THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR

COLUMBUS PUBLIC HEALTH

Health Administrative Compensation Plan (HACP)

As Revised 04/20/2021

HEALTH ADMINISTRATION COMPENSATION PLAN

SECTION 1. PURPOSE

The purpose of the Health Administrative Compensation Plan (HACP) is to provide for wages and salaries for various classes of positions by establishing a compensation program for administrative, professional, supervisory, and confidential employees of the Board of Health of the City of Columbus.

SECTION 2. TABLE OF CONTENTS

Contents

SECTION 1. PURPOSE 1
SECTION 2. TABLE OF CONTENTS 1
SECTION 3. DEFINITIONS 4
SECTION 4. COMPENSATION PLAN 7
(A) Pay Grades and Rates of Pay. 7
(B) Employee's Contribution to OPERS 7
(C) Hours of Work. 7
(D) Pay Period. 7
(E) Progression Pay Plan. 7
SECTION 5. CLASSIFICATIONS AND ASSIGNED RATES OF PAY 7
(A) Titles Defined. 7
(B) Pay Grades Applied to Classes. 8
(C) Part-time, Seasonal, Temporary and Confidential Employees. 8
SECTION 6. ADMINISTRATION OF THE PAY PLAN 8
(A) Salary Determination. 8
(B) Step X. 8
(C) Additional Compensation or Benefits. 9
(D) Payroll Deductions. 9
(E) Board of Health Authorization Required. 9
(F) Salaried Employees. 9
SECTION 7. ADDITIONAL ALLOWANCES AND COMPENSATION. 10
(A) Service Credit. 10
(B) Shift Differential Pay. 10
(C) Working Out of Class. 11
(D) Report-In and Call-In Pay. 12
(E) Tuition Reimbursement. 13
(F) Pre-Tax Dependent Care Program. 14
(G) Transportation Allowance 14
(H) Adoption Assistance. 14
SECTION 8. OVERTIME ELIGIBILITY AND PAY AND COMPENSATORY TIME. 15
(A) Employee Eligibility. 15
(B) Overtime Eligibility and Pay. 15
(C) Schedule Change at Employee Request. 16
(D) Regularly Scheduled Shift Changes. 16
(E) Authorization of Overtime. 16

(F) Compensatory Time. 16
(G) Separation from City Service. 17
(H) Payment Upon Death. 17
SECTION 9. HOLIDAY ELIGIBILITY AND PAY. 18
(A) Holidays Observed. 18
(B) Eligibility and Pay. 18
SECTION 10. SPECIAL LEAVE WITH PAY. 19
(A) Military Leave. 19
(B) Jury Duty Leave. 19
(C) Examination Leave. 20
(D) Court Leave. 20
(E) Disaster Leave. 20
(F) Personal Business Day 21
(G) Betty Brezinski Living Organ Donor Leave. 21
(H) Precinct Election Official Leave Program. 21
(I) Paid Time Off (PTO). 22
(J) Paid Parental Leave (PPL). 23
(K) Paid Caregiver Leave (PCL). 24
SECTION 11. LEAVE OF ABSENCE WITHOUT PAY. 26
(A) Personal Leave of Absence. 26
(B) Educational Leave of Absence. 26
(C) Family Medical Leave Act. 26
SECTION 12. VACATION LEAVE. 27
(A) Vacation Year. 27
(B) Vacation Accruals. 27
(C) Maximum Vacation Balances. 28
(D) Eligibility. 29
(E) Approval by the Board of Health. 29
(F) Payment Upon Separation from City Service. 29
(G) Payment Upon Death. 29
(H) Vacation Leave for Certain Board of Health Employees. 30
SECTION 13. INJURY LEAVE. 30
(A) On-The-Job Injuries. 30
(B) Determination by the City Department of Human Resources 31
(C) Time Off for Examination and Treatment. 32
(D) Accrual of Other Benefits. 32
(F) Applicability to FMLA. 33
(G) Continued Contact with Division and Return to Work Notification. 33
SECTION 14. SICK LEAVE 33
(A) Computation of Sick Leave Bank for Full-Time Employees in Appendix B(1) and (2). 33
(B) Eligible Uses of Sick Leave with Pay; Procedures. 34
(C) Advances on Sick Leave by the Board of Health. 35
(D) Annual Sick Leave Reciprocity Payment. 36
(E) Disposition of Sick Leave Balances upon Separation from City Employment. 36
(F) Payment Upon Death. 37
(G) Sick Leave Disposition When Moving from Full-Time to Part-Time Status. 37

(H) Sick Leave Credited with Other Political Subdivisions....38
SECTION 15. DISABILITY PROGRAM. 38
(A) Disability Program Eligibility. 38
(B) Fraudulent Actions/Working While Receiving Benefits. 38
(C) Family Medical Leave Act. 39
(D) Vacation Accrual, Holidays, and Health Benefits Status....39
(E) Required Bi-Weekly Contact. 39
SECTION 16. INSURANCE. 40
SECTION 17. TIME DONATION PROGRAM. 40
(A) Purpose. 40
(B) Conditions. 40
(C) Employees Donating Vacation Time. 41
SECTION 18. FORMER FULL-TIME EMPLOYEES OF TOWNSHIPS.... 41
SECTION 19. SEPARABILITY. 41
SECTION 20. REPEAL CLAUSE. 41
SECTION 21. EFFECTIVE DATE.... 42
APPENDIX A. COMPENSATION PLAN 43
(C) Pay Plan for Bargaining Unit Exempt Classifications 48
APPENDIX B. TITLES, PAY GRADES, and CLASSIFICATIONS 49
APPENDIX C. PROGRESSION PAY PLAN 51
APPENDIX D. INSURANCE (Effective beginning January 1, 2018) 53

SECTION 3. DEFINITIONS.

"Active Service" means being present and able to perform the duties to which an employee of the City of Columbus has been assigned.

"Appointing Authority" means the City of Columbus, Board of Health or City Health Commissioner.

"Board of Health" refers to the Board having the power under the Charter or Columbus City Codes of appointment to, or removal from, a position with the City of Columbus Health Department dba Columbus Public Health**.** Thus, the Board of Health is considered to be the Appointing Authority for the Health Department.

"Calendar Week" means seven (7) consecutive calendar days starting on Sunday and ending on Saturday.

"City" refers to the City of Columbus and, within this document, Columbus Public Health, as the employing agency.

"Class or Classification" means 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" means time off with pay for authorized overtime worked in lieu of salary or wages, calculated in accordance with Section 8 of this Health Administrative Compensation Program.

"Continuous Service" means 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" means calendar day unless otherwise specified.

"Demotion" means a change to a classification that has a lower maximum rate of pay.

"Employee" means any person employed by the City of Columbus Health Department dba Columbus Public Health who is not a member of a bargaining unit.

"Extended Illness" means an illness that 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" means 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, son-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" means an employee who is hired to perform duties for Columbus Public Health according to an established work schedule that 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" means every pronoun includes corresponding pronouns of different genders or numbers or both, to the extent the context permits.

"Overtime" means 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 the Board of Health or designee in accordance with the provisions of this HACP.

"Paid Status" means employment by the City in active service or authorized leave with pay.

"Part-time Employment" means employees regularly working a schedule less than forty (40) hours per seven (7) consecutive calendar days, for fifty-two (52) consecutive seven (7) day periods per annum.

"Pay Period" means a two (2) calendar week period beginning on a Sunday and ending on the second Saturday thereafter.

"Position" means 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" means taking a position with the city following a break in continuous service.

"Resignation" means the voluntary termination of employment of an employee, or absence without leave for five (5) consecutive workdays.

"Retirement" means separation from City service which is not caused by resignation, layoff or discharge, with application for retirement benefits approved by the Ohio Public Employment Retirement System (OPERS).

"Seasonal employee" means those employees who work a certain regular season or period of the year performing some work or activity limited to that season and either (a) averaged in the aggregate less than 500 hours <u>in the previous year</u>; or (b) less than 60% who worked one (1) year and returned the next.

"Separation from City Employment" means 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" means the employee's regular work period, with the early morning shift hereinafter referred to 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"** means the definition of temporary appointment as it appears in the Charter of the City of Columbus and related Civil Services Rules and Regulations.

"Total City Service" means 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" means 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" means a regularly scheduled working time assigned by the Board of Health or designee in any twenty-four (24) hour period beginning at the regularly scheduled starting work time.

"Workweek" means 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 pay grades, hourly rates of pay and bi-weekly salary rates are hereby established as the "Compensation Plan" for employees covered by the HACP and can be found in Appendix A. These pay grades, hourly rates of pay and bi-weekly salary rates shall be applied to the several classes of positions as set forth in Section 5 and Appendix (B) of this HACP, except as otherwise set forth in those Sections.

(B) **Employee's Contribution to OPERS**

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. All of the employee contribution shall be paid by the employee. This contribution is a tax-deferred salary reduction.

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 resolutions as required and as passed by the Board of Health. 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.

(C) **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.

(D) **Pay Period.**
The pay period under this HACP 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.

(E) **Progression Pay Plan.**
A Progression Pay Plan as set forth in Appendix C is available to those employees listed in Appendix B(1) and (2).

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 in the offices of the Civil Service Commission.

(B) **Pay Grades Applied to Classes**.
There are hereby established for each class of positions a pay grade, pay ranges, and hourly rates as set forth in Appendix B of this HACP and these pay grades shall be used for payroll purposes and other personnel transactions. Those class titles designated (U) or (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 (20) 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 2191 will be covered by this HACP. Further, the classifications listed in Appendix A of the AFSCME 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) confidential secretaries of the Appointing Authority; (2) employees working less than 1,040 hours per calendar year; or (3) employees in temporary status as defined by the Civil Service Commission. Employees listed in Appendix A of the AFSCME 2191 contract who are covered by this HACP, as a result of this section, will be assigned or maintain the range and rate of pay as established Appendix A, Section B of the HACP.

Any positions exempted from a bargaining unit and covered by this HACP will be paid at the HACP grade or pay range assigned herein, or if unassigned, at the HACP pay grade or pay range that most closely equates with the assigned bargaining unit grade or pay range, as determined by the Department of Human Resources.

SECTION 6. ADMINISTRATION OF THE PAY PLAN.

(A) **Salary Determination**.
Salaries shall be set within the assigned pay grade, at the discretion of the Board of Health, considering the skills, experience and other qualifications of an employee.

(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 HACP 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 HACP.

(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 or Benefits**.
Except as provided in Section 7(C) of this HACP, 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. The Board of Health shall not appoint any person or submit any personnel action form contrary to said constitution, charter and rules and regulations and the provisions of this HACP.

(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 Board of Health.

(E) **Board of Health 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 grade not specifically authorized by Board of Health, except as provided in Section 7(C).

(F) **Salaried Employees**.
Employees permanently assigned to full-time job classifications listed in Appendix B(2) 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 service with the City of Columbus 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 Board of Health. 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 Section 5(C) and Appendix B(1) and (2) of this HACP.

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	$1,000
More than 25 years of total full-time City service	$1,500

(B) **Shift Differential Pay.**

The Board of Health or designee shall designate or assign the applicable shift for each employee whose classification is listed in Section 5(C) and Appendix B of this HACP. 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 Appendix B (2) of this HACP 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 in pay of fifty-two cents ($.52) per hour over the regular hourly rate shall be paid to employees who are assigned to work eight (8) hours on the Second Shift; a differential of sixty cents ($.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 (C) and Appendix B (1) of this HACP, 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.

The Board of Health may by resolution provide temporary pay adjustments for employees performing duties and responsibilities of positions other than the position they are permanently assigned.

(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 Appendix B (1) of this HACP, reports for work in his/her regular shift and has not received written notification from the Board of Health or 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 Appendix B (1) of this HACP is required by the Board of Health or designee to report to work after he/she 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 Appendix B (1) of this HACP 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) hours 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 Board of Health or designee, the failure of any employee to report or to cause himself/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 time, or at their regularly scheduled starting time, 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 written 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 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, voluntarily undertaken by them. 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. With the exception of discharge for cause, employees who are separated from the City involuntarily, e.g., by lay-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 by 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 Board of Health, an employee classified as City Health Commissioner may be authorized to receive a transportation allowance of $395.00 per month for travel within Franklin County.

Partial months will be prorated. Said employee 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.

The employee employed in the classification 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:

(1) Licensed adoption agency fees (including fees for placement and parental counseling).

(2) State-required "pre-placement home study" and "post placement supervision" program.

(3) 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.

(4) 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 Appendix B(2) of this HACP 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 Board of Health 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 Board of Health or its designee. Employees who are requested to work emergency overtime shall be informed prior to the job performance as to whether or not overtime has been expressly approved.

(F) **Compensatory Time.**

(1) Compensatory Time Calculation. 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 (1 1/2) 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(C) and Appendix B(1) of this HACP. 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 Board of Health or its designee.

(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

Board of Health for each division within the Board of Health'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 AND 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 Board of Health will allow the employee to take his/her birthday holiday on the employee's birthday or within 365 days from the employee's birthday occurs. If the employee's birthday falls on February 29, the holiday for the purpose of this Section shall be considered as February 28 unless otherwise authorized by the Board of Health.

(B) **Eligibility and 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 Board of Health or designee. If one of the holidays mentioned in Section 9(A) occurs while an employee is on vacation leave, such day shall be charged as a 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 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 that 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/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 Board of Health or designee.

(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 the Department 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 a witness, 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 Board of Health for the individual involved.

(F) **Personal Business Day**

(1) Full-time employees in the classified and unclassified service, as set forth in Appendix B (1) and (2) shall receive three (3), eight (8) hour personal business day each vacation year, upon reasonable notice to and approval by the Appointing Authority or designee.

(2) Part-time employees in the classified and unclassified service, as set forth in Appendix B (1) and (2), shall receive three (3), four (4) hour personal business day each vacation year, upon reasonable notice to and approval by the Appointing Authority 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 day.

(4) The personal business day 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 day must be used during the vacation year, and may not be carried over from year to year. The personal business day will not be subject to buy-back or cashing in at the end of the vacation year.

(G) **Betty Brezinski Living Organ Donor Leave.**
A fully qualified full-time employee covered by this HACP 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 HACP 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)**.

(1) Each part-time employee in classifications listed in Appendix B Part (1) and (2) that is not seasonal as it is defined in the Charter of the City of Columbus and the related Civil Service Rules and/or temporary as defined within the HACP and who is regularly scheduled to work at minimum twelve (12) hours per week will receive up to forty (40) hours of paid time off each vacation year as defined in Section 12(A) of this HACP, regardless of effective date of the part-time appointment.

(2) The number of hours of paid time off will be determined each year by the average hours worked per week by the employee during the previous vacation year. Eligible

newly hired part-time employees or employees moving to part-time from fulltime will have their PTO hours determined and be eligible for PTO leave thirteen (13) pay periods after the effective date of hire or moving to part-time.

Hours compensation example: if an employee works on average twenty (20) hours per week in the previous vacation year or during the computation period for the first year, the number of hours of PTO will be twenty (20). In the event the scheduled number of hours changes from one year to the next, the Board of Health or its designee must notify the Office of the City Auditor of that change before the first pay period of each payroll year.

(3) A part-time employee may request paid time off upon reasonable notice to and approval by the Health Commissioner 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).**

Full-time City employees in classifications listed in Appendix B of the Health Administrative Compensation Plan (HACP), 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.

(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 following the same event.

(b) Eligible employees may receive a total Paid Parental Leave 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 the HACP, during the waiting period only, employees may elect to use sick leave, vacation, 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 Resolution.

(K) **Paid Caregiver Leave (PCL).**
Full-time City employees in classifications listed in Appendix B or the Health Administrative Compensation Plan (HACP), 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.

(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 Paid Caregiver Leave 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 the HACP, during the waiting period only, employees may elect to use sick leave, vacation, 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 Resolution.

(L) **Bereavement Leave.**
All 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 immediate 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 HACP.

SECTION 11. LEAVE OF ABSENCE WITHOUT PAY.

(A) **Personal Leave of Absence**.

(1) **Long-Term Personal Leave.** Employees may be granted personal leave of absence without pay by the Board of Health or City Health Commissioner pursuant to Civil Service Commission rules.

(2) **Intermittent and/or Reduced Schedule Personal Leave.** For good cause, the Appointing Authority may grant an employee who has completed his/her probationary period intermittent or reduced schedule leave without pay; however employment other than with the City will not be considered grounds for such leave. Such leave may not exceed a six-month period and may be reviewed periodically and at intervals at the discretion of the Appointing Authority.

(3) To obtain personal leave without pay, either for Long-Term or for Intermittent or Reduced Schedule leave, the employee must submit to his/her immediate supervisor such request in writing utilizing a Leave Request Form with appropriate documentation and information to justify the leave request. The immediate supervisor and managing Administrator/Assistant Health Commissioner upon receipt, will provide a recommendation and forward the leave request form and all documentation to the Appointing Authority for consideration.

(B) **Educational Leave of Absence**.
Employees may be granted a leave of absence without pay by the Board of Health, 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 HACP, 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-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:

Years of Service Service	Hours Per Pay Period	Days Per Year
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, the Board of Health, at its discretion, or the Health Commissioner, at his/her discretion, may give an employee receiving initial appointment to a position in the classified or unclassified service under Appendix B(2) of this HACP more vacation leave than stated above, up to twenty-three (23) days per year, in appropriate circumstances. When awarding more vacation leave to a new employee, the Board of Health or Health Commissioner 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 the Board of Health; as well as the availability of qualified persons to perform such jobs, and other pertinent market factors.

(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) 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.

(4) 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.

(5) For employees who were hired by the City after July 5, 1987, (except as provided in paragraph (7) below), vacation accrual rates shall be based on total periods of full-time employment with the City of Columbus.

(6) An employee who has retired in accordance with the provisions of any retirement plan offered by the State and who is reemployed 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.

(7) 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 Board of Health 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.

(8) Any periods of time in unpaid status of more than eight (8) hours, as outlined in Section 12(D) of this HACP, 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 Board of Health to the City Auditor 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 HACP, shall be deemed ineligible to earn vacation credit in the appropriate amounts listed above.

(E) **Approval by the Board of Health.**

All vacation leaves shall be taken at such time as may be approved by the Board of Health or designee. Any employee having unused vacation leave prior to the effective date of this HACP shall be credited with such unused vacation leave for the purpose of this HACP.

(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 HACP.

(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 reemployment, provided such reemployment occurs within thirty-five (35) calendar days. If reemployment 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 Board of Health Employees.**
Notwithstanding the other portions of Section 12, the City Health Commissioner and Public Health Assistant Commissioners shall earn vacation at the rate of 9.231 hours for each completed pay period. Any vacation balance in excess of sixty (60) workdays shall become void as of the last day of the first pay period that begins in the month of January each year for employees governed by the provisions of this paragraph except as provided in Section 12(C) of this HACP. Upon separation from service through discharge, resignation, retirement, or layoff any and all unused vacation leave accrued within the provisions of this section shall be paid in full. Employees in the classification of Public Health Administrator will receive a minimum vacation accrual rate of 7.077 hours per pay period or twenty-three days per year. All other terms and conditions of Section 12 (B) will remain in effect for these employees.

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 Section. 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 City Department of Human Resources (Employee Benefits/Risk Management)**.

(1) **Report of Injury.** A report of the cause of all injuries signed by the immediate supervisor, the Division Administrator, and the Board of Health shall be submitted to the Director of the Department of Human Resources or designee within four days of the date the injury is reported by the employee on forms designed and furnished by the Director of the Department of Human Resources or his/her designee.

(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 Board of Health has, in the Board's 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 Board of Health 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/she shall so notify the Board of Health 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/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 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 Director for 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 a Columbus Public Health 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 Appendix B(1) and (2).**

(1) Sick leave banks for full-time employees shall consist of current annual entitlements under the terms and conditions of this HACP, 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 HACP, less any appropriate reductions or deductions as outlined below.

(2) On the first pay period 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 pay period of each year shall, or 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 HACP by appointment to a classification listed in Section 5(C) or Appendix B of this HACP 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 HACP by appointment to a classification listed in Section 5(C) or Appendix B 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 Health Commissioner, a family member who is dependent upon the employee for his/her health and well-being.

(d) Quarantine because of contagious disease. The Health Commissioner 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 HACP.

(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 HACP 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 Health Commissioner or designee, the Health Commissioner 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 Health Commissioner 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) Any sick leave that is determined after investigation as improperly used by the employee shall be repaid to the City.

(7) If the Health Commissioner or designee has reason to question the ability of an employee to return to work, the Health Commissioner 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 Health Commissioner or designee may require the employee to be examined by a licensed physician or other appropriate medical professional identified by the Health Commissioner 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 the Board of Health.**
Except as provided by discretionary action of the Board of Health, sick leave cannot be taken before it is credited to an employee's sick leave account. In appropriate circumstances

and within the discretion of the Board of Health, employees may receive sick leave in advance upon passage of a Resolution by the Board of Health authorizing such an advance. Any employee who has been advanced additional sick leave time by action of the Board of Health must agree as a condition of the advance to have amounts deducted from his/her sick leave account, during the first pay period 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 resolution authorizing said advancement. Except as herein written, all provisions of the original resolution 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 pay period 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 pay period 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 the 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).

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 Appendix B of this HACP, 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 Board of Health. During the period in which an employee receives such payments, he/she shall suffer no reduction in his/her paid sick leave entitlement set forth in Section 14 of this HACP, 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 disability.

(B) **Fraudulent Actions/Working While Receiving Benefits.**
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) **Family Medical Leave Act.**

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) **Vacation Accrual, Holidays, and Health Benefits Status.**

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) **Required Bi-Weekly Contact.**

An employee on disability leave shall maintain bi-weekly contact with the designated Columbus Public Health 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.

The provision of Insurance benefits for employees covered under this HACP are as set forth in Appendix (D) of this HACP.

SECTION 17. TIME DONATION PROGRAM.

The provisions of this Section are effective the beginning of the first pay period that begins in January 2008.

(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 HACP.

(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 HACP to the Human Resources Officer 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 pay period. This application shall be on a form supplied by the Human Resources Officer; and

(3) The Human Resources Officer 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 HACP in the same division; and

(4) The approved application shall be forwarded to the affected 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 Human Resources.

(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 Human Resources Officer 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 HACP, 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 HACP 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 HACP 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 HACP, 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 HACP, for any reason, is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions or sections of this HACP. The Board of Health of the City of Columbus, Ohio, hereby declares that it would have passed this HACP, 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 Health Salary Resolution No. 00-1 Administrative, as amended, be repealed with the passage of this HACP by separate resolution.

SECTION 21. EFFECTIVE DATE.

For reasons stated in the preamble hereto, which is hereby made a part hereof, this HACP is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage.

APPENDIX A. COMPENSATION PLAN

(A) Pay Grades and Rates of Pay

Pay Grade	Entry	2nd Quartile	Market	4th Quartile	Max
100	74.80 155,584	87.27 181,522	99.73 207,438	112.20 233,376	124.66 259,293
99	66.06 137,405	77.08 160,326	88.09 183,227	99.11 206,149	110.12 229,050
98	58.37 121,410	68.10 141,648	77.83 161,876	87.55 182,104	97.28 202,342
97	51.57 107,266	60.16 125,133	68.76 143,010	77.35 160,888	85.94 178,755
96	48.61 101,109	54.68 113,734	60.75 126,350	66.81 138,965	72.88 151,590
95	42.92 89,274	48.29 100,443	53.66 111,613	59.03 122,782	64.40 133,952
94 C (4C)	39.18 81,494	44.08 91,686	48.98 101,878	53.88 112,070	58.78 122,262
94	37.92 78,874	42.66 88,733	47.40 98,592	52.14 108,451	56.88 118,310
93 B (3B)	36.61 76,149	41.19 85,675	45.77 95,191	50.34 104,707	54.92 114,234
93 A (3A)	34.23 71,198	38.51 80,101	42.79 88,993	47.06 97,885	51.34 106,787
93	33.77 70,242	38.00 79,040	42.23 87,838	46.46 96,637	50.69 105,435
92	30.36 63,149	34.15 71,032	37.94 78,915	41.73 86,798	45.52 94,682
91	27.55 57,304	31.00 64,480	34.44 71,635	37.89 78,811	41.33 85,966
90	24.70 51,376	27.79 57,803	30.87 64,210	33.96 70,637	37.04 77,043
89	22.08 45,926	24.84 51,667	27.60 57,408	30.36 63,149	33.12 68,890
88	19.82 41,226	22.29 46,363	24.77 51,511	27.24 56,659	29.71 61,797
87	17.99 37,419	20.24 42,099	22.49 46,779	24.74 51,459	26.99 56,139
86	16.41 34,133	18.46 38,397	20.52 42,671	22.57 46,946	24.62 51,210

(B) Pay Plan For Bargaining Unit Exempt Classifications.

The following tables are to be used for all employees in AFSCME Local 2191 bargaining unit classifications, who are not in the bargaining unit for reasons described

in Section 5(C). If an employee's current pay rate exceeds Step O in the effective table, the employee will remain in his/her current hourly pay rate and be designated to be in Step X as defined in Section 6(B) of this HACP.

(1) All non-temporary, non-probationary, employees in classifications paid within Steps A through F of Appendix A, Part (B), of this HACP, will advance one step in their respective pay grade, not to exceed Step G, with the beginning of the pay period that follows an employee achieving any increment of 2080 hours of work within his/her current classification with Columbus Public Health.

(2) All non-temporary, non-probationary, employees in classifications paid within Steps G through N of Appendix A, Part (B), of the HACP, at the sole discretion of the Health Commissioner, are eligible to receive a merit increase in the form of one step advance, effective at the beginning of the pay period that follows an employee achieving any increment of 2080 hours of work within his/her current classification with Columbus Public Health.

(3) That the calculation of the number of hours to be eligible for the step and merit increases described in this Appendix A, Part (B) include all paid hours in the employees current classification with the City of Columbus with achievement of any increment of 2080 hours in paid status.

Pay Table A is effective with the pay period that includes December 27, 2020 and will cease to be effective with the pay period that includes April 1, 2021.

Pay Table A

Effective with the pay period that includes December 27, 2020															
	STEPS														
GRADE	**A**	**B**	**C**	**D**	**E**	**F**	**G**	**H**	**I**	**J**	**K**	**L**	**M**	**N**	**O**
82	36.37	37.38	38.38	39.40	40.40	41.42	42.44	43.44	44.46	45.47	46.38	47.30	48.20	49.09	50.01
81	34.64	35.61	36.56	37.52	38.48	39.44	40.40	41.37	42.34	43.29	44.15	45.03	45.89	46.78	47.63
80	32.98	33.92	34.82	35.74	36.66	37.58	38.48	39.40	40.31	41.24	42.06	42.87	43.72	44.52	45.37
79	31.42	32.29	33.17	34.03	34.91	35.78	36.66	37.53	38.39	39.28	40.06	40.84	41.62	42.43	43.20
78	29.92	30.75	31.59	32.42	33.25	34.07	34.91	35.74	36.56	37.40	38.16	38.89	39.65	40.39	41.16
77	28.49	29.28	30.08	30.88	31.65	32.47	33.25	34.03	34.82	35.62	36.34	37.06	37.76	38.47	39.19
76	27.13	27.90	28.64	29.42	30.15	30.91	31.65	32.42	33.17	33.93	34.60	35.29	35.97	36.65	37.32
75	25.86	26.57	27.29	28.01	28.71	29.45	30.15	30.88	31.59	32.31	32.95	33.59	34.25	34.90	35.56
74	24.61	25.30	25.99	26.66	27.34	28.04	28.71	29.42	30.09	30.76	31.40	32.01	32.61	33.24	33.85
73	23.44	24.10	24.76	25.38	26.04	26.69	27.34	28.01	28.65	29.30	29.89	30.47	31.07	31.64	32.24
72	22.33	22.95	23.56	24.19	24.82	25.42	26.04	26.66	27.29	27.92	28.47	29.03	29.58	30.14	30.70
71	21.27	21.85	22.44	23.04	23.61	24.21	24.82	25.40	25.99	26.58	27.11	27.65	28.17	28.70	29.22
70	20.26	20.82	21.38	21.95	22.48	23.07	23.61	24.19	24.76	25.32	25.84	26.34	26.83	27.34	27.85
69	19.28	19.84	20.36	20.90	21.43	21.97	22.48	23.05	23.57	24.11	24.59	25.09	25.55	26.03	26.53
68	18.37	18.88	19.38	19.90	20.41	20.92	21.43	21.95	22.44	22.96	23.43	23.88	24.33	24.80	25.26
67	17.48	17.97	18.47	18.96	19.42	19.92	20.41	20.90	21.39	21.86	22.31	22.75	23.18	23.60	24.07
66	16.67	17.12	17.58	18.05	18.51	18.98	19.42	19.90	20.36	20.83	21.25	21.66	22.08	22.47	22.91
65	15.88	16.31	16.75	17.20	17.63	18.07	18.51	18.96	19.39	19.84	20.25	20.63	21.02	21.42	21.81
64	15.10	15.52	15.95	16.36	16.80	17.22	17.63	18.05	18.47	18.89	19.27	19.65	20.02	20.40	20.79
63	14.39	14.80	15.19	15.58	15.99	16.40	16.80	17.20	17.58	17.98	18.35	18.72	19.07	19.42	19.80
62	13.70	14.10	14.45	14.84	15.22	15.61	15.99	16.36	16.75	17.13	17.47	17.82	18.15	18.50	18.86
61	13.05	13.41	13.77	14.14	14.49	14.87	15.22	15.58	15.96	16.32	16.63	16.96	17.30	17.63	17.95

Pay Table B is effective with the pay period that includes April 1, 2021, and will cease to be effective with the pay period that includes April 1, 2022.

Pay Table B

Effective Pay Period 7, 2021	2%														
	STEPS														
GRADE	**A**	**B**	**C**	**D**	**E**	**F**	**G**	**H**	**I**	**J**	**K**	**L**	**M**	**N**	**O**
82	37.10	38.13	39.15	40.19	41.21	42.25	43.29	44.31	45.35	46.38	47.31	48.25	49.16	50.07	51.01
81	35.33	36.32	37.29	38.27	39.25	40.23	41.21	42.20	43.19	44.16	45.03	45.93	46.81	47.72	48.58
80	33.64	34.60	35.52	36.45	37.39	38.33	39.25	40.19	41.12	42.06	42.90	43.73	44.59	45.41	46.28
79	32.05	32.94	33.83	34.71	35.61	36.50	37.39	38.28	39.16	40.07	40.86	41.66	42.45	43.28	44.06
78	30.52	31.37	32.22	33.07	33.92	34.75	35.61	36.45	37.29	38.15	38.92	39.67	40.44	41.20	41.98
77	29.06	29.87	30.68	31.50	32.28	33.12	33.92	34.71	35.52	36.33	37.07	37.80	38.52	39.24	39.97
76	27.67	28.46	29.21	30.01	30.75	31.53	32.28	33.07	33.83	34.61	35.29	36.00	36.69	37.38	38.07
75	26.38	27.10	27.84	28.57	29.28	30.04	30.75	31.50	32.22	32.96	33.61	34.26	34.94	35.60	36.27
74	25.10	25.81	26.51	27.19	27.89	28.60	29.28	30.01	30.69	31.38	32.03	32.65	33.26	33.90	34.53
73	23.91	24.58	25.26	25.89	26.56	27.22	27.89	28.57	29.22	29.89	30.49	31.08	31.69	32.27	32.88
72	22.78	23.41	24.03	24.67	25.32	25.93	26.56	27.19	27.84	28.48	29.04	29.61	30.17	30.74	31.31
71	21.70	22.29	22.89	23.50	24.08	24.69	25.32	25.91	26.51	27.11	27.65	28.20	28.73	29.27	29.80
70	20.67	21.24	21.81	22.39	22.93	23.53	24.08	24.67	25.26	25.83	26.36	26.87	27.37	27.89	28.41
69	19.67	20.24	20.77	21.32	21.86	22.41	22.93	23.51	24.04	24.59	25.08	25.59	26.06	26.55	27.06
68	18.74	19.26	19.77	20.30	20.82	21.34	21.86	22.39	22.89	23.42	23.90	24.36	24.82	25.30	25.77
67	17.83	18.33	18.84	19.34	19.81	20.32	20.82	21.32	21.82	22.30	22.76	23.21	23.64	24.07	24.55
66	17.00	17.46	17.93	18.41	18.88	19.36	19.81	20.30	20.77	21.25	21.68	22.09	22.52	22.92	23.37
65	16.20	16.64	17.09	17.54	17.98	18.43	18.88	19.34	19.78	20.24	20.66	21.04	21.44	21.85	22.25
64	15.40	15.83	16.27	16.69	17.14	17.56	17.98	18.41	18.84	19.27	19.66	20.04	20.42	20.81	21.21
63	14.68	15.10	15.49	15.89	16.31	16.73	17.14	17.54	17.93	18.34	18.72	19.09	19.45	19.81	20.20
62	13.97	14.38	14.74	15.14	15.52	15.92	16.31	16.69	17.09	17.47	17.82	18.18	18.51	18.87	19.24
61	13.31	13.68	14.05	14.42	14.78	15.17	15.52	15.89	16.28	16.65	16.96	17.30	17.65	17.98	18.31

Pay Table C is effective with the pay period that includes April 1, 2022.

Pay Table C

Effective Pay Period 7, 2022	3%														
	STEPS														
GRADE	**A**	**B**	**C**	**D**	**E**	**F**	**G**	**H**	**I**	**J**	**K**	**L**	**M**	**N**	**O**
82	38.21	39.27	40.32	41.39	42.44	43.52	44.59	45.64	46.71	47.77	48.73	49.69	50.64	51.57	52.54
81	36.39	37.41	38.41	39.42	40.43	41.44	42.44	43.46	44.48	45.48	46.38	47.31	48.21	49.15	50.04
80	34.65	35.64	36.58	37.55	38.51	39.48	40.43	41.39	42.35	43.33	44.19	45.04	45.93	46.77	47.67
79	33.01	33.92	34.85	35.75	36.68	37.59	38.51	39.43	40.33	41.27	42.09	42.91	43.73	44.58	45.39
78	31.43	32.31	33.19	34.06	34.93	35.79	36.68	37.55	38.41	39.29	40.09	40.86	41.66	42.43	43.24
77	29.93	30.76	31.60	32.44	33.25	34.11	34.93	35.75	36.58	37.42	38.18	38.94	39.67	40.42	41.17
76	28.50	29.31	30.09	30.91	31.68	32.47	33.25	34.06	34.85	35.65	36.35	37.08	37.79	38.50	39.21
75	27.17	27.91	28.67	29.43	30.16	30.94	31.68	32.44	33.19	33.94	34.62	35.29	35.98	36.67	37.36
74	25.86	26.58	27.31	28.01	28.72	29.46	30.16	30.91	31.61	32.32	32.99	33.63	34.26	34.92	35.56
73	24.63	25.32	26.01	26.66	27.36	28.04	28.72	29.43	30.10	30.78	31.40	32.01	32.64	33.24	33.87
72	23.46	24.11	24.75	25.41	26.08	26.71	27.36	28.01	28.67	29.33	29.91	30.50	31.08	31.67	32.25
71	22.35	22.96	23.58	24.21	24.80	25.44	26.08	26.69	27.31	27.92	28.48	29.05	29.60	30.15	30.70
70	21.29	21.87	22.46	23.06	23.62	24.24	24.80	25.41	26.01	26.60	27.15	27.67	28.19	28.72	29.26
69	20.26	20.84	21.39	21.96	22.51	23.08	23.62	24.22	24.76	25.33	25.83	26.36	26.84	27.35	27.87
68	19.30	19.84	20.36	20.91	21.44	21.98	22.51	23.06	23.58	24.12	24.62	25.09	25.56	26.05	26.54
67	18.36	18.88	19.40	19.92	20.40	20.93	21.44	21.96	22.47	22.97	23.44	23.90	24.35	24.79	25.29
66	17.51	17.99	18.47	18.96	19.45	19.94	20.40	20.91	21.39	21.88	22.33	22.76	23.20	23.61	24.07
65	16.68	17.14	17.60	18.07	18.52	18.98	19.45	19.92	20.37	20.84	21.27	21.67	22.08	22.50	22.91
64	15.86	16.31	16.76	17.19	17.65	18.09	18.52	18.96	19.40	19.85	20.25	20.64	21.03	21.43	21.84
63	15.12	15.55	15.96	16.37	16.80	17.23	17.65	18.07	18.47	18.89	19.28	19.67	20.03	20.40	20.80
62	14.39	14.81	15.18	15.59	15.99	16.40	16.80	17.19	17.60	18.00	18.35	18.72	19.07	19.44	19.81
61	13.71	14.09	14.47	14.86	15.22	15.62	15.99	16.37	16.77	17.15	17.47	17.82	18.18	18.52	18.86

(C) Pay Plan for Bargaining Unit Exempt Classifications

The following pay plan is to be used for Columbus Public Health employees who fall into classifications identified in Appendix B that are considered Citywide classifications. The table matches the Citywide pay plan with the Communications Workers of America (CWA) Local 4502.

Pay Grade	Entry	2nd Quartile	Market	4th Quartile	Maximum
60	**44.90**	**50.50**	**56.10**	**61.71**	**67.31**
	$93,392	$105,040	$116,688	$128,357	$140,005
59	**40.07**	**45.08**	**50.08**	**55.09**	**60.10**
	$83,346	$93,766	$104,166	$114,587	$125,008
58	**35.78**	**40.24**	**44.70**	**49.18**	**53.66**
	$74,422	$83,699	$92,976	$102,294	$111,613
57	**31.95**	**35.94**	**39.92**	**43.92**	**47.92**
	$66,456	$74,755	$83,034	$91,354	$99,674
56	**28.51**	**32.07**	**35.63**	**39.20**	**42.77**
	$59,301	$66,706	$74,110	$81,536	$88,962
55	**25.44**	**28.63**	**31.82**	**34.99**	**38.15**
	$52,915	$59,550	$66,186	$72,779	$79,352
54	**22.73**	**25.57**	**28.41**	**31.26**	**34.10**
	$47,278	$53,186	$59,093	$65,021	$70,928
53	**20.31**	**22.85**	**25.38**	**27.92**	**30.46**
	$42,245	$47,528	$52,790	$58,074	$63,357
52	**18.45**	**20.76**	**23.06**	**25.39**	**27.71**
	$38,376	$43,181	$47,965	$52,811	$57,637
51	**16.78**	**18.90**	**21.01**	**23.10**	**25.19**
	$34,902	$39,312	$43,701	$48,048	$52,395
50	**15.40**	**17.33**	**19.25**	**21.16**	**23.07**
	$32,032	$36,046	$40,040	$44,013	$47,986

APPENDIX B. TITLES, PAY GRADES, and CLASSIFICATIONS

(1) Overtime Eligible Classifications.

CLASS CODE	JOB TITLE	GRADE
1235	ACCOUNTANT II	54
0820	ADMINISTRATIVE SECRETARY (U)	53
0773	ADMINISTRATIVE SECRETARY	54
0822	EXECUTIVE SECRETARY I (U)	88
1743	HEALTH EDUCATION PROGRAM PLANNER	89
0852	HEALTH INFORMATION MANAGER	92
0854	HUMAN RESOURCES REPRESENTATIVE	53
0779	MANAGEMENT ANALYST I	54
0409	OFFICE ASSISTANT III	54
1240	OFFICE MANAGER	55
0414	PAYROLL/BENEFITS CLERK	53
0784	PURCHASING COORDINATOR	55
1718	SAFETY MANAGER	56
0525	WEB CONTENT COORDINATOR	56

0781	STUDENT INTERN I	PT	$8.80 - $11.00
0782	STUDENT INTERN II	I2	$8.80 - $14.45
0788	STUDENT INTERN III	I3	$10.00 - $15.30

(2) Overtime Exempt Classifications.

CLASS CODE	JOB TITLE	GRADE
0760	ACTIVE LIVING INSTITUTE ADMINISTRATOR	96
1679	ADVANCED PRACTICE REGISTERED NURSE	94
1570	ALCOHOL AND DRUG ABUSE PROGRAM MANAGER	91
3497	BUILDING MAINTENANCE MANAGER	57
1252	BUSINESS MANAGER	92
0125	CITY HEALTH COMMISSIONER (U)	99
0254	COMMUNITY DENTAL PROGRAM MANAGER	97
0796	COMMUNITY RELATIONS COORDINATOR	55
1596	DENTIST	97
0893	DEPARTMENT HUMAN RESOURCES OFFICER	95
0526	DEPARTMENT INFORMATION TECHNOLOGY COORD	94
1484	DIETITIAN SUPERVISOR	91
1748	EMERGENCY PREPAREDNESS CHIEF	95
1764	EMPLOYEE ASSISTANCE PROGRAM MANAGER	92
1964	EPIDEMIOLOGIST	91
1965	EPIDEMIOLOGIST SUPERVISOR	92
0069	EXECUTIVE ASSISTANT TO THE DIRECTOR	94
1253	FISCAL MANAGER	93

0855	HUMAN RESOURCES ANALYST	56
0894	HUMAN RESOURCES MANAGER	93
1847	INDUSTRIAL HYGIENIST	93
0548	INFORMATION SYSTEMS ANALYST	57
1335	INVENTORY CONTROL MANAGER	56
0780	MANAGEMENT ANALYST II	57
1961	MEDICAL LABORATORY MANAGER	93
1959	MEDICAL TECHNOLOGIST SUPERVISOR	91
0279	OCCUPATIONAL SAFETY AND HEALTH OFFICER	94
0246	PH ADMINISTRATOR (ADDICTION SERVICES)	96
1653	PH ADMINISTRATOR (NEIGHBORHOOD HEALTH)	96
0258	PH ADMINISTRATOR (ENVIRONMENTAL HEALTH)	96
0255	PH ADMINISTRATOR (CLINICAL HEALTH)	96
0262	PH ADMINISTRATOR (FAMILY HEALTH)	96
0263	PH ADMINISTRATOR (POPULATION HEALTH)	96
0270	PH ADMINISTRATOR (SEXUAL HEALTH PROMOTION)	96
0268	PH ASSIST ADM (ENVIRONMENTAL HEALTH)	94
0257	PH ASSIST COMM (ADMINISTRATIVE SERVICES)	97
0252	PH ASSIST COMM (EXTERNAL AFFAIRS)	97
0256	PH ASSIST COMM (MEDICAL)	99
0265	PH ASSIST COMM (NURSING)	97
1645	PH NURSING SUPERVISOR	92
1704	PH PHYSICIAN	99
1744	PH PROGRAM MANAGER I	90
1740	PH PROGRAM MANAGER II	91
1741	PH PROGRAM MANAGER III	92
1742	PH PROGRAM MANAGER IV	94
1731	PH PROGRAM MANAGER I (RN)	93A
1732	PH PROGRAM MANAGER II (RN)	93B
1733	PH PROGRAM MANAGER III (RN)	94C
1734	PH PROGRAM MANAGER IV (RN)	95
1844	PH SANITARIAN III	92
1845	PH SANITARIAN IV	93
1746	PH STRATEGIC ADVISOR	95
3242	PH VETERINARIAN	94
3104	PUBLIC RELATIONS SPECIALIST I	54
3105	PUBLIC RELATIONS SPECIALIST II	57
1624	SOCIAL WORKER SUPERVISOR	91

APPENDIX C. PROGRESSION PAY PLAN

A Progression Pay Plan is available to those employees covered by the Health Administrative Compensation Program (HACP) based on the following criteria:

(A) That progression pay adjustments will be made every other year beginning the on the 2nd anniversary of the employee's date in class (classification date) within an HACP classification.

(1) To be eligible for progression pay:

(a) An employee must have received an overall rating of "Successful" or higher on the previous year's performance evaluation; and

(b) An employee must have the absence of any significant disciplinary record (i.e. written reprimand, suspension, demotion, loss of pay) during the 24 months preceding the progression eligibility date;

(2) Progression Pay will be distributed as a percentage increase of the employee's pay rate as follows:

Quartile/Overall Score	1st Quartile	2nd Quartile	3rd Quartile	4th Quartile
Unacceptable	0.00%	0.00%	0.00%	0.00%
Needs Improvement	0.00%	0.00%	0.00%	0.00%
Successful	1.75%	1.60%	1.50%	1.00%
Highly Successful	2.00%	1.85%	1.75%	1.25%
Exceptional	2.25%	2.10%	2.00%	1.50%

(B) Progression pay adjustment dates will be adjusted whenever an employee's classification date is adjusted for any reason, including but not limited to:

(1) Promotion, demotion, reallocation, or transfer to another classification; and/or

(2) Adjustment of dates due to the employee being in unpaid status.

(i.e. The two-year cycle for receiving progression pay will be adjusted to start over whenever an employee's classification changes due to promotion, demotion, reallocation, or transfer that results in a change of the classification date.)

(C) That the Progression Pay Plan will not result in employees being paid more than the maximum of their pay grade. An employee at the maximum rate of pay for his/her pay grade is not eligible for progression pay. Progression Pay will be effective the beginning of the pay period following the employee's classification date.

(D) For any HACP employee who has had, or has, part-time service, manual calculations will be made to determine eligibility for Progression Pay, based on the years of service in his/her current HACP classification.

(E) The board of health and/or health commissioner may end or place a moratorium on all progression pay if necessitated due to lack of funding.

* Previous year's performance evaluation is defined as the Performance Excellence Program (PEP) evaluation evaluating the employee's performance for the year prior to the year the employee becomes eligible for progression pay increase (e.g. Eligible in 2012 – PEP evaluation from year 2011, etc.). Supervisors and Administrators are strongly encouraged to expedite completion of PEP evaluations for employees whose classification date fall before PEP deadlines.

APPENDIX D. INSURANCE (Effective beginning January 1, 2018)

(A) **Health Insurance.**

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 Appendix D., Parts (B)(1) and (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 Appendix D., Parts (B)(1) and (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:

(a) 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.

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

(c) 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.

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

(e) 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.

(f) 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 ($2,000.00). The annual out-of-pocket maximum per family contract per year will be four thousand dollars ($4,000.00).

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 Appendix D., Part (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 Appendix D., Part (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	$41.00
Retail Frame Allowance	$135.00

(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	$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 Appendix D., 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 (G) (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.**
Employees are charged a monthly premium for participating in the City's insurance programs. The monthly premium co-payment will be an amount equal to the following percentage of the funding rate established by and actuary for the City for single and family coverage:

Effective Date	Percentage of Insurance Base
April 1, 2017	15%
April 1, 2018	16%
April 1, 2019	17%

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) **Pre-Tax Employee Contribution.**
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) **Voluntary Prepaid Legal Services.**
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