Regulations of the Civil Service Commission. No Appointing Authority shall appoint any person or submit any personnel action form contrary to said constitution, charter and rules and regulations and the provisions of this Ordinance.
- (D) Payroll Deductions. Payroll deductions shall be governed first by the ability of the City Auditor's payroll system to handle them, and secondly, upon a determination by City Officials of the type of payroll deductions which are to be offered to employees and also based upon which ones will benefit the largest number of employees. Deductions or withholdings, except where demanded or required by law, must be agreed to in writing by the employee with the specific reason stated in writing and filed with the Appointing Authority.
- (E) City Council Authorization Required. Neither the Civil Service Commission nor the City Auditor shall approve and/or pay any pay rate based on the assignment of any class to a pay range/grade not specifically authorized by City Council, except as provided in Section 7(C).
- (F) Salaried Employees. Employees permanently assigned to full-time job classifications listed in Section 5(E) are paid on a bi-weekly salary basis. Salaried employees are paid a bi-weekly salary based on a minimum of two forty (40) hour workweeks. Pursuant to principles of public accountability, those salaried employees covered by leave programs (i.e., sick, vacation, and personal), who absent themselves from the workplace for personal reasons, sickness, or accident, and who have exhausted their leave, will have their salary reduced accordingly. [29 CFR 541.5(d)]

Additional detail regarding deductions is as follows:

- (1) Deductions from a salaried employee's salary may be made for any workweek in which the salaried employee performs no work.

- (2) Disciplinary Suspensions. Disciplinary suspensions may be imposed in increments of one (1) day.
- (3) Deductions made from a salaried employee's salary for absences will be made on a proportionate basis from the employee's bi-weekly salary for the time the employee is absent.

SECTION 7. ADDITIONAL ALLOWANCES AND COMPENSATION.

In addition to the compensation provided for in the various classes set forth in Section 5, and as the same may be amended, additional allowances are hereby provided as follows:

- (A) Service Credit. A service credit payment shall be paid during December of each year to full-time employees, excluding elected officials, who are in paid status or authorized leave without pay as of November 30 of each calendar year in accordance with the schedules below. The computation shall be based on total years of full-time City service as set forth in the following schedule and shall be based upon paid status as a full-time employee as of November 30 of the appropriate calendar year. For the sole purpose of determining service credit in this Subsection (A), years of full-time service shall include military leave without pay, leave without pay due to a City injury when the employee is receiving payments in lieu of wages from the Ohio Bureau of Workers' Compensation, and other administrative leave without pay as authorized by the Appointing Authority. No service credit shall be allowed or paid to any employee for time lost for any other leave without pay or time lost as a result of disciplinary action.

The following service credit schedule shall be used for employees whose classifications are listed in Sections 5(C), (D) and (E) of this Ordinance.

More than 5 years of total full-time City service	\$600
More than 8 years of total full-time City service	\$700
More than 14 years of total full-time City service	\$800
More than 20 years of total full-time City service	\$900
More than 25 years of total full-time City service	\$1000

Effective with the December 2015 service credit payment, the following service credit schedule shall be used for employees whose classifications are listed in Sections 5(C), (D) and (E).

More than 5 years of total full-time City service	\$600
More than 8 years of total full-time City service	\$700
More than 14 years of total full-time City service	\$800
More than 20 years of total full-time City service	\$1000
More than 25 years of total full-time City service	\$1500

- (B) Shift Differential Pay. The Appointing Authority shall designate or assign the applicable shift for each employee whose classification is listed in Section 5 of this Ordinance. The shift designation shall determine the shift differential for the entire shift. Both full-time and part-time employees may be eligible for shift differential pay. Employees whose job classifications are listed in Section (F) of this Ordinance are not eligible for shift differential pay.
- (1) The early morning shift shall be known as the First Shift, the late afternoon shift shall be known as the Second Shift; and the late evening shift shall be known as the Third Shift.
 - (2) A differential pay of fifty-two cents (\$.52) per hour over the regular hourly rate shall be paid to employees who are assigned to work eight (8) hours on the Second Shift; a differential pay of sixty cents (\$.60) per hour over the regular hourly rate shall be paid to full-time, non-seasonal employees who are assigned to work eight (8) hours on the Third Shift.
 - (3) Those employees whose regularly assigned shift is a rotating shift shall be paid a shift differential of sixty cents (\$.60) per hour over the regular hourly rate for all hours worked regardless of shift. For purposes of this provision, a rotating shift is a permanent shift that is comprised of a regularly scheduled assignment on First, Second and Third Shifts.
 - (4) For purposes of computing leave with pay except for compensatory time, shift differential shall not be paid in addition to regular pay.
 - (5) In those divisions, departments, and offices where only one (1) shift prevails, no differential shall be paid regardless of the hours of the day that are worked.
 - (6) Shift differential pay shall be added to the base hourly rate prior to computing the overtime rate.
 - (7) Any employee who participates in a flextime program shall not qualify for shift differential pay.
- (C) Working Out of Class. Overtime eligible employees in full-time non-seasonal job classifications listed in Section 5 of this Ordinance, who are temporarily assigned duties of a classification assigned a higher wage rate, will be paid four percent (4%) above the employee's current rate for each hour worked in the higher class upon completing four (4) consecutive hours in the higher class in a workday. Working out of class assignments are not to be used in lieu of seeking approval for filling a vacant position, nor shall it be used for the sole purpose of paying an employee at a higher class in circumvention of the requirements set forth by the Civil Service Commission.

(D) Report-In and Call-In Pay.

- (1) Report-in Pay. When any full-time, non-seasonal employee whose job classification is listed in Sections 5(C) and (D) of this Ordinance, reports for work in his/her regular shift and has not received written notification from the Appointing Authority or his/her designee by the previous workday not to report, he/she shall be assigned at least three (3) hours of work at any available job or in the event that no work is available, he/she shall be paid three (3) hours straight-time at his/her regular hourly rate and released from duty no more than thirty (30) minutes after the report-in time. This Section shall not apply in hazardous weather conditions.
- (2) Call-In Pay. When any full-time, non-seasonal employee whose job classification is listed in Sections 5(C) and (D) of this Ordinance is required by the Appointing Authority or his/her designee to report to work after the employee has been relieved of duty upon the completion of the employee's regular schedule and he/she reports to a work location, the employee shall be paid for a minimum of four (4) hours at time and one-half his/her regular hourly rate. If the call-back occurs within two (2) hours of the start of the employee's regular shift, he/she shall be paid a minimum of two (2) hours at time and one-half his/her regular hourly rate. If an employee is called back to work, he/she will be paid from the time he/she leaves his/her home to the time the employee is released from duty subject to the above stated provisions. This provision does not apply in cases of overtime authorized as an extension of a regular shift.
- (3) Shift Changes. When any full-time, non-seasonal employee whose job classification is listed in Sections 5(C) and (D) of this Ordinance is called in for a shift other than that to which he/she is regularly assigned, he/she shall be paid a minimum of four (4) hours of pay at time and one-half his/her regular rate unless the employee has been given at least twenty-four (24) hour notice of a change in his/her regular shift assignment, in which case payment shall be at his/her regular hourly rate.
- (4) Failure to Report Lateness or Absence. In the absence of a reasonable excuse as determined by the Appointing Authority or his/her designee, the failure of any employee to report or to cause himself or herself to be reported late or off duty in any City operation with two or three shifts at least one (1) hour before his/her scheduled starting time shall constitute and be reported as an absence without leave for all scheduled hours which were not worked. All other employees shall report or cause themselves to be reported late or off duty thirty (30) minutes prior to their regularly scheduled starting times, or at their regularly scheduled starting times, depending upon the reporting procedures established at their work location. Failure to report or to be reported at the specified time above shall constitute and be reported as an absence without leave for all scheduled hours which were not worked.

The above provisions will not apply where it is impossible for the employee to comply provided that the employee will then report or cause

himself/herself to be reported at the earliest opportunity followed by an acceptable explanation.

- (E) Tuition Reimbursement. All full-time employees with one (1) or more years of continuous active service shall be eligible for reimbursement of instructional fees and associated fees of up to three thousand dollars (\$3,000) per calendar year for undergraduate studies or up to three thousand eight hundred dollars (\$3,800) per calendar year for graduate studies voluntarily undertaken by them. Effective January 1, 2015, the instructional fees and associated fees will be increased to four thousand five hundred dollars (\$4,500) for undergraduate studies or up to five thousand five hundred dollars (\$5,500) per calendar year for graduate studies. The tuition reimbursement program shall be subject to the following conditions:
- (1) No employee on an unpaid leave of absence, unauthorized leave of absence, disability leave, injury leave or workers' compensation may apply for tuition reimbursement.
 - (2) All courses must be taken at times other than scheduled working hours. All scheduled hours for courses of instruction must be filed with the Appointing Authority or designee and with the Department of Human Resources. There must be a correlation between the employee's duties and responsibilities and the courses taken or the degree program pursued. All scheduled times of courses must be approved by the Appointing Authority or designee. Any situation which, in the discretion of the Appointing Authority or designee, would require an employee's presence on the job shall take complete and final precedence over any time scheduled for courses.
 - (3) Institutions must be located or courses of instruction given within Franklin County or adjoining counties. Courses must be taken at accredited colleges, universities, technical and business institutes or at their established extension centers. Courses taken via the Internet may be approved by the Human Resources Department provided the institution meets criteria similar to that for residential education programs. Correspondence courses, seminars, conferences and workshops are not included.
 - (4) The Department of Human Resources shall determine the approved institutions for which reimbursement for instructional fees and associated fees (general and laboratory) may be made under this Section. Only those institutions approved by the Department of Human Resources shall establish eligibility of the employee to receive reimbursement. Additional institutions may be added by forwarding an application for reimbursement to the Department of Human Resources. Application for approval of institutions and courses must be made to the Department of Human Resources not more than thirty (30) days or less than ten (10) days prior to the first day of the scheduled course(s).
 - (5) Any financial assistance from any governmental or private agency available to an employee, whether or not applied for and regardless of when such assistance may have been received, shall be deducted in the entire amount from the full tuition reimbursement the employee is eligible for under this Section. If an employee's tuition is fully covered by another governmental

or private agency, then the employee is not entitled to payment from the City.

- (6) Reimbursement for instructional fees and associated general and laboratory fees will be made when the employee satisfactorily completes a course and presents an official certificate or its equivalent and an original receipt of payment or unpaid bill from the institution confirming completion of the approved course.
 - (7) No reimbursement will be granted for books, paper, supplies of whatever nature, transportation, meals, or any other expense connected with any course except the cost of instructional fees and associated fees.
 - (8) Any employee participating in the tuition reimbursement program who resigns or retires or is discharged for cause must repay the tuition reimbursement paid by the City for undergraduate courses taken less than two (2) years prior to the date of termination or discharge and for graduate courses taken less than three (3) years prior to the date of termination or discharge. If necessary, this amount will be deducted from the employee's final paycheck. Employees who are separated from the City involuntarily, e.g., laid off, or through no fault of their own, during the time periods set forth above will not be required to reimburse the City.
 - (9) The administration of the tuition reimbursement program will require the Director of Human Resources or designee to be responsible for establishing rules, devising forms and keeping records for the program.
- (F) Pre-Tax Dependent Care Program. In accordance with Section 129 of the Internal Revenue Code, the City established a pre-tax dependent care program whereby employees may set aside, on a pre-tax basis, the amount of money needed to pay for dependent (IRS defined) care. Said Program will be administered by the Department of Human Resources.
- (G) Transportation Allowance. At the discretion of the Mayor, employees classified as Office of Diversity and Inclusion Executive Director (Secretary) (U), Executive Assistant to the Mayor (U), Department Deputy Director (Technology) (U), Senior Executive Assistant, and Deputy Chief of Staff, as well as all Department Directors, may be authorized to receive a transportation allowance of \$395.00 per month for travel within Franklin County.

At the discretion of the President of City Council, employees classified as City Clerk (U) and City Treasurer (U) may be authorized to receive a transportation allowance of \$395.00 per month for travel within Franklin County.

At the discretion of the Civil Service Commission, an employee classified as Civil Service Commission Executive Director (Secretary) (U) may be authorized to receive a transportation allowance of \$395.00 per month for travel within Franklin County.

At the discretion of the Recreation and Parks Commission, an employee classified as Recreation and Parks Director (U) may be authorized to receive a transportation allowance of \$395.00 for travel within Franklin County.

The City Attorney and, at the discretion of the City Attorney, an employee classified as Chief of Administration to City Attorney (U), shall receive a transportation allowance of \$395.00 per month for travel within Franklin County.

Partial months will be prorated. Said employees will be allowed a mileage reimbursement based upon the City's reimbursement rate in effect at the time of travel for use of their own automobile outside Franklin County when such travel is necessary for official City purposes. Mileage reimbursement will not apply to mileage incurred while commuting to and from work.

Employees employed in the classifications referred to herein will not be assigned a City-owned or leased automobile in addition to the transportation allowance.

- (H) Adoption Assistance. The City established an Adoption Assistance Program (September 1, 1994) whereby employees in full-time, non-seasonal classifications with at least one (1) year of continuous City service, may be eligible for adoption assistance up to \$3,500 per adopted child. Adoption of a "special needs" child may provide for assistance up to \$5,000. A "special needs" child is defined as a child qualified with special needs as described by each state agency under Title IV-E Program.

Assistance will be on a reimbursement basis for specific adoption-related expenses. The following items will be considered for reimbursement:

- Licensed adoption agency fees (including fees for placement and parental counseling).
- State-required "pre-placement home study" and "post placement supervision" program.
- Charges for temporary foster care before placement. The foster care must be provided by an approved or licensed agency and will be limited to thirty (30) days.
- Charges for domestic transportation to obtain physical custody of the adoptive child. Transportation charges must be reasonable and be for both the adoptive parents and the adoptive child.

Financial assistance payments will be made after the adoption is finalized. A written request for reimbursement must be submitted to the Director of Human Resources along with the itemized bills. Written requests must be made within ninety (90) days after adoption is finalized. Final assistance payments will be made directly to the employee. The Department of Human Resources may request additional documentation regarding itemized bills.

SECTION 8. OVERTIME ELIGIBILITY AND PAY AND COMPENSATORY TIME.

- (A) Employee Eligibility. Overtime exempt employees whose job classifications are listed in Section 5 of this Ordinance are not eligible to receive payment in cash for overtime worked.
- (B) Overtime Eligibility and Pay.
 - (1) One and one-half (1-1/2) times the employee's regular straight-time hourly rate of pay will be paid for time worked when an eligible employee works between forty (40) and forty-eight (48) hours in a seven (7) day work period.
 - (2) Double time the employee's regular straight time hourly rate will be paid for time worked beyond forty-eight (48) hours in a seven (7) day work period.
 - (3) Overtime pay shall be received in one-tenth (1/10) of an hour segments.
 - (4) For purposes of this Paragraph, the term "time worked" shall mean only actual work time, time off for holidays, vacation, compensatory time, military leave, and jury duty. "Time worked" shall not include any unpaid time or paid time not included in this definition.
- (C) Schedule Change at Employee Request. Time worked in excess of the number of hours scheduled for an employee's regular workday due to work schedules being changed at the request of the employee or trading days off by mutual consent of employees and the prior consent of the Appointing Authority is not subject to overtime compensation.
- (D) Regularly Scheduled Shift Changes. Time worked by employees who are subject to a regularly scheduled three (3) month shift change at the time a shift change is scheduled, or a twenty-four (24) hour-a-day operation and/or a continuous seven (7) day-per-week operation at the time a shift change is scheduled, is not subject to the compensation set forth in this Section unless subject to the overtime payment requirements established in the Fair Labor Standards Act.
- (E) Authorization of Overtime. It shall be the policy of the City to avoid overtime work except upon emergency conditions as determined by the Appointing Authority or designee. Employees who are requested to work emergency overtime shall be informed prior to the job performance whether overtime has been expressly approved.
- (F) Compensatory Time.
 - (1) Compensatory Time Calculated. Compensatory time is time earned on a premium basis. The amount of compensatory time earned is calculated by multiplying the number of hours actually worked on an authorized premium basis by one and one-half (1½) when time and one-half is applicable or by two (2) when double time is applicable.

- (2) Eligibility. A compensatory time account may be established for hourly full-time, non-seasonal overtime eligible employees whose job classifications are listed in Section 5 of this Ordinance. Compensatory time may only be earned in lieu of cash payment for authorized time worked on a premium basis. The employee may, at his/her option, receive either cash payment or compensatory time for time worked on a premium basis.
- (3) Conditions Governing Use.
 - (a) Compensatory time upon request by the employee may be taken by the employee at such time or times as may be approved by the Appointing Authority.
 - (b) Any compensatory time account balance above eighty (80) hours shall be paid off at the employee's hourly rate as of the end of a pay period established by the Appointing Authority for each division within the Appointing Authority's jurisdiction. The cut-off time established pursuant to this Section shall be set no less than six (6) months in advance of the pay period selected. Notice of the date of the end of the selected pay period shall be posted within the Division and shall be sent to the City Auditor.
 - (c) No interest is to be paid by the City on any compensatory time account.
- (G) Separation from City Service. An employee who is about to be separated from City service for any reason and who has an unused compensatory time account balance to his/her credit shall be paid such account balance upon separation. Such payment shall be calculated by multiplying the employee's regular hourly straight-time wage rate at the time of separation by the number of hours in his/her compensatory time account balance, unless a higher rate is required by the Fair Labor Standards Act.
- (H) Payment Upon Death. When an employee dies, any unused compensatory time (in addition to vacation leave pay as provided by Section 12) to his/her credit shall be paid to the surviving spouse. In the event there is no surviving spouse, said balance shall be paid to the employee's estate. Such payment shall be paid at the employee's hourly rate of pay at time of death, unless a higher rate is required by the Fair Labor Standards Act.

SECTION 9. HOLIDAY ELIGIBILITY PAY.

- (A) Holidays Observed. The legal holidays observed by the City and for which full-time, non-seasonal employees are to be compensated shall be as follows:
 - (1) New Year's Day, January 1.
 - (2) Martin Luther King's Birthday, the third Monday in January.
 - (3) Washington's Birthday, the third Monday in February.
 - (4) Memorial Day, the last Monday in May.
 - (5) Independence Day, July 4.

- (6) Labor Day, the first Monday in September.
- (7) Veterans Day, November 11.
- (8) Thanksgiving Day, the fourth Thursday in November.
- (9) Christmas Day, December 25.
- (10) Any other holidays proclaimed by the Mayor.
- (11) Employee's Birthday. If the employee's birthday falls on an above-named holiday, the employee shall be granted and compensated for one additional holiday. The Appointing Authority will allow the employee to take his/her birthday holiday on the employee's birthday or within 365 days from the date on which the employee's birthday occurs. If the employee's birthday falls on February 29, the holiday for purposes of this Section shall be considered as February 28 unless otherwise authorized by the Appointing Authority.

(B) Eligibility Pay.

- (1) When a holiday falls on the first day of an employee's regularly scheduled days off, it shall be celebrated on the previous day and when a holiday falls on the second day of an employee's regularly scheduled days off, it shall be celebrated on the following day, and a holiday which falls on any other day of such weekend shall be celebrated on the next subsequent workday.
- (2) For each holiday observed (including the employee's birthday), an employee shall be excused from work on such day at the discretion of the Appointing Authority. If one of the holidays mentioned in Section 9(A) occurs while an employee is on vacation leave, such day shall be charged as holiday. Part-time and seasonal employees will only be compensated for time actually worked on holidays.
- (3) When an overtime eligible full-time, non-seasonal employee working a forty (40) hour workweek works on a day celebrated as an eight (8) hour holiday, other than the employee's birthday, in addition to his/her regular eight (8) hour holiday pay, he/she shall be paid at the rate of time and one-half (1½) for the first eight (8) hours worked. For time worked in excess of eight (8) hours on such holiday, he/she shall be compensated at the rate of time and one-half (1½), unless the holiday worked falls on the second day of the employee's regularly scheduled days off, in which case he/she shall be compensated at the double (2) time rate. Notwithstanding the provisions of Section 9(A), the computation of holiday overtime pay shall be subject to the provisions of Section 9(B)(1).

When a full-time, non-seasonal employee working a forty (40) hour workweek works on a day celebrated as a ten (10) hour holiday, other than the employee's birthday, in addition to his/her regular ten (10) hour holiday pay, he/she shall be paid at the rate of time and one-half (1½) for the first ten (10) hours worked. For time worked in excess of ten (10) hours, he/she shall be compensated at the rate of time and one-half (1½), unless the holiday worked falls on the second day of the employee's regularly scheduled days off, in which case he/she shall be compensated at the double (2) time rate. Notwithstanding the provisions of Section 9(A), the computation of holiday overtime pay shall be subject to the provisions of Section 9(B)(1).

- (4) For the purposes of administering the provisions of Section 9, holiday time shall apply to the tour of duty beginning on the day which is celebrated as a holiday.

SECTION 10. SPECIAL LEAVE WITH PAY.

(A) Military Leave.

- (1) Full-time, non-seasonal employees who are members of the Ohio National Guard, U.S. Air Force Reserve, U.S. Army Reserve, U.S. Marine Corps Reserve, U.S. Naval Reserve or U.S. Coast Guard Reserve shall be granted military leave of absence with pay when ordered to temporary active duty (e.g. active duty for training or annual training) for a period or periods not to exceed twenty-two (22) eight (8) hour work days (176 hours), whether or not consecutive, during each calendar year. Active duty does not include inactive duty training (e.g. unit training assemblies). In the event that the Chief Executive Officer of the State of Ohio, or the Chief Executive Officer of the United States declares that a state of emergency exists, the employee, if ordered to active duty for purposes of that emergency, shall be paid pursuant to this Subsection (A) for a period or periods not to exceed twenty-two (22) eight (8) hour work days (176 hours), whether or not consecutive, during each calendar year.
- (2) An employee shall be paid his/her regular salary for each scheduled workday such employee is absent during military leave of absence with pay authorized by this Subsection (1).
- (3) The City shall comply with all applicable federal laws relating to the granting of military leave and reinstating employees upon the conclusion of that leave.

(B) Jury Duty Leave.

- (1) A full-time employee serving upon a jury in any court of record of Franklin County, Ohio, or adjoining counties shall be paid his/her regular salary for the period of time so served. Time so served upon a jury shall be deemed active service with the City for all purposes. The employee is required to obtain a signed record from the courts to document the time spent on jury duty. Upon receipt of payment for jury service during regular working hours, the employee shall deposit such funds with the City Treasurer.
- (2) When a full-time employee receives notice for jury duty in any court of record of Franklin County, Ohio, or in any adjoining county, he/she shall present such notice to his/her immediate supervisor. A copy will be made of the notice and filed and recorded in the employee's personnel file.
 - (a) When notified by the court to report for jury duty on a day certain, a time report shall be completed and signed by the assignment commissioner or appropriate court official for each day during jury

service setting forth the time of arrival and departure from the court. Such record shall be presented by the employee to his/her supervisor upon return to work.

- (b) When released by the court from jury service and such release is more than four (4) hours prior to the end of his/her regular shift, the employee shall be required to report for his/her work assignment within a reasonable time after release. The supervisor in each individual case shall determine that time.
- (C) Examination Leave. Time off with pay shall be allowed employees participating in City Civil Service tests or taking a required examination pertinent to their City employment before a state or federal licensing board with prior notice or proof of same to the Appointing Authority.
- (D) Court Leave.
 - (1) Time off with pay shall be allowed employees who are subpoenaed to attend any legal proceedings as a witness on behalf of the City of Columbus. Vacation leave or leave without pay shall be granted to employees who are subpoenaed for other purposes. The provisions of Subsection (B)(2) above shall apply in such cases. In the event that an employee is required to appear as a witness in a legal proceeding on behalf of a governmental body other than the City, the Director of Human Resources or designee shall consider and may grant leave with pay, if appropriate.
 - (2) Whenever employees are required, as a term of their employment, to appear in court to testify as witnesses, they shall not be required to furnish their home addresses or telephone numbers, unless directed to do so by the court.
- (E) Disaster Leave. Time off with pay shall be allowed to a fully qualified employee for service in specialized disaster relief service for the American Red Cross. Said leave shall be granted only after the requisition of the individual serving in such capacity by the American Red Cross. Eligibility of any employee for such service shall be established prior to the granting of leave and subject to the approval of the Appointing Authority for the individual involved.
- (F) Personal Business Day.
 - (1) Full-time employees in the classified and unclassified service, except for Elected Officials, Directors, unclassified Deputy Directors and Department Assistant Directors, shall receive three (3), eight (8) hour personal business days each vacation year, upon reasonable notice to and approval by their Appointing Authorities or designee.
 - (2) Part-time regular employees in the classified and unclassified services shall receive three (3), four (4) hour personal business days each vacation year, upon reasonable notice to and approval by their Appointing Authorities or designees.

- (3) The personal business days are available to employees who have personal business matters to attend to, and cannot do that business outside of regular working hours.
 - (4) The personal business days may not be used in increments, but must be taken in eight (8) hour increments (or four (4) hour increments for part-time employees). The days must be used during the vacation year and may not be carried over from year to year. The personal business days will not be subject to buy-back or cashing in at the end of the vacation year.
- (G) Betty Brzezinski Living Organ Donor Leave. A fully qualified full-time employee covered by this Ordinance is eligible to receive regular pay for up to two hundred forty (240) hours of leave for the employee's donation of any portion of an adult liver, lung or pancreas or because of the employee's donation of an adult kidney.

Each calendar year, a fully qualified full-time employee covered by this Ordinance is eligible to receive regular pay for up to fifty-six (56) hours of leave for the employee's donation of adult bone marrow.

Paid time off pursuant to this Section is subject to review of appropriate medical documentation by the Department of Human Resources.

- (H) Precinct Election Official Leave Program.

Any employee who is a registered voter of Franklin County, who resides in the City of Columbus, and who meets the other requirements established by the law and the Franklin County Board of Elections may request Election Official Leave with pay for the purposes of being a judge of an election engaged by the Franklin County Board of Elections.

The employee must obtain written authorization for paid Precinct Election Official Leave from the Appointing Authority prior to contacting the Board of Elections to register as a judge of an election.

The Appointing Authority reserves the right to reject an application based on operational need. Should several employees apply who perform a similar function and operational need dictates that not all may participate, then priority shall be given by the Appointing Authority on the basis of the order in which applications are received.

The Board of Elections reserves the right to refuse to place an employee with prior approval for Precinct Election Official leave if the employee's services are not needed on Election Day. In such an instance, the employee must report to work during the employee's regular work hours. Lastly, the Board of Elections may give priority to employees who have served as judges in prior elections.

The employee may be required to attend paid Precinct Election Official training courses as mandated by Ohio law and conducted by the Franklin County Board of Elections. The employee should make every effort to attend said training courses outside of the employee's regular working hours. However, should the employee

choose to attend training courses during the employee's regular working hours, such leave is not covered under the Precinct Election Official Leave Program and requires a prior request and authorization for vacation or personal leave or compensatory pay. Leave without pay will not be permitted to attend such training courses.

The employee's prompt return to work on the employee's next regular working day is expected, and violation of such is subject to the normal policies and procedures of the employee's appointing authority.

An employee using Precinct Election Official Leave is entitled to the regular compensation awarded to judges of elections under Ohio Law and as established by the Franklin County Board of Elections in addition to the employee's Precinct Official leave with pay. This leave with pay is not to be considered "hours worked" for the purpose of computing overtime.

As verification that the employee serves as a Precinct Election Official on Election Day, the employee shall submit a copy of the employee's poll worker paycheck or pay stub provided by the Board of Elections subsequent to each election worked.

(I) Paid Time Off (PTO). Elected officials may, at their discretion, adopt the provisions of this Paragraph (I). If adopted by the elected officials, they shall so notify the City Auditor's office.

(1) Each part-time regular employee will receive paid time off each vacation year as defined in Section 12(A) of this Ordinance, regardless of effective date of the part-time regular appointment.

(2) The number of hours of paid time off will be determined at the time of hire based on the number of hours an employee is scheduled to work each week as follows:

(a) For employees scheduled to work more than eight (8) hours per week up to twenty (20) hours per week will receive twenty (20) hours of paid time off per vacation year.

(b) For employees scheduled to work more than twenty (20) hours per week will receive forty (40) hours of paid time off per vacation year.

In the event the scheduled number of hours changes from one year to the next, an appointing authority must notify the Office of the City Auditor of that change before the first payperiod of each payroll year.

(3) A part-time regular employee may request paid time off upon reasonable notice to and approval by the Appointing Authority or designee. Paid time off may be approved in increments of one (1) hour.

(4) Any balance of paid time off remaining at the end of the vacation year will not be carried over from year to year. Paid time off will not be subject to buy-back or cashing in at the end of the vacation year or at time of separation from City service.

- (J) Paid Parental Leave (PPL). Effective August 1, 2017, full-time City employees in classifications listed in Sections 5(C), (D) and (E) of this Ordinance, who meet the following criteria, are eligible for up to six (6) weeks of PPL.
- (1) Employees must have:
 - (a) Completed one (1) year of continuous full-time City service;
 - (b) Worked for at least one thousand two hundred fifty (1,250) hours over the twelve- (12) month period preceding the leave;
 - (c) Not taken any PPL in the preceding rolling twelve- (12) month period measured backward from the date PPL is used.
 - (2) PPL qualifying events are the following:
 - (a) Birth of a child, provided the employee is the biological parent, or the spouse or domestic partner of the biological parent, or a legal guardian of the child.
 - (b) Permanent placement of an adoptive child, provided the employee is the adoptive parent, or the spouse or partner of the adoptive parent, and must reside in the same household as the newly adopted child.
 - (3) PPL benefits are as follows:
 - (a) The eligible leave period of six (6) weeks begins on the date of the qualifying event (i.e., birth of a child or permanent placement of an adoptive child). PPL is not intended to extend disability leave, and therefore will not be used at the end of disability leave following the same event.
 - (b) Eligible employees may receive a total PPL benefit of six (6) weeks. This program shall provide for payment to the employee from the fifteenth (15th) day of the qualifying event for a maximum of four (4) weeks of PPL benefits at seventy percent (70%) of the employee's current salary.
 - (c) Notwithstanding the provisions of Section 11(C) of this Ordinance, during the waiting period only, employees may elect to use sick leave, vacation leave, compensatory time or unpaid leave time.
 - (d) During the six (6) weeks of PPL, the employee may, if he/she so desires, elect to use all, or part, of his/her accumulated but unused sick leave in order to make up any difference between one hundred percent (100%) of his/her gross wages and the amount which he/she receives under the PPL program, provided that all new (current year) sick leave accruals are exhausted before an employee may use the available balance in his/her old sick leave bank. If an employee exhausts all sick leave benefits, other approved leave may be granted by the Appointing Authority.

- (e) PPL must be taken as one continuous block of leave and may not be taken intermittently.
 - (f) Any PPL which is granted for reasons permissible under FMLA leave shall count toward the twelve- (12) week per year limitation.
 - (g) While an employee is paid PPL benefits, vacation accruals shall cease. Holidays shall be paid at the PPL benefit rate as set forth in Section 10(J)(3)(b) of this Ordinance.
- (K) Paid Caregiver Leave (PCL). Effective August 1, 2017, full-time City employees in classifications listed in Sections 5(C), (D) and (E) of this Ordinance, who meet the following criteria, are eligible for up to four (4) weeks of PCL.
- (1) Employees must have:
 - (a) Completed one (1) year of continuous full-time City service;
 - (b) Worked for at least one thousand two hundred fifty (1,250) hours over the twelve- (12) month period preceding the leave;
 - (c) Not taken any PCL in the preceding rolling twelve- (12) month period measured backward from the date PCL is used.
 - (2) PCL may be taken when the employee's covered family member has a serious medical condition as defined by the Family and Medical Leave Act (FMLA) requiring the employee's care.
 - (3) Covered family members under the FMLA are the employee's spouse, son, daughter or parent as defined in the FMLA regulations.
 - (4) PCL benefits are as follows:
 - (a) The eligible leave period of four (4) weeks begins on the date the employee requests leave to care for an eligible family member with a serious health condition.
 - (b) Eligible employees may receive a total PCL benefit of four (4) weeks. This program shall provide for payment to the employee from the fifteenth (15th) day of the qualifying event for a maximum of two (2) weeks of PCL benefits at seventy percent (70%) of the employee's current salary.
 - (c) Notwithstanding the provisions of Section 11(C) of this Ordinance, during the waiting period only, employees may elect to use sick leave, vacation leave, compensatory time or unpaid leave time.
 - (d) During the four (4) weeks of PCL, the employee may, if he/she so desires, elect to use all, or part, of his/her accumulated but unused sick leave in order to make up any difference between one hundred

percent (100%) of his/her gross wages and the amount which he/she receives under the PCL program, provided that all new (current year) sick leave accruals are exhausted before an employee may use the available balance in his/her old sick leave bank. If an employee exhausts all sick leave benefits, other approved leave may be granted by the Appointing Authority.

- (e) PCL must be taken as one continuous block of leave and may not be taken intermittently.
 - (f) Any PCL which is granted for reasons permissible under FMLA leave shall count toward the twelve- (12) week per year limitation.
 - (g) While an employee is paid PCL benefits, vacation accruals shall cease. Holidays shall be paid at the PCL benefit rate as set forth in Section 10(K)(4)(b) of this Ordinance.
- (L) Bereavement Leave. Effective March 26, 2018, full-time employees may be granted up to five (5) days of leave of the employee's choice (i.e., compensatory time, vacation leave, or sick leave in accordance with Sections 8, 12, and 14) for the death of a member of the employee's family. Up to three (3) of the five (5) days of leave shall be paid as bereavement leave and not deducted from the employee's leave bank(s). In the event of no available leave balances, the employee may be granted leave without pay in accordance with Section 11 of this Ordinance.

SECTION 11. LEAVE OF ABSENCE WITHOUT PAY.

- (A) Personal Leave of Absence. Employees ~~who have completed their probationary period~~ may be granted personal leave of absence without pay by the Appointing Authority **pursuant to Civil Service Commission rules**.~~for good cause, such leave shall not normally exceed sixty (60) calendar days, except that the Appointing Authority at his/her sole discretion may extend the leave beyond the sixty (60) day period.~~
- (B) Educational Leave of Absence. Employees may be granted a leave of absence without pay by the Appointing Authority, subject to approval by the Civil Service Commission, for educational purposes. Such leave shall initially be limited to sixty (60) calendar days with possible extensions up to one (1) year provided such further educational pursuits are related to the operations of the City. Tuition reimbursement, as outlined in Section 7 of this Ordinance, will not apply towards such leave.
- (C) Family Medical Leave Act. Employees who have worked for the City for at least twelve (12) months, and have worked for at least 1,250 hours over the twelve (12) month period preceding the leave, shall be eligible for up to twelve (12) weeks of unpaid leave per twelve (12) month period for eligible purposes. The final regulations promulgated in 1994 of the Family Medical Leave Act, as amended, are hereby incorporated as fully rewritten. Further, the City will maintain the practice of computing the twelve (12) month period as a rolling twelve (12) month

period measured backward from the date leave is used. Finally, all accrued sick leave, and disability leave if applicable, and vacation, in that order, must be utilized for any FMLA leave taken for any FMLA-qualifying reason. Any paid leave taken shall run concurrently with FMLA.

SECTION 12. VACATION LEAVE.

- (A) Vacation Year. The vacation year for full-time, non-seasonal employees shall end at the close of business on the last day of the first pay period that begins in the month of January.
- (B) Vacation Accruals. Each full-time non-seasonal employee working a forty (40) hour workweek, except as otherwise provided in this Section, shall earn vacation in accordance with the following schedule:

<u>Years of Service</u>	<u>Hours Per Pay Period</u>	<u>Days Per Year</u>
Less than 3 years	3.077 hours	10 days
3 years but less than 6 years	4.924 hours	16 days
6 years but less than 13 years	7.077 hours	23 days
13 years but less than 20 years	8.000 hours	26 days
20 years but less than 25 years	8.616 hours	28 days
25 years or more	9.231 hours	30 days

- (1) In order to recruit qualified persons to positions of responsibility, appointing authorities, in their discretion, may give a new employee receiving initial appointment to a position in the classified or unclassified service under Section 5(E) of this Ordinance more vacation leave than stated above, specifically sixteen (16) days or twenty-three (23) days per year, but not to exceed twenty-three (23) days per year, in appropriate circumstances. When awarding more vacation leave to a new employee, an Appointing Authority should consider the employee’s qualifications and work experience, in both the private and public sectors; the level of responsibility required in the position, including the exercise of independent judgment, the need for discretion and confidentiality, and the ability to bind his/her Appointing Authority; as well as the availability of qualified persons to perform such jobs, and other pertinent market factors. If an Appointing Authority wishes to give a newly hired employee more vacation leave, his/her decision must be reviewed and approved by the Human Resources Director or designee before it takes effect.
- (2) If an employee is or has been awarded vacation leave at a rate greater than ten (10) days pursuant to the preceding paragraph, the employee will move to each next accrual rate after each three (3) years of service, but not to exceed twenty-six (26) days of vacation. The employee will move to twenty-eight (28) days of vacation upon twenty (20) years of service.
- (3) Elected officials may, in their discretion, adopt the provisions of this section for purposes of recruiting qualified individuals.

- (4) Vacation accrual rates are based on total full-time service, including full-time service with the City of Columbus and, if applicable as provided herein, the State of Ohio and any of its political subdivisions.
 - (5) For employees who were hired by the City prior to July 5, 1987, vacation accrual rates shall be based on the total of all periods of full-time employment with the City, the State of Ohio and any political subdivisions of the State.
 - (6) For employees who were hired by the City after July 5, 1987, (except as provided in paragraph (8) below), vacation accrual rates shall be based on total periods of full-time employment with the City of Columbus.
 - (7) An employee who has retired in accordance with the provisions of any retirement plan offered by the State and who is re-employed or hired by the City on or after June 24, 1987, shall not have his/her prior service with the State and any political subdivision of the State, including the City of Columbus, counted for the purpose of computing vacation leave.
 - (8) Requests for recognition of periods of full-time service with the City for accrual rate purposes shall be made in writing and forwarded to the City Auditor through the Appointing Authority before adjustments can be made to the vacation accrual rate. An employee's vacation accrual rate will be adjusted to reflect periods of service as provided herein. The adjusted vacation accrual rate shall be applied prospectively.
 - (9) Any periods of time in unpaid status of more than eight (8) hours, as outlined in Section 12(D) of this Ordinance, except for military leave without pay, will not be included in the computation of City service for the purpose of this Section 12(B). This computation will be used only for the purpose of determining the rate at which vacation is earned.
- (C) **Maximum Vacation Balances.** Any vacation balance in excess of the amounts listed below shall become void as of the close of business on the last day of the first pay period that begins in the month of January:

Years of Continuous Service	Maximum Vacation Balances
Less than 3 years	160 hours (20 days)
3 years but less than 6 years	256 hours (32 days)
6 years but less than 13 years	368 hours (46 days)
13 years but less than 20 years	416 hours (52 days)
20 years but less than 25 years	448 hours (56 days)
25 or more years	480 hours (60 days)

At the end of the vacation year, employees may be paid for any vacation balances in excess of the maximums fixed by this Section 12(C) upon certification by the Appointing Authority to the City Auditor and the approval of the City Council that due to emergency work requirements it is not in the best interests of the City to

permit the employee to take vacation leave, which would otherwise be forfeited as provided in this Section 12(C).

- (D) Eligibility. No vacation accrual shall be allowed for an employee working a forty (40) hour workweek for any pay period in which such employee is off duty and not in paid status for more than eight (8) hours of regularly scheduled work for eight (8) hour per day employees; or not in paid status for more than ten (10) hours of regularly scheduled work for employees working ten (10) hours per day. When an employee is required to report for work and does so report and is denied work because of circumstances beyond his/her control, absence from work for the balance of that day shall not be construed as non-paid work status.

Employees on the disability insurance program as outlined in Section 15 of this Ordinance shall be deemed ineligible to earn vacation credit in the appropriate amounts listed above.

- (E) Approval by Appointing Authority. All vacation leaves shall be taken at such time as may be approved by the Appointing Authority. Any employee having unused vacation leave prior to the effective date of this Ordinance shall be credited with such unused vacation leave for the purpose of this Ordinance.

- (F) Payment Upon Separation from City Service.

- (1) An employee with an unused vacation balance who is about to be separated from City service through discharge, resignation, retirement, or layoff, shall be paid in a lump sum for each hour of unused vacation leave in lieu of granting such employee a vacation leave after his/her last day of active service with the City provided, however, that such payment shall not exceed the maximum number of vacation hours outlined in Section 12(C) of this Ordinance.

- (2) However, an employee who is involved in a temporary layoff or certification termination and who has unused vacation leave to his/her credit at the time the layoff is effective, may choose, in lieu of a lump sum cash payment for such unused vacation credit, to leave such vacation credit on account to be restored to his/her credit upon re-employment, provided such re-employment occurs within thirty-five (35) calendar days. If re-employment does not occur within thirty-five (35) calendar days, then any unused vacation leave left on account will be paid in lump sum to the employee, as provided for in this Section 12(F).

- (G) Payment Upon Death. When an employee dies, any unused vacation leave to his/her credit shall be paid to the surviving spouse. In the event that the employee has no surviving spouse, said unused vacation leave shall be paid to the employee's estate. Such payment shall be paid at the employee's hourly rate of pay at time of death.

- (H) Vacation Leave for Certain City Officials. Notwithstanding the other provisions of Section 12, Elected Officials, Department Directors, and employees classified as:

Executive Assistant to the Mayor (U)

Deputy Chief of Staff (U)
Senior Executive Assistant (U)
Department Assistant Director (U),
Assistant Director (Asset Management) (U)
Assistant Director (Fiscal) (U)
Assistant Director (Parking Solutions) (U)
Assistant Director (Regulatory Compliance) (U)
Assistant Director (Sustainability) (U)
Department Deputy Director (U)
Department Deputy Director (Technology) (U)
Deputy Director (Policy Planning and Economic Development) (U)
Office of Diversity and Inclusion Executive Director (Secretary) (U)

may be granted vacation leave with pay at the discretion of the Mayor but may not accumulate any vacation leave during the term of employment in one or more of these positions.

The City Clerk (U), Executive Assistant to the City Council President (U), and the City Treasurer (U) may be granted vacation leave with pay at the discretion of the President of the City Council but may not accumulate vacation leave during the term of employment in one or more of these positions.

The Civil Service Commission Executive Director (U) may be granted vacation leave with pay at the discretion of the Civil Service Commission but may not accumulate vacation leave during the term of employment in this position.

Excepting and providing that in the event Department Directors and employees classified as:

Executive Assistant to the Mayor (U)
Deputy Chief of Staff (U)
Senior Executive Assistant (U)
Department Assistant Director (U),
Assistant Director (Asset Management) (U)
Assistant Director (Fiscal) (U)
Assistant Director (Parking Solutions) (U)
Assistant Director (Regulatory Compliance) (U)
Assistant Director (Sustainability) (U)
Department Deputy Director (U)
Department Deputy Director (Technology) (U)
Deputy Director (Policy Planning and Economic Development) (U)
Office of Diversity and Inclusion Executive Director (Secretary) (U)

die while in office, vacation leave may, at the discretion of the Mayor, be accrued pursuant to the provisions of this Ordinance and payable upon death, and

Further excepting and providing that in the event that the City Clerk (U), Executive Assistant to the City Council President (U), or City Treasurer (U) dies while in office, vacation leave may, at the discretion of the President of City Council, be accrued pursuant to the provisions of this Ordinance and payable upon death.

Also, further accepting and providing that in the event that the Civil Service Executive Director (U) dies while in office, vacation leave may, at the discretion of the Civil Service Commission, be accrued pursuant to the provisions of this Ordinance and payable upon death.

SECTION 13. INJURY LEAVE.

- (A) On-The-Job Injuries. All full-time and part-time employees shall be allowed injury leave with pay up to a maximum of sixty (60) workdays per calendar year for on-the-job injuries, not to exceed a total of one hundred twenty (120) workdays per injury. The one hundred twenty (120) day total shall apply to injury leave taken on or after April 1, 1990. The one hundred twenty (120) day total shall apply to injury leave taken on or after April 1, 1990, and any injuries (and any recurrences of the same injuries) occurring prior to January 1, 2014.

For all injuries that occur on or after January 1, 2014, all full-time and part-time employees shall be allowed injury leave with pay up to a maximum of fifty (50) workdays per calendar year for on-the-job injuries, not to exceed a total of one hundred (100) workdays per injury, for on-the-job injuries that meet the requirements set forth in this Section. The one hundred (100) day total shall apply to injuries (and any recurrences of the same injuries) occurring on or after January 1, 2014.

For all injuries that occur on or after January 1, 2015, all full-time and part-time employees shall be allowed injury leave with pay up to a maximum of forty (40) workdays per calendar year for on-the-job injuries, not to exceed a total of eighty (80) workdays per injury, for on-the-job injuries that meet the requirements set forth in this Article. The eighty (80) day total shall apply to injuries (and any recurrences of the same injuries) occurring on or after January 1, 2015.

Injuries must be reported to the employee's immediate supervisor no more than forty-eight (48) hours after such injury is known. If an employee who has been granted injury leave does not begin receiving payments in lieu of wages from the Ohio Bureau of Workers' Compensation by the time the injury leave has been utilized, and the employee has a claim filed under the Ohio Workers' Compensation laws for such payment, then the City shall pay the employee seventy-two percent (72%) of his/her wages until such time as payments from the Bureau are received or the claim is denied by the Regional Board of Review of the Industrial Commission of Ohio. In any instance of double payment by both the City and the Bureau for the same day or days, the employee shall promptly provide full reimbursement to the City as determined by the City.

- (B) Determination by the Department of Human Resources

- (1) Report of Injury. A report of the cause of all injuries, whether original or recurrent, signed by the immediate supervisor, the Division Administrator, and the Appointing Authority shall be submitted to the Director of the Department of Human Resources or designee within four (4) days of the date of the original injury or recurrence on forms designed and furnished by the Director of the Department of Human Resources or his/her

designee. Supporting medical documentation must be submitted through the Department or Division Human Resources representative and to the Human Resources Department within a total of twenty-eight (28) days from the date the injury or recurrence is known.

- (2) Actual Performance of Duties. Injury leave with pay shall be granted to an employee only for injuries determined by the Director of the Department of Human Resources or designee as caused by the actual performance of the duties of his/her position. The City may require an independent medical examination for any employee requesting injury leave, at the City's expense.
- (3) Written Authorization and Return to Work. No employee shall be granted injury leave with pay unless the Appointing Authority has in his/her possession written authorization signed by the Director of the Department of Human Resources or designee indicating the approximate length of the leave. No employee on injury leave shall be returned to work without the written approval of an attending physician. If there is a recurrence of a previous injury, the Appointing Authority must request approval of injury leave for each recurrence. If, in the judgment of the Director of the Department of Human Resources or designee, the injury is such that the employee is capable of performing his/her regular duties or light duties during the period of convalescence, he or she shall so notify the Appointing Authority in writing and deny injury leave with pay. No injury leave payments shall be made to any employee: (1) who is working for another employer during the employee's regular City shift, or (2) where such work involves or requires the performance of the same or similar duties as those regularly performed by the employee for the City, or (3) where such job involves duties and/or physical demands the performance of which would conflict with the injury/medical condition allowed. Whenever an employee is required to stop working because of an injury or other service connected disability, he or she shall be paid for the remaining hours of that day or shift at his/her regular rate, and such time shall not be charged to leave of any kind.
- (4) Leave Pending Decision. Pending a decision by the Director of the Department of Human Resources or designee, an employee applying for injury leave may be carried on sick leave or vacation leave with pay, in that order, which shall be restored to his/her credit upon certification by the Director of the Department of Human Resources or designee that injury leave has been approved. However, when an employee is applying for injury leave, exclusive of apparent heart attack cases, and the Division Administrator can establish that the injury occurred during the employee's hours of work for the City, then the employee may be carried on injury leave with pay pending certification by the Director of the Department of Human Resources or designee that injury leave has been approved. In no case may the employee be carried on injury leave for a period of time in excess of the employee's amount of accumulated sick leave and vacation leave prior to certification by the Director of the Department of Human Resources or designee that injury leave has been approved. If injury leave is not certified by the Director of the Department of Human Resources or designee, the

employee will be charged sick leave, and vacation leave, in that order, for the time used.

- (5) Appeal to Board of Industrial Relations. Any injured employee may appeal the decision of the Director of the Department of Human Resources or designee by written notice to the Board of Industrial Relations within ten (10) days of notification that injury leave has been denied. The Board of Industrial Relations at the City's expense may require an employee to be examined by a physician of the Board's choice.
- (C) Time Off for Examination and Treatment. Pursuant to rules established by the Director of the Department of Human Resources or designee, time off for the purpose of medical examination, including examinations by the Bureau of Workers' Compensation, and/or treatments resulting from injury occurring during any period of time an employee was in paid status and performing services for the City required by his/her employment shall be charged to injury leave. A maximum of four (4) hours of injury leave shall be allowed per scheduled physician's appointment and/or treatment resulting from an on-the-job injury. The Director of the Department of Human Resources or designee may approve an employee's request for injury leave of greater than four (4) hours for a scheduled physician's appointment or for treatment resulting from an on-the-job injury if the Director or designee determines that such request is supported by medical documentation. However, such medical documentation must be submitted to the Director or designee by the employee prior to such appointment and/or treatment in order to be considered.
 - (D) Accrual of Other Benefits. While an employee is on approved injury leave with pay, sick and vacation accruals, P.E.R.S. contributions and all employee benefits shall continue uninterrupted and the City shall maintain applicable insurance benefits for the employee until such time as the employee returns to duty or is terminated from City employment. Upon proof that an employee is receiving payments in lieu of wages from the Ohio Bureau of Workers' Compensation, sick and vacation accruals and all applicable insurance benefits shall continue uninterrupted until the employee returns to duty or is terminated from employment.
 - (E) Administration by the Director of the Department of Human Resources or his/her designee. The provisions of this Section 13 shall be administered by the Director of the Department of Human Resources or his/her designee who shall make necessary rules, devise forms, keep records and investigate cases subject to the approval of the Industrial Relations Board.
 - (F) Applicability to FMLA. The twelve (12)-week per year limitation on leaves permissible under the Family Medical Leave Act (FMLA) shall include any injury leave and/or leave under the Ohio Bureau of Workers' Compensation which is granted for reasons permissible under the FMLA.
 - (G) Continued Contact with Division and Return to Work Notification. An employee receiving injury leave or temporary total payments from the Ohio Bureau of Workers' Compensation shall maintain bi-weekly contact with the division human resources representative during the period of time the employee is injured. This requirement may be modified in writing by the human resources representative for

extended leaves. An employee shall notify the human resources representative at least seven (7) days before the employee's expected return to work date to reconfirm the date of return.

SECTION 14. SICK LEAVE.

(A) Computation of Sick Leave Bank for Full-Time Employees in Section 5(D) and Section 5(E).

- (1) Sick leave banks for full-time employees shall consist of current annual entitlements under the terms and conditions of this Ordinance, plus any hours carried over from previous years, transfers from other political subdivisions and hours carried over from other City employment outside the terms of this Ordinance, less any appropriate reductions or deductions as outlined below.
- (2) On the first payperiod of each calendar year, each full-time employee employed on that date shall receive seventy-two (72) hours of sick leave with pay for the remainder of that calendar year.
- (3) Each full-time employee hired on or after the first payperiod of each year shall, on the date of hire receive his/her sick leave with pay for the remainder of that calendar year computed, as follows: six (6.0) hours for each calendar month in the calendar year of hire, commencing with the month following the month in which the employee was hired.
- (4) If an employee is in unpaid status for forty (40) hours or more in a calendar month, six (6.0) hours shall be deducted from the employee's paid sick leave entitlement. For purposes of this Section, hours in unpaid status do not include military leave without pay or unpaid FMLA hours. No other unpaid absences shall be counted as hours of work.

When an employee is required to report to work and does so report but is denied work because of circumstances beyond his/her control, absence from work under these circumstances shall not be considered as unpaid work status for purposes of this paragraph, except if the employee is laid off pursuant to Civil Service Commission Rules and Regulations.

- (5) If an employee changes from full-time non-seasonal status to part-time or seasonal status during a calendar year in which he/she was eligible for sick leave, six (6.0) hours shall be deducted from his/her paid sick leave account for each full calendar month in which the employee is in part-time or seasonal status.
- (6) Employees coming under the jurisdiction of the MCP by appointment to a classification listed in Section 5(C), (D) and (E) from outside the City, who have accrued sick leave from another political subdivision of the State of Ohio may transfer that sick leave upon their employment by the City. Any hours transferred from another political subdivision of the State of Ohio, after March 31, 1987, shall not be subject to payment upon termination or

separation from the City for whatever reason. Such hours will not count toward the sick leave bank with the City. These hours can be used only after exhausting an employee's current City sick leave bank. When an employee uses such hours, the value of those hours will be equivalent to the value of the hourly rate at which the employee was hired into the City.

- (7) If an employee uses more than his/her current annual entitlement (72 hours) in a payroll year, because of ineligibility for sick leave as outlined in this Paragraph, the excess sick leave used will be recovered from the next year's annual entitlement.
 - (8) Employees coming under the jurisdiction of the MCP by appointment to a classification listed in Section 5(C), (D) and (E) with Pre-1985 Sick Leave Bank, will be paid such bank at the rate he/she was earning on March 31, 1987. Such payment will be made as soon as practicable by the City Auditor.
- (B) Eligible Uses of Sick Leave with Pay; Procedures.
- (1) Sick leave with pay will be at an employee's regular straight-time hourly rate and shall be allowed to full-time employees in one-tenth (1/10th) of an hour increments for the following purposes:
 - (a) Illness of, or injury to, the employee, whether at work or non-work related.
 - (b) Physical, dental, or mental consultation or treatment of the employee by professional medical or dental personnel, whether work or non-work related.
 - (c) Sickness of a spouse, child, stepchild, and upon prior approval of the Appointing Authority, a family member who is dependent upon the employee for his/her health and wellbeing.
 - (d) Quarantine because of contagious disease. The Appointing Authority or designee shall require a certificate of the attending physician before allowing any paid sick leave under this subsection.
 - (e) Death in the employee's family, as that term is defined in Section 3, Definitions, of this Ordinance.
 - (f) Maternity, paternity and adoption leave.
 - (2) Any leave which is granted under this Paragraph for reasons permissible under an FMLA leave as provided in Section 11(C) of this Ordinance shall be charged as an FMLA leave and shall be subject to the twelve (12) -week per year limitation for the length of an FMLA leave.
 - (3) To the extent that it is possible to do so, employees shall submit sick leave requests in advance for medical appointments and scheduled treatments. Employees calling off sick shall complete and submit sick leave requests to their supervisors promptly upon their return to work.

- (4) In cases of extended illness (defined as three (3) or more consecutive work days or frequent intermittent use of sick leave) or suspected abuse, as determined by the Appointing Authority or designee, the Appointing Authority or designee may require evidence as to the adequacy of the reason(s) for an employee's absence during the time for which sick leave is requested.
 - (5) Such evidence documenting the reasons for an employee's absence (both for illness of the employee, or his/her immediate family) is defined as a certificate acceptable to the Appointing Authority or designee stating date(s) of treatment and the diagnosis, prognosis and expected return to work date from a licensed physician or other appropriate medical professional; provided, however, that falsification of either a written signed statement of the employee or a physician's certificate shall be grounds for disciplinary action, including dismissal, as well as grounds for denial of sick leave.
 - (6) After investigation, any sick leave that is determined as improperly used by the employee shall be repaid to the City.
 - (7) If the Appointing Authority or designee has reason to question the ability of an employee to return to work, the Appointing Authority or designee may also require a certification that the employee is able to return to duty at the conclusion of a sick leave. If that certification from the employee's treating physician is not forthcoming or satisfactory, the Appointing Authority or designee may require the employee to be examined by a licensed physician or other appropriate medical professional identified by the Appointing Authority or designee. Failure to submit to the examination shall constitute grounds for disciplinary action as well as grounds for denial of sick leave.
- (C) Advances on Sick Leave by City Council. Except as provided by discretionary action of the City Council, sick leave cannot be taken before it is credited to an employee's sick leave account. In appropriate circumstances and within the discretion of City Council, employees may receive sick leave in advance upon passage of an ordinance by City Council authorizing such an advance. Any employee who has been advanced additional sick leave time by action of City Council must agree as a condition of the advance to have amounts deducted from his/her sick leave account, during the first payperiod of each year, not to exceed seventy-two (72) hours, until the advance is repaid. Under no circumstances shall an employee's annual sick leave entitlement be reduced by more hours than the aggregate yearly amount as set forth in the ordinance authorizing said advancement. Except as herein written, all provisions of the original ordinance advancing sick leave shall remain in effect.
- (D) Annual Sick Leave Reciprocity Payment.
- (1) During November of each year, each employee shall elect one of the following:

- (a) To be paid, at his/her regular straight-time hourly rate in effect on the last day of the last payperiod of the year, for any unused sick leave hours awarded during the preceding payroll year, up to a maximum of seventy-two (72) hours, on a one-for-one basis; or
 - (b) To carry over all unused sick leave hours to the next year as part of the employee's sick leave bank.
 - (c) To split on a 50/50 basis (rounded to the nearest 1/10 of an hour) the remaining annual entitlement with one-half (1/2) going to the employee's sick leave bank and one-half (1/2) being paid out in sick leave reciprocity.
- (2) Any hours of sick leave taken during the payroll year shall be deducted from the maximum amount of annual sick leave reciprocity (i.e., 72 hours) prior to calculating the annual sick leave reciprocity payment.
 - (3) If an employee uses five (5) days or less of injury leave (regardless of the number of claims) during the year, this leave shall not be considered sick leave taken for computing sick leave reciprocity. If an employee uses more than five (5) days of injury leave, all injury leave used during the year will be considered hours of sick leave taken in computing sick leave reciprocity.
 - (4) Employees who fail to sign the payroll register making an election to carry over receive payment, or split their sick leave as outlined above shall maintain the same option as they elected the prior year.
- (E) Disposition of Sick Leave Balances upon Separation from City Employment.
- (1) Annual Sick Leave Entitlement. When an employee separates from City service through resignation, retirement or layoff on or before the last day of the last payperiod of the year, the employee shall receive payment for his/her annual sick leave entitlement as defined in Paragraph A as follows:
 - (a) The annual sick leave entitlement which that employee has to his/her credit at the time of separation shall be reduced by six (6.0) hours for each calendar month remaining in the calendar year following the month of separation.
 - (b) If, after such calculation, the employee has any unused sick leave for that year, the employee shall be paid, at the time of separation, for such unused sick leave hours, at his/her regular straight-time hourly rate in effect at that time, less applicable withholding and any amounts owed by the employee to the City.
 - (c) If, after such calculation, the employee has used more sick leave hours than that to which he/she was entitled, an amount shall be deducted from his/her final paycheck for such hours, at his/her regular straight-time hourly rate in effect at that time.
 - (2) Sick Leave Bank. All sick leave in the employee's sick leave bank may be paid to the employee who is separating from City service as follows: The

number of accumulated unused hours shall be divided by two (2) and multiplied by the employee's hourly rate of pay at time of separation. All such lump sum payments are subject to applicable withholding and deduction for any sums owed by the employee to the City.

- (3) Transferring Sick Leave to Other Political Subdivisions. Employees who are leaving City service to accept employment with another political subdivision of the State of Ohio may elect to transfer sick leave to that political subdivision, if it will accept such a transfer. Employees must elect to be paid or transfer sick leave balances to another political subdivision in writing prior to termination and at a time specified by the Auditor's Office for processing terminal leave pay.
- (4) Separation Pay for Sick Leave Transferred from Other Political Subdivisions. Any sick leave transferred to the City prior to March 31, 1987 shall be paid upon separation at the straight-time hourly rate in effect on March 31, 1987 using the payment formula of the transferring agency.
- (F) Payment Upon Death. If an employee dies during employment with the City, his/her unused sick leave account balances as defined herein shall be paid to a surviving spouse. In the event that the employee has no surviving spouse, said balance shall be paid to the employee's estate. The employee's sick leave balances shall be valued at the time of death in accordance with the applicable provisions of this Section.
- (G) Sick Leave Disposition When Moving from Full-Time to Part-Time Status. For any employee who moves from full-time status to part-time status on or before December 31 of any calendar year and who has used more sick leave hours than that to which the employee was entitled, the value of such hours shall first be deducted from the employee's sick leave bank. If the employee has insufficient hours in his/her bank, such hours will be deducted from earned and unused vacation accruals to the employee's credit. If the employee does not have sufficient sick leave and vacation leave to cover the additional sick leave hours credited, the City shall develop a schedule to recover the funds out of any subsequent bi-weekly pay checks.
- (H) Sick Leave Credited with Other Political Subdivisions. Employees who have been employed in the classified or unclassified Civil Service or as teachers, school employees, firefighters, peace officers, or state highway patrol officers of the State of Ohio or any of its political subdivisions shall be credited with any certified, unused and unpaid balance of accumulated sick leave earned in such service when such persons are employed in the classified or unclassified Civil Service of the City on or after April 1, 1987, provided employment with the City occurs within ten (10) years after leaving his/her prior position when such action occurs after January 1, 1972. Such unused balance shall then be subject to all other provisions of this Article, with the exception of Subsection (D).
- (I) Sick Leave for Certain City Officials. Notwithstanding the other provisions of this Section 14, Elected Officials, Department Directors, and employees classified as:

Executive Assistant to the Mayor (U)
Deputy Chief of Staff (U)

Senior Executive Assistant (U)
Department Assistant Director (U),
Assistant Director (Asset Management) (U)
Assistant Director (Fiscal) (U)
Assistant Director (Parking Solutions) (U)
Assistant Director (Regulatory Compliance) (U)
Assistant Director (Sustainability) (U)
Department Deputy Director (U)
Department Deputy Director (Technology) (U)
Deputy Director (Policy Planning and Economic Development) (U)
Office of Diversity and Inclusion Executive Director (Secretary) (U)

may be granted sick leave with pay at the discretion of the Mayor but may not accumulate any sick leave during the term of employment in one or more of these positions.

The City Clerk (U), and the City Treasurer (U) may be granted sick leave with pay at the discretion of the President of the City Council but may not accumulate sick leave during the term of employment in one or more of these positions or be paid for any sick leave not taken during the term of employment in one or more of these positions.

The Civil Service Commission Executive Director (U) may be granted sick leave with pay at the discretion of the Civil Service Commission but may not accumulate sick leave during the term of employment in this position or be paid for any sick leave not taken during the term of employment in this position.

Excepting and providing that in the event Department Directors and employees classified as:

Executive Assistant to the Mayor (U)
Deputy Chief of Staff (U)
Senior Executive Assistant (U)
Department Assistant Director (U),
Assistant Director (Asset Management) (U)
Assistant Director (Fiscal) (U)
Assistant Director (Parking Solutions) (U)
Assistant Director (Regulatory Compliance) (U)
Assistant Director (Sustainability) (U)
Department Deputy Director (U)
Department Deputy Director (Technology) (U)
Deputy Director (Policy Planning and Economic Development) (U)
Office of Diversity and Inclusion Executive Director (Secretary) (U)

die while in office, sick leave may, at the discretion of the Mayor, be accrued pursuant to the provisions of this Ordinance and payable upon death.

Further excepting and providing that in the event the City Clerk (U), or City Treasurer (U) dies while in office, sick leave may, at the discretion of the President of City Council, be accrued pursuant to the provisions of this Ordinance and payable upon death.

Also, further accepting and providing that in the event the Civil Service Commission Executive Director (U) dies while in office, sick leave may, at the discretion of the Civil Service Commission be accrued pursuant to the provisions of this Ordinance and payable upon death.

SECTION 15. DISABILITY PROGRAM.

- (A) Disability Program Eligibility. The City will provide, at no cost to employees, a disability program covering full-time employees who are eligible to accrue leaves for non-work related illnesses and injuries. Employees must complete one (1) year of continuous City service before qualifying for disability; such benefits will become available at the first of the month following completion of one (1) year of continuous service. This program shall provide for payment to the employee from the twelfth (12th) day of accident or illness for employees in classifications listed in Sections 5(C), (D) and (E) of this Ordinance, for a maximum of twenty-six (26) weeks per disability per calendar year, at eighty-nine percent (89%) of the employee's standard gross wages Effective September 1, 2013, this program shall provide for payment to the employee from the twelfth (12th) day of accident or illness for employees in classifications listed in Sections 5(C), (D) and (E) of this Ordinance, for a maximum of twenty-six (26) weeks of disability benefits within a 365-day period, at eighty-nine percent (89%) of the employee's standard gross wages. Applicable federal, state and local flat tax rates and applicable Medicare charge(s) will be deducted. The employee may, if he/she so desires, elect to use all, or part, of his/her accumulated but unused sick leave in order to make up any difference between one hundred percent (100%) of his/her gross wages and the amount which he/she receives under the disability program, provided that all new (current year) sick leave accruals are exhausted before an employee may use the available balance in his/her Old Sick Leave Bank. If an employee exhausts all sick leave benefits, other approved leave may be granted by the Appointing Authority. During the period in which an employee receives such payments, he/she shall suffer no reduction in paid sick leave entitlement set forth in Section 14 of this Ordinance, as applicable. If, while receiving such payments, the employee performs work for the City or another employer, the amount of payment under the disability program shall be reduced by the compensation which he/she receives during that time period. The proper forms must be submitted to the City no later than forty-five (45) days from the commencement of the disability.
- (B) No disability payments shall be made to an employee who is working for another employer. Fraudulent actions automatically preclude employees from receiving any disability benefits. If a payment is made pursuant to a fraudulent claim, the employee shall repay the City immediately.
- (C) The twelve (12)-week per year limitation on leaves permissible under the Family Medical Leave Act (FMLA) shall include any disability leave which is granted for reasons permissible under the FMLA.
- (D) While an employee is paid disability benefits pursuant to this Section, vacation accruals shall cease. Holidays shall be paid at the disability benefit rate as set forth in Paragraph (A) of this Section 15. Medical, dental, drug, vision and life

insurances shall continue uninterrupted until the employee is no longer on the disability program, provided monthly premiums are paid current.

- (E) An employee on disability leave shall maintain bi-weekly contact with the designated department/division human resources representative during the period of time the employee is disabled. This requirement may be modified in writing by the designated department/division human resources representative for extended leaves. An employee shall notify the designated department/division human resources representative at least seven (7) calendar days before the employee's expected return to work date to reconfirm that date.

SECTION 16. INSURANCE.

- (A) Health Insurance. The City shall provide comprehensive major medical, dental, vision care, and prescription drug benefits for eligible employees in effect at the time of this amendment through December 31, 2017. Effective January 1, 2018, the City shall provide benefits for eligible employees as detailed below, for both the employee and family coverage. Such major medical, dental, vision care and prescription drug benefits will be available beginning the first of the month following the date of hire. Life insurance is effective the first of the month following the date of hire. This coverage shall also comply with all pertinent state and federal statutes, including the Health Insurance Portability and Accountability Act (HIPAA) and the Newborns' and Mothers' Health Protection Act (NMHPA) of 1996.
- (B) Comprehensive Major Medical.
 - (1) If the employee and/or dependent receives services from a preferred provider (PPO), reimbursements will be at an eighty/twenty percent (80/20%) co-insurance and will be subject to single and family deductible and out-of-pocket maximums listed in Table 1.
 - (2) If a preferred provider is not used, co-insurance will be reduced to sixty/forty percent (60/40%) of one hundred forty percent (140%) of the single and family deductibles and out-of-pocket maximums listed in Table 1.
 - (3) Physician office visits will be subject to co-payments per in-network primary care physician visits listed in Table 1. Eligible services, which shall include diagnostic, surgical and/or specialty services provided in the network physician's office and billed by that office shall be covered at one hundred percent (100%) after office visit co-payment.
 - (4) The office co-payment does not apply to the annual deductible, however, office co-payments will apply to the annual out-of-pocket maximum. Care rendered by non-network providers shall be subject to the annual deductible, co-insurance, and out-of-pocket maximum as specified in Section 16(B)(1) and 16(B)(2), and a twenty percent (20%) penalty.
 - (5) Pursuant to the NMHPA, all inpatient and outpatient treatment for psychiatric and/or alcohol or drug treatment (substance abuse) services will not be subject to treatment limits and will be covered as standard medical

treatment. Coverage is subject to deductible, co-insurance, and out-of-pocket maximums.

- (6) In-Patient Hospital Coverage. After satisfying the annual deductible, the plan pays eighty percent (80%) of reasonable charges for a semi-private room and ancillary services for medical stays at an in-network hospital. Once out-of-pocket expenses and reasonable charge provisions have been met, the plan will reimburse the hospital at one hundred percent (100%) for covered services.

For utilization at a non-network hospital, an additional twenty percent (20%) penalty and any excess charges above reasonable rates are the employee's responsibility. Any charges for medically unnecessary care, non-covered services or charges beyond plan limitations are the employee's responsibility.

- (7) In accordance with the Patient Protection and Affordable Care Act of 2010, insured members are eligible to receive certain preventive care services, based upon age, gender and other factors, without cost-sharing (co-payments, co-insurance and deductibles). These preventive services must be provided by doctors and health care professionals within the City's plan provider network. The preventive health services that must be covered without cost-sharing requirements are those based on the requirements stated below:

- (a) Evidence-based items or services that have in effect a rating of "A" or "B" in the current recommendations of the United States Preventive Services Task Force (USPSTF), including certain preventive care for women, such as mammograms, cervical cancer screenings and prenatal care;
- (b) Immunizations for routine use in children, adolescents and adults that are currently recommended by the Centers for Disease Control and Prevention (CDC) and included on the CDC's immunization schedules;
- (c) Strong scientific evidence-informed preventive care and screenings for infants, children and adolescents, as provided for in the Health Resources and Services Administration (HRSA) guidelines; and
- (d) As noted above, a set of additional scientific evidence-based preventive services for women recommended by the Institute of Medicine and supported by HRSA.

Preventive services that are excluded from the above agencies' recommended lists shall be subject to the annual deductible, co-insurance, and out-of-pocket maximum as specified in Sections 16(B)(1) and 16(B)(2).

Preventive services rendered by non-network providers shall be subject to the annual deductible, co-insurance, and out-of-pocket maximum as specified in Table 1.

Insured members should contact the City's health plan administrator prior to obtaining preventive services for determination of preventive services coverage.

- (8) An emergency room visit will be subject to a seventy-five-dollar (\$75.00) co-payment per visit. If admitted, the co-payment will be waived. An urgent care visit will be subject to a thirty-dollar (\$30.00) co-payment per visit.
- (9) Miscellaneous benefits with specified limits:

Physical therapy, occupational therapy, and/or chiropractic visits will be covered up to a combined annual maximum for thirty (30) visits per person, based on medical necessity.

Prescription drug deductible charges are not payable under this medical provision.

The City will provide the following minimum coverage for maternity benefits: At least forty-eight (48) hours of inpatient hospital care following a normal vaginal delivery; and at least ninety-six (96) hours of inpatient hospital care following a caesarean section and physician-directed aftercare. These minimum stay requirements are not applicable if the mother and her health care provider mutually agree that the mother and her child may be discharged earlier.

A weight loss schedule is limited to examination charges only. Food supplements in the treatment of obesity are excluded.

Services rendered by a Hospice Care program will be covered up to a maximum of sixty (60) days. Covered services include those services for which an employee is eligible during a hospital admission.

Temporomandibular joint pain dysfunction, syndrome or disease or any related conditions collectively referred to as "TMJ" or "TMD" will be covered on the basis of medical necessity, up to a lifetime maximum of \$200.00. This limit does not apply to surgical services on the jaw hinge.

- (C) Prescription Drugs. The City will provide a prescription drug coverage plan that provides for the use of a formulary and prior authorization requirements.

- (1) **CO-PAYMENTS AND OUT-OF-POCKET MAXIMUMS**
The employee shall be responsible for a five-dollar (\$5.00) co-payment for a Tier 1 drug. For a Tier 2 drug, the co-payment is fifteen dollars (\$15.00). For a Tier 3 drug, or if a prescription is written "dispense as written" and a lower tier drug exists, the co-payment is thirty dollars (\$30.00). The annual out-of-pocket maximum per single contract per year will be two thousand dollars (\$2000.00). The annual out-of-pocket maximum per family contract per year will be four thousand dollars (\$4000.00).

Pre-natal vitamins are covered with a written prescription from the physician.

(2) MAIL ORDER

Mail order prescription drugs will be limited to a thirty (30) day minimum and a ninety (90) day maximum supply. The out-of-pocket maximum for prescription drugs filled through mail order will be the same as described in Section 16(C)(1). Under the mail order program, the employee shall be responsible for a twelve dollars and fifty cents (\$12.50) co-payment for a Tier 1 drug. For a Tier 2 drug, the co-payment is twenty-five dollars (\$25.00). For a Tier 3 drug, or the prescription is written "dispense as written" and a generic equivalent exists, the co-payment is sixty dollars (\$60.00).

Maintenance drugs should be obtained through the mail order program. The original prescription with no refills may be purchased locally but subsequent refills must use the mail order program.

The prescription drug program will include prior authorization requirements for certain types of drugs. Some drugs will require the employee and/or dependent to undergo step therapy (trial of a lower cost drug before a higher cost drug is covered). The prescription drug program administrator will determine which drugs require prior authorization and/or step therapy.

(3) SERVICES NOT COVERED

- Experimental drugs.
- Drugs that may be dispensed without prescription.
- Non-prescription items.
- Medications which are covered under the terms of any other employer, sponsored group plan, or for which the individual is entitled to receive reimbursement under Workers' Compensation or any other Federal, State or Local governmental program.
- Immunization Agents (except as provided in Section 16(B)(7)(b)).
- Drugs deemed not medically necessary.
- Administration of prescription drugs.
- Any prescription refill in excess of the number specified by the physician, or any refill dispensed after one year from date of the physician's original order.
- Medication taken by, or administered to, the individual while a patient is in a licensed hospital, extended care facility, nursing home or similar institution which operates, or allows to be operated, on its premises, a facility for dispensing drugs.
- Anti-obesity drugs.
- Dietary and food supplements.

(4) DISPENSING LIMITATION

Each retail prescription may be filled up to a maximum of a thirty (30) day supply and a maximum of a ninety (90) day supply for mail order.

(5) MISUSE OF PRESCRIPTION DRUG PROGRAM

Control Drug Management Program. The City's prescription drug program administrator will review prescriptions to assess whether abuse of narcotics and similar drugs may be occurring and will follow up with prescribing physicians as appropriate to further evaluate any suspected instances of abuse.

Misuse or abuse of the prescription drug program, verified by the appropriate law enforcement agency, shall result in suspension of the employee's prescription drug card for a period of twelve (12) months. As used herein, verification of misuse or abuse of the prescription drug program occurs when the appropriate law enforcement agency files criminal charges against the employee or dependent, or refers (diverts) the employee or dependent to a counseling and rehabilitation program in lieu of criminal charges. If the employee/dependent is found not guilty, the prescription drug card shall be reinstated.

(D) Dental.

(1) DENTAL ANESTHESIA

Dental general anesthesia administered by the dentist is a Covered Service. Osseous surgery is not covered under the dental plan, but is payable under the medical plan.

(2) ANNUAL DENTAL MAXIMUM

The maximum amount payable for covered dental expenses, except orthodontics, for one (1) eligible person in one (1) benefit year is fifteen hundred dollars (\$1,500.00).

(3) ORTHODONTIC MAXIMUM

The lifetime maximum payable for dependent orthodontia services for any covered child is eighteen hundred-fifty dollars (\$1,850.00).

(4) A voluntary dental PPO shall be available to employees which allow voluntary selection of a participating provider which will result in no-balance billing over reasonable charges. All existing coinsurance levels and exclusions continue to apply.

(5) The following preventative dental services are paid at 100% of the reasonable charge:

(a) Routine oral examinations – twice in any calendar year, January 1 through December 31.

(b) Routine prophylaxis (cleaning of teeth) – twice in any calendar year, January 1 through December 31.

- (c) Topical application of fluoride – twice in any calendar year, January through December 31.

(E) Vision. The City shall maintain the current vision care plan for all eligible employees as follows:

(1) Network Doctor Plan

Deductibles:

Eye Examination \$5.00

Lenses and Frames \$12.50

Deductibles do not apply toward contact lenses.

Wholesale Frame Allowance
\$41

Retail Frame Allowance
\$135

(2) Non-Network Doctor Plan Reimbursement Schedule

Eye Examination up to \$35.00

Frames up to \$35.00

Lenses:

Single Vision up to \$35.00

Bifocals up to \$35.00

Trifocals up to \$60.00

Lenticular up to \$90.00

(3) Contact Lenses (pair) in place of all other plan benefits for the benefit period

Cosmetic (elective) \$90.00 plus exam

Necessary \$170.00 plus exam

(F) Life Insurance. The City shall maintain term life insurance in the amount of one and a half times the employee's annual salary in effect at the time of death for all full-time employees less than sixty-five (65) years of age. Full-time employees, sixty-five (65) to seventy (70) years of age shall receive term life insurance in the amount of sixty-five percent (65%) of one and a half times the employee's annual salary in effect at the time of death not to exceed sixty-five thousand dollars (\$65,000). Full-time employees seventy (70) years of age and over shall receive term life insurance in the amount of thirty-nine percent (39%) of one and a half times the employee's annual salary in effect at the time of death not to exceed thirty-nine thousand dollars (\$39,000).

Employees who have health insurance from other sources may elect to purchase life insurance coverage only, and shall pay a monthly premium of five dollars and fifty cents (\$5.50) for such life insurance coverage. Employees are eligible to purchase additional life insurance through a program established by the Department of Human Resources. Upon termination, employees would be eligible to continue life insurance coverage at the market rate at their own expense.

(G) Eligibility. Eligibility for enrolling new employees for health insurance, dental insurance, vision care, prescription drug and term life insurance shall be based

upon an employee's active service in a position or employment, which is to be performed in accordance with an established scheduled working time, such schedule to be based upon not less than forty (40) hours per seven (7) consecutive calendar days for fifty-two (52) consecutive seven (7) day periods per annum unless otherwise required by Federal Law or Regulations. Employees shall become eligible for the benefits outlined in this Section 16, pursuant to the provisions herein, on the first of the month following their hire date.

- (1) Full-time employees may waive coverage in the employee insurance programs during the month of February in each calendar year. Once the waiver is executed, the employee must wait until Open Enrollment Month (February) in a subsequent year to re-enroll in the benefit plans. In the event of a divorce, legal separation, the death of a spouse or the spouse involuntarily loses family coverage through the spouse's employer, the employee may enroll with the City of Columbus insurance program within thirty (30) days of such event.
- (2) Part-time regular employees who have worked a minimum of one thousand forty (1,040) hours the previous calendar year shall be eligible for medical and prescription coverage only. The employee's share of the cost of the medical and prescription insurance will be one-half of the established funding rate established by the Department of Finance and Management. The employee's share will be converted into a single and family premium. An open enrollment will be held during the month of February of each year for employee enrollment. In the event of a divorce, legal separation, the death of a spouse, or the spouse involuntarily loses family coverage through the spouse's employer, the eligible employee may enroll with the City of Columbus insurance program within thirty (30) days of such event. Upon the completion of two (2) consecutive years and a minimum of two thousand eighty (2,080) hours, and every consecutive year thereafter, employees' eligible dependents are eligible to enroll for medical and prescription coverage during Open Enrollment Month.

For purposes of this paragraph (F) (2), "hours" counted toward part-time eligibility will include hours worked, Paid Time Off, Personal Business Day, Injury Leave, Workers' Compensation, Military Leave, and FMLA.

- (H) Premium Co-Payment. Effective April 1, 2017, the monthly premium is an amount equal to fifteen percent (15%) of the insurance base for single and family coverage. Effective April 1, 2018, the monthly premium will be an amount equal to sixteen percent (16%) of the funding rate established by the actuary for the City for single and family coverage. Effective April 1, 2019, the monthly premium will be an amount equal to seventeen percent (17%) of the funding rate established by the actuary for the City for single and family coverage. For all employees hired on or after October 1, 2017, the monthly premium shall be an amount equal to twenty percent (20%) of the funding rate established by the actuary for the City for single and family coverage.

Such premiums shall be paid through an automatic payroll deduction. Half of the monthly premium will be deducted each pay period not to exceed the total monthly premium.

Providing an employee continues monthly premium coverage payments, insurance coverage for which an employee is eligible will be extended ninety (90) days beyond the end of the month during which an employee's approved leave without pay or leave of absence status became effective. The employee's insurance will then be terminated with an option to participate in the City's insurance continuation program, COBRA, at the employee's expense.

Employees on disability leave, or employees receiving payments in lieu of wages from the Ohio Bureau of Workers' Compensation, must keep their premium co-payments current. If at the conclusion of the ninety (90) day period as specified in the previous paragraph, the premium co-payments are not current, an employee's insurance will then be terminated with an option to participate in the City's insurance continuation program, COBRA, at the employee's expense.

- (I) Tobacco Surcharge. If an employee hired on or after January 1, 2018 who participates in the City's insurance program uses tobacco, the employee will be charged a twenty-five dollar (\$25.00) per month surcharge.
- (J) Employees are eligible to pre-tax insurance premiums through the City's Pre-tax Plan Administrator.

The City will continue to maintain an IRC Section 125 Plan whereby employees will be able to pay for their share of health and hospitalization insurance premiums with pre-tax earnings. This plan will remain in effect so long as it continues to be permitted by the Internal Revenue Code. Such premiums shall be paid through an automatic payroll deduction.

- (K) The City may afford employees the opportunity to participate in a voluntary pre-paid legal services plan payable through payroll deduction.
- (L) Appeal Process. The extent of coverage under the insurance policies (including self-insured plans) shall be governed by the terms and conditions set forth in said policies or plans. Any questions or disputes concerning an employee's claim for benefits under said insurance policies or plans shall be resolved in accordance with the terms and conditions set forth in said policies or plans, including the claims appeal process available through the insurance company or third party administrator. In the event the employee benefit booklet and this Ordinance are not specific, the plan administrator's administrative guidelines will prevail; provided, however, that this shall not prejudice the right of the employee to appeal a claim dispute to the plan administrator and to the Ohio Department of Insurance.

(M) Table 1.

Table 1	
Deductible	
In-Network	\$300 single / \$600 family
Non-Network	\$800 single / \$1,600 family
Co-insurance	
In-Network	80% / 20%
Non-Network	60% / 40%
Out-of-Pocket Maximum	
In-Network	\$700 single / \$1,200 family
Non-Network	\$1,600 single / \$3,200 family
Office Visit Co-pay	
Primary Care	\$20 co-pay
Specialist	\$30 co-pay
Hospital Inpatient Stay	
In-Network	20% after deductible
Non-Network	40% after deductible
Outpatient Surgery	
In-Network	20% after deductible
Non-Network	40% after deductible
Emergency Room Co-pay	
In-Network	\$75 co-pay, 20% after co-pay and deductible (co-pay waived if admitted)
Non-Network	same as in-network
Urgent Care Co-pay	
In-Network	\$30 co-pay, 20% after co-pay and deductible
Non-Network	\$30 co-pay, 40% after co-pay and deductible
Lifetime Maximum	No maximum
Pre-Notification Penalty	Benefits reduced to 50% of eligible expenses
Rx Co-pays	Retail/Mail
Tier 1	\$5/\$12.50
Tier 2	\$15/\$25
Tier 3/ Dispense as Written	\$30/\$60
Rx Co-pays Accumulate	Yes
Rx OOP Max	\$2,000 single/ \$4,000 family
Tobacco Surcharge	\$25.00 monthly for new hires as of January 1, 2018

SECTION 17. TIME DONATION PROGRAM.

- (A) Purpose. A time donation program has been established to assist full-time employees, eligible to earn accruals, who have exhausted all accumulated paid leave and all disability leave benefits available as a result of a catastrophic illness or injury that is not job related. This program neither supersedes nor replaces other disability programs covered by this Ordinance.
- (B) Conditions. An employee may utilize the time donation program only if all of the following conditions are met:
- (1) Prior to requesting approval for donation of vacation leave, the employee must have exhausted all paid leave and disability leave benefits available to the employee; and
 - (2) The employee shall submit an application requesting donation of vacation leave from other employees covered by this MCP in the same division to the Director of the Department of Human Resources or designee. The application shall include acceptable medical documentation of a catastrophic illness or injury that is not job related, including diagnosis and prognosis. The injury or long-term illness must require the employee to be away from work for at least one (1) full payperiod. This application shall be on a form supplied by the Director of Human Resources; and
 - (3) The Director of the Department of Human Resources or designee shall determine that the injury or long-term illness is catastrophic in nature and that the employee is eligible to receive vacation leave donations from other employees covered by this MCP in the same division; and
 - (4) The approved application shall be forwarded to the affected department human resources representative. The human resources representative shall post a notice on the department bulletin boards to other employees in the same division that the eligible employee may receive donations of vacation leave; and
 - (5) If the eligible employee is in a probationary period, the probation will be extended by the number of days the employee is off duty receiving leave donations. The Civil Service Commission must be notified of an extension of any probationary period; and
 - (6) Donated leave shall be considered sick leave but shall never be converted into a cash benefit.
- (C) Employees Donating Vacation Time.
- (1) An employee desiring to donate vacation leave shall submit a completed time donation form to the division payroll office.
 - (2) It is understood that all vacation leave donations are voluntary and once vacation leave is donated, it will not be returned to the donating employee.

- (3) All donated vacation leave shall be paid at the regular hourly rate of the employee receiving and using the donated leave, not at the regular hourly rate of the employee donating the leave.
- (4) Vacation leave may be donated in increments of at least four (4) hours.

This is a completely voluntary program. A decision made by the Director of Human Resources or designee regarding implementation, acceptance or rejection of an application for donations shall be final.

SECTION 18. FORMER FULL-TIME EMPLOYEES OF TOWNSHIPS.

Notwithstanding the other sections of this Ordinance, those persons holding a similar or like full-time position in the service of any township whose territory is annexed into the City of Columbus may, where possible, be integrated into the Civil Service of the City of Columbus, and shall be entitled to the benefits incident to length of service under this Ordinance to the same extent as if their full-time service with the township has been full-time service with the City of Columbus.

SECTION 19. SEPARABILITY.

Nothing contained in the preceding Ordinance provisions shall be construed to prevent compliance with any federal law requirements. Should any federal law require the payment of a greater compensation or benefits to City employees than is required under the provisions of this Ordinance, then in such instance the federal law provisions will take precedence and the City employees shall be paid in accordance with those provisions. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance, for any reasons, is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions or sections of this Ordinance. The City Council of the City of Columbus, Ohio, hereby declares that it would have passed this Ordinance, and each section, subsection, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clauses, or phrases may be declared unconstitutional or invalid.

SECTION 20. REPEAL CLAUSE.

That Ordinance No. 1150-2007, as amended, is hereby repealed with the effective date of this Ordinance No. 2713-2013.