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

Amended by:

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

Amended by:

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

Amended by:

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

Amended by:

Ordinance No 1794-2014, passed July 28, 2014

Amended by:

Ordinance No. 2730-2014, passed December 15, 2014

Amended by:

Ordinance No. 0201-2015, passed February 2, 2015

Amended by:

Ordinance No. 2480-2015, passed October 19, 2015

Amended by:

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

Amended by:

Ordinance No. 0615-2016, passed March 14, 2016

Amended by:

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

Amended by:

Ordinance No. 1669-2016, passed June 27, 2016

Amended by:

Ordinance No. 3333-2016, passed January 9, 2017

Amended by:

Ordinance No. 0287-2017, passed February 13, 2017

Amended by:

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

Amended by:

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

Amended by:

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

Amended by:

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

Amended by:

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

Amended by:

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

Amended by:

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

Amended by:

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

Amended by:

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

Amended by:

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

Amended by:

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

Amended by:

Ordinance No. 0427-2020, passed March 16, 2020

Amended by:

Ordinance No. 2574-2020, passed December 7, 2020

Amended by:

Ordinance No. 0578-2021, passed March 29, 2021

Amended by:

Ordinance No. 1206-2021, passed May 24, 2021

Amended by:

Ordinance No. 1665-2021, passed July 19, 2021

Amended by:

Ordinance No. 2497-2021, passed October 18, 2021

Amended by:

Ordinance No. 2956-2021 & Ordinance No. 3278-2021, passed December 13, 2021

Amended by:

Ordinance No. 0138-2022, passed January 31, 2022

Amended by:

Ordinance No. 0138-2022, passed February 28, 2022

Amended by:

Ordinance No. 1093-2022, passed April 18, 2022

Amended by:

Ordinance No. 1192-2022, passed May 2, 2022

Amended by:

Ordinance No. 2342-2022, passed September 19, 2022

Amended by:

Ordinance No. 3126-2022, passed December 5, 2022

Amended by:

Ordinance No. 0694-2023, passed April 3, 2023

Amended by:

Ordinance No. 1373-2023, passed June 12, 2023

Amended by:

Ordinance No. 2134-2023, passed July 31, 2023

Amended by:

Ordinance No. 2472-2023, passed September 18, 2023

Amended by:

Ordinance No. 2640-2023, passed December 4, 2023

Amended by:

Ordinance No. 3595-2023, passed January 22, 2024

Amended by:

Ordinance No. 0713-2024, passed March 18, 2024

Amended by:

Ordinance No. 1037-2024, passed April 29, 2024

Amended by:

Ordinance No. 1639-2024, passed June 24, 2024

Amended by:

Ordinance No. 2036-2024, passed July 22, 2024

Amended by:

Ordinance No. 2315-2024, passed September 9, 2024

Amended by:

Ordinance No. 2551-2024, passed October 28, 2024

Amended by:

Ordinance No. 3079-2024, passed December 9, 2024

Amended by:

Ordinance No. 0024-2025, passed January 27, 2025

Amended by:

Ordinance No. 0821-2025, passed April 7, 2025

Amended by:

Ordinance No. 2081-2025, passed July 28, 2025

Amended by:

Ordinance No. 2498-2025, passed October 6, 2025

Amended by:

Ordinance No. 2791-2025, passed October 27, 2025

Amended by:

Ordinance No. 2977-2025, passed November 24, 2025

Amended by:

Ordinance No. 1330-2026, passed June 29, 2026

Amended by:

Ordinance No. 2370-2026, passed September 14, 2026

ATTACHMENT TO ORDINANCE NO. 2713-2013
Management Compensation Plan

SECTION 1. SHORT TITLE.

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

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

SECTION 2. TABLE OF CONTENTS.

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

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SECTION 3. DEFINITIONS.

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

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

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

"City" – City of Columbus, Ohio.

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

"COBRA" (Consolidated Omnibus Budget Recovery Act) – Requires group health continuation coverage to be offered to qualifying covered employees, their spouses, former spouses, and dependent children when group health coverage would otherwise be lost due to certain specific qualifying events as defined under COBRA. The premium and allowable administrative costs of COBRA continuation of group health coverage is at the expense of the employee or family member who elects such coverage.

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

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

"Day" – A calendar day unless otherwise specified.

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

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

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

"Family" – A spouse, domestic partner provided the terms of Ordinance No. 1077-2010, as amended, are met, son, daughter, brother, sister, parent, grandparent, grandchild, father-in-law, mother-in-law, 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 or Paid Family Leave.]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 4. COMPENSATION PLAN.

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

(B) Pay Plan.

Pay Grade	Entry	2nd Quartile	Market	4th Quartile	Max
100	**84.09** 174,907	98.11 204,069	**112.13** 233,220	126.14 262,371	**140.16** 291,533
99	**74.27** 154,482	86.65 180,232	**99.04** 205,993	111.42 231,754	**123.80** 257,504
98	**65.63** 136,510	76.56 159,245	**87.50** 181,990	98.43 204,734	**109.36** 227,469
97	**57.98** 120,598	67.64 140,691	**77.30** 160,774	86.95 180,856	**96.61** 200,949
96	**54.65** 113,672	61.47 127,858	**68.30** 142,054	75.12 156,250	**81.94** 170,435
95	**48.25** 100,360	54.29 112,923	**60.33** 125,486	66.37 138,050	**72.41** 150,613
94	**42.64** 88,691	47.97 99,778	**53.29** 110,843	58.62 121,930	**63.94** 132,995
93	**37.96** 78,957	42.72 88,858	**47.47** 98,738	52.23 108,638	**56.98** 118,518
92	**34.14** 71,011	38.40 79,872	**42.66** 88,722	46.91 97,573	**51.17** 106,434
91	**30.97** 64,418	34.85 72,488	**38.72** 80,538	42.60 88,608	**46.47** 96,658
90	**27.77** 57,762	31.24 64,979	**34.71** 72,186	38.17 79,394	**41.64** 86,611
89	**24.82** 51,626	27.92 58,074	**31.03** 64,532	34.13 70,990	**37.23** 77,438
88	**22.29** 46,363	25.07 52,146	**27.85** 57,918	30.62 63,690	**33.40** 69,472
87	**20.23** 42,078	22.76 47,341	**25.29** 52,603	27.82 57,866	**30.35** 63,128
86	**18.44** 38,355	20.75 43,160	**23.06** 47,965	25.37 52,770	**27.68** 57,574

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

Grade	Hourly			Bi-Weekly			Annual		
5	$16.29	-	$22.18	$1,303	-	$1,774	$33,883	-	$46,134
6	$18.28	-	$24.38	$1,462	-	$1,950	$38,022	-	$50,710
7	$18.67	-	$24.69	$1,494	-	$1,975	$38,834	-	$51,355
8	$18.99	-	$25.05	$1,519	-	$2,004	$39,499	-	$52,104
9	$19.29	-	$25.38	$1,543	-	$2,030	$40,123	-	$52,790
10	$19.74	-	$25.77	$1,579	-	$2,062	$41,059	-	$53,602
11	$20.05	-	$26.23	$1,604	-	$2,098	$41,704	-	$54,558
12	$20.50	-	$26.63	$1,640	-	$2,130	$42,640	-	$55,390
13	$21.46	-	$27.73	$1,717	-	$2,218	$44,637	-	$57,678
14	$21.95	-	$28.03	$1,756	-	$2,242	$45,656	-	$58,302
15	$22.40	-	$28.65	$1,792	-	$2,292	$46,592	-	$59,592
16	$22.97	-	$29.33	$1,838	-	$2,346	$47,778	-	$61,006
17	$23.53	-	$29.74	$1,882	-	$2,379	$48,942	-	$61,859
18	$25.11	-	$31.44	$2,009	-	$2,515	$52,229	-	$65,395
19	$25.82	-	$32.26	$2,066	-	$2,581	$53,706	-	$67,101
20	$26.44	-	$32.83	$2,115	-	$2,626	$54,995	-	$68,286
21	$27.09	-	$33.51	$2,167	-	$2,681	$56,347	-	$69,701
22	$27.51	-	$34.09	$2,201	-	$2,727	$57,221	-	$70,907
23	$28.21	-	$34.83	$2,257	-	$2,786	$58,677	-	$72,446
24	$28.99	-	$35.50	$2,319	-	$2,840	$60,299	-	$73,840
25	$29.86	-	$36.43	$2,389	-	$2,914	$62,109	-	$75,774
26	$30.70	-	$37.30	$2,456	-	$2,984	$63,856	-	$77,584
27	$31.51	-	$38.18	$2,521	-	$3,054	$65,541	-	$79,414
28	$32.38	-	$39.12	$2,590	-	$3,130	$67,350	-	$81,370
29	$33.24	-	$40.01	$2,659	-	$3,201	$69,139	-	$83,221
30	$34.18	-	$47.00	$2,734	-	$3,760	$71,094	-	$97,760
31	$39.01	-	$48.70	$3,121	-	$3,896	$81,141	-	$101,296
32	$41.52	-	$51.66	$3,322	-	$4,133	$86,362	-	$107,453
33	$43.21	-	$53.63	$3,457	-	$4,290	$89,877	-	$111,550
34	$44.97	-	$55.66	$3,598	-	$4,453	$93,538	-	$115,773

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

Pay Grade	Entry	2nd Quartile	Market	4th Quartile	Maximum
60	**52.02**	**58.51**	**64.99**	**71.49**	**77.98**
	$108,202	$121,701	$135,179	$148,699	$162,198
59	**46.41**	**52.22**	**58.02**	**63.83**	**69.63**
	$96,533	$108,618	$120,682	$132,766	$144,830
58	**41.45**	**46.62**	**51.78**	**56.97**	**62.16**
	$86,216	$96,970	$107,702	$118,498	$129,293
57	**37.02**	**41.64**	**46.26**	**50.89**	**55.52**
	$77,002	$86,611	$96,221	$105,851	$115,482
56	**33.03**	**37.16**	**41.28**	**45.41**	**49.54**
	$68,702	$77,293	$85,862	$94,453	$103,043
55	**29.47**	**33.17**	**36.86**	**40.53**	**44.19**
	$61,298	$68,994	$76,669	$84,302	$91,915
54	**26.33**	**29.62**	**32.91**	**36.21**	**39.51**
	$54,766	$61,610	$68,453	$75,317	$82,181
53	**23.54**	**26.48**	**29.41**	**32.35**	**35.29**
	$48,963	$55,078	$61,173	$67,288	$73,403
52	**21.37**	**24.05**	**26.72**	**29.42**	**32.11**
	$44,450	$50,024	$55,578	$61,194	$66,789
51	**19.44**	**21.89**	**24.34**	**26.77**	**29.19**
	$40,435	$45,531	$50,627	$55,682	$60,715
50	**17.84**	**20.07**	**22.30**	**24.52**	**26.73**
	$37,107	$41,746	$46,384	$51,002	$55,598

(E) Employee's Contribution to O.P.E.R.S. 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 salary reduction employer pick-up and is tax deferred.

The City shall, in reporting and making remittances to the Ohio Public Employee Retirement System, report that each employee's contribution has been made as provided by statute and separate ordinances as required and as passed by City Council. If, at any time, the Ohio Public Employee Retirement System reduces the employee contribution to an amount less than ten percent (10%), the City's obligation shall be reduced accordingly with no further requirement to adjust employees' compensation.

The City hereby declares that any sum paid hereunder by the City on behalf of an employee, of the employee's earned compensation, is not to be considered additional salary or wages and shall not be treated as increased compensation.

(F) Hours of Work. The foregoing pay ranges and hourly rates of pay as well as any annual salaries established herein shall be based upon a forty (40) hour workweek.

(G) Pay Period. The payperiod under this MCP shall be two calendar weeks in length. Employees whose pay is provided for hereunder shall be paid on a bi-weekly basis, except where this would be in conflict with other official regulatory provisions.

SECTION 5. CLASSIFICATIONS AND ASSIGNED RATES OF PAY.

(A) Titles Defined. The meanings of the class titles used herein shall be defined by specifications contained in the Position Classification Plan, an official copy of which shall be maintained by the offices of the Civil Service Commission.

(B) Rates of Pay Applied to Classes. There are hereby established for each class of positions a grade, pay range or hourly rates as set forth below in Section 5 of this MCP and these grades, pay ranges, and hourly rates shall be used for payroll purposes and other personnel transactions. Those class titles designated (U) and (E) are reserved for the unclassified service as established in Charter Section 148(1). All other class titles are reserved for the classified service.

(C) Part-time, Seasonal, Temporary and Confidential Employees. Any part-time (averaging less than twenty hours per week), temporary, seasonal, or confidential employees in classifications listed in Appendix A of the collective bargaining agreement between the City of Columbus and the American Federation of State, County and Municipal Employees (AFSCME), Local 1632, or in Appendix B of the collective bargaining agreement between the City of Columbus and the Communications Workers of America (CWA), Local 4502, will be covered by this Management Compensation Plan. Further, the classifications listed in Appendix A of the AFSCME collective bargaining agreement and Appendix B of the CWA collective bargaining agreement may be used for employees who do not meet the definition of a public employee pursuant to Section 4117.01 of the Ohio Revised Code, or who are (1) employees of the Human Resources Department; (2)

employees of the Civil Service Commission; (3) confidential secretaries of the Appointing Authorities; (4) employees working less than 1040 hours per calendar year; or (5) employees in temporary status as defined by the Civil Service Commission.

(D) Overtime Eligible Classifications:

Ord. Sec.	Job Code	Class Title	Pay Grade
A000	3005	911 Emergency Communications Specialist	92
A083	0773	Administrative Secretary*	89
A090	0820	Administrative Secretary (U)*	88
A145	3033	Airworthiness Specialist	90
A183	1561	Alcohol and Drug Abuse Prevention Coordinator	89
A195	3185	Aquatics Instructor	$20.00/hour to $23.00/hour
A217	0654	Assistant Auditor I (U)	89
C020	3418	CDL Instructor	92
C370	1767	Community Clinical Counselor (Social Services)	90
C371	1758	Community Clinical Counselor (Violence Intervention)	91
E208	0105	Executive Advisor I (U)	90
E209	0106	Executive Advisor II (U)	92
E222	0822	Executive Secretary I (U)	88
E223	0823	Executive Secretary II (U)	89
H080	0854	Human Resources Representative*	88
L086	1988	Law Clerk (U)	86
L090	1989	Legal Intern (U)	86
L119	0501	Legislative Assistant (U)	88
O018	0409	Office Assistant III*	89
O025	1240	Office Manager*	90
P106	1266	Payroll Specialist	89
S290	0781	Student Intern I	$12.00/hour to $18.00/hour
S295	0782	Student Intern II	$14.00/hour to $23.00/hour

(E) Overtime Exempt Classifications:

Ord. Sec.	Job Code	Class Title	Pay Grade
A001	3006	911 Emergency Communications Manager	95
A002	3007	911 Emergency Communications Assistant Manager	94
A218	0655	Assistant Auditor II (U)	91
A219	0656	Assistant Auditor III (U)	93
A222	0657	Assistant Auditor IV (U)	96
A220	0658	Assistant Auditor V (U)	97
A223	0176	Assistant Chief Building Official	94
A224	0055	Assistant Director (Asset Management) (U)	96
A234	0079	Assistant Director (Lead Policy Advisor) (U)	95
A250	0060	Assistant Director (Regulatory Compliance/ Sustainability/Finance) (U)	96
A225	1980	Attorney (U)	92
B051	0856	Budget Management Officer	95
B054	0857	Budget/Management Specialist	93
B056	2022	Building and Zoning Administrative Coordinator	94
B057	0059	Building and Zoning Services Director (U)	99
B060	1774	Building Compliance Manager	93
B064	1770	Building Inspection Supervisor	93
B067	3497	Building Maintenance Manager	92
B123	2000	Business Development Specialist*	91
B130	1252	Business Manager*	92
C044	3038	Canine Master Trainer	90
C069	2001	Chief of Administration to the City Attorney (U)	98
C070	0833	Chief of Staff to the City Council President (U)	98
C177	0177	Chief Building Official	96
C080	0100	Chief Information Officer (CIO) (U)	99
C073	1052	Chief Plans Official	95
C101	0119	Chief Zoning Official	94
C180	0044	City Attorney (E)	$226,616
C185	0043	City Auditor (E)	$226,616
C210	0150	City Clerk (U)	97
C215	0400	City Council Member (E)	$81,783
C220	0405	City Council President (E)	$98,384
C260	0157	City Treasurer (U)	97
C267	0282	Citywide Occupational Safety and Health Manager	95
C315	0217	Civil Service Commission Assistant Executive Director	95
C311	0216	Civil Service Commission Deputy Executive Director	97

Ord. Sec.	Job Code	Class Title	Pay Grade
C312	0010	Civil Service Commission Executive Director (U) (Secretary)	98
C314	0011	Civil Service Commission Member (U)	$12,000/year
C320	0012	Civil Service Commission President (U)	$14,000/year
C352	0154	Code Enforcement Division Administrator	96
C367	3673	Communication Systems Coordinator	94
C373	1624	Community Clinical Supervisor	93
C377	0796	Community Relations Coordinator*	90
C392	0885	Compensation Manager	95
C479	1210	Construction Manager	95
C490	0145	COSHA Division Administrator	96
C505	1915	Crime Laboratory Manager	96
C520	0843	Criminal Intelligence Manager	94
D010	0598	Data Center Supervisor	94
D015	0591	Data Management Coordinator	93
D097	0755	Debt Management Coordinator	94
D123	0052	Department Assistant Director (U)	95
D115	0050	Department Deputy Director (Technology) (U)	98
D124	0051	Department Deputy Director (U)	97
D121	0893	Department Human Resources Officer	95
D122	0526	Department Information Technology Coordinator	94
D129	0109	Deputy Chief of Staff to the Mayor (U)	99
D126	0057	Deputy City Attorney (U)	99
D125	0163	Deputy City Auditor (U)	99
D127	0151	Deputy City Clerk (U)	95
D135	0158	Deputy City Treasurer (U)	95
D150	0172	Deputy Director (Policy Planning and Economic Development) (U)	96
D154	0089	Deputy Director (Utilities Engineering) (U)	99
D159	0228	Design and Construction Division Assistant Administrator	96
D163	0061	Development Director (U)	99
D158	0229	Design and Construction Division Administrator	97
E002	0560	E-Government Program Manager	94
E006	0169	Economic Development Division Administrator	95
E169	1672	EMS Physician	99
E175	1748	Emergency Preparedness Chief	95
E171	0824	Employee Benefits/Workers' Compensation Analyst I	90
E170	0825	Employee Benefits Analyst II	91
E175	0275	Employee Benefits and Wellness Supervisor	93
E167	0276	Employee Benefits and Wellness Manager	95
E165	0868	Employee Programs Coordinator	92
E142	0827	Employee Wellness Coordinator	92
E193	0565	Enterprise Architect	97

Job Sec.	Code	Class Title	Pay Grade
E195	0345	Equal Employment Opportunity Specialist (Public Safety)	91
E199	0348	Equal Employment Resources Manager	95
E200	0800	Equal Opportunity Representative	90
E207	0152	Ethics and Campaign Finance Administrator	95
E187	3199	Event Administrative Coordinator	93
E210	0108	Executive Advisor III (U)	94
E211	0063	Executive Manager (U)	96
E212	0069	Executive Assistant to the Director	94
E213	0787	Executive Assistant to the City Attorney (U)	93
E215	0110	Executive Assistant to the Mayor (U)	100
E219	0113	Executive Director (Office of the Mayor) (U)	98
E221	1749	Exercise Physiologist	89
F004	0295	Facilities Management Division Administrator	96
F006	0296	Facilities Operations Manager	93
F041	0066	Finance and Management Director (U)	99
F146	0142	Financial Management Division Administrator	96
F085	1253	Fiscal Manager	93
F088	0272	Fleet Management Division Administrator	96
F089	0273	Fleet Management Division Assistant Administrator	94
G021	0243	GIS Manager	93
G058	0300	Golf Courses Division Administrator	95
G076	0752	Grants Management Coordinator	94
H063	0171	Housing Division Administrator	95
H068	0180	Housing Stability Division Administrator	95
H079	0855	Human Resources Analyst*	91
H074	0130	Human Resources Director (U)	98
H078	0894	Human Resources Manager	94
I040	0224	Income Tax Division Administrator	97
I041	0225	Income Tax Division Assistant Administrator	95
I017	1847	Industrial Hygienist*	93
I057	0248	Information Services Division Administrator	96
I060	0604	Information Technology Account Coordinator	95
I065	0599	Information Technology Security Officer	97
I090	0234	Infrastructure Management Division Administrator	97
I091	1026	Infrastructure Operations Coordinator	96
I067	0559	IT Technical Support Manager	95
I098	1771	Inspection Manager	94
I105	0115	Inspector General (U)	99
I108	2999	Inspector General Intake Specialist	91
I106	3000	Inspector General Investigator	92
I107	3001	Inspector General Investigator Supervisor	93

Ord. Sec.	Job Code	Class Title	Pay Grade
L040	0219	Labor Relations Manager	96
L038	0218	Labor Relations Specialist	94
L049	2003	Land Management Office Administrator	95
L046	2005	Land Redevelopment Division Administrator	95
L115	0831	Legislative Aide to City Council (U)	93
L118	0836	Legislative Analyst I (U)	91
L122	0840	Legislative Analyst II (U)	93
L123	1895	License Manager	93
M038	0780	Management Analyst II*	92
M043	1977	Managing Attorney (U)	98
M090	0045	Mayor (E)	$231,531
M200	0231	Mobility and Parking Services Division Administrator	96
N011	0175	Neighborhoods Administrator	95
N019	0799	Neighborhoods Program Specialist*	92
N017	0140	Neighborhoods Director (U)	98
N021	0264	Network Manager	95
O014	0279	Occupational Safety and Health Officer	94
O016	1718	Occupational Safety and Health Manager*	92
P060	1302	Parking Operations Coordinator	95
P078	3780	Parks Management Coordinator	94
P107	0847	Performance Management Coordinator	94
P110	0898	Personnel Administrative Manager	94
P118	0901	Personnel Analyst II	91
P119	0902	Personnel Analyst III	92
P150	0918	Personnel Psychologist	96
P203	0178	Planning Division Administrator	95
P287	0147	Power Division Assistant Administrator	97
P283	0159	Power Division Administrator	98
P300	0791	Prequalification Manager	94
P334	1978	Principal Attorney (U)	95
P341	0776	Procurement Manager	95
P342	0789	Procurement Specialist	91
P343	0777	Procurement Administrative Officer	93
P339	1792	Property Maintenance Inspection Manager	94
P340	1793	Property Maintenance Inspection Specialist	92
P714	3108	Public Relations Advisor to the Police Chief	95
P716	3104	Public Relations Specialist I*	89
P718	3105	Public Relations Specialist II*	92
P734	0072	Public Safety Director (U)	100
P740	3049	Public Safety Manager	93
P752	0076	Public Service Director (U)	100
P760	0088	Public Utilities Director (U)	100

Ord. Sec.	Job Code	Class Title	Grade
R055	3166	Recreation Administrative Coordinator	93
R065	0085	Recreation and Parks Assistant Director	96
R067	0080	Recreation and Parks Director (U)	99
R154	0221	Refuse Collection Division Administrator	97
R155	3935	Refuse Collection Operations Coordinator	96
R180	3167	Rental Services Coordinator	93
S061	1151	Security Manager	92
S064	1979	Senior Attorney (U)	94
S066	0862	Senior Budget/Management Specialist	94
S069	1974	Senior Executive Assistant to the City Attorney (U)	95
S070	0064	Senior Executive Manager (U)	97
S071	0839	Senior Legislative Analyst (U)	95
S072	0775	Senior Procurement Specialist	92
S073	0071	Senior Technology Project Manager	96
S175	1204	Strategic Planning and Construction Management Coordinator	95
S303	0266	Support Services Division Administrator	97
S304	0267	Support Services Division Assistant Administrator	95
S307	1040	Surveyor Manager	93
T004	0551	Technical Support Supervisor	94
T012	0070	Technology Project Manager	95
T016	0585	Technology Solutions Analyst IV	95
T020	0584	Technology Solutions Manager	96
T159	0235	Traffic Management Division Assistant Administrator	96
T160	0236	Traffic Management Division Administrator	97
T165	4034	Traffic Operations Coordinator	95
T190	0884	Training Coordinator	92
T201	0881	Training Manager	94
U015	0851	Utilities Program Coordinator	94
U020	0866	Utility Revenue Manager	95
W005	0146	Water Division Administrator	98
W010	0149	Water Division Assistant Administrator	97
W015	0165	Water Reclamation Division Administrator	98
W020	0166	Water Reclamation Division Assistant Administrator	97
W100	0810	Workers' Compensation Claims Examiner	91
W102	0811	Workers' Compensation Manager	94
W104	0812	Workers' Compensation Hearing Representative	92

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

(F) Seasonal Classifications.

Ord. Sec.	Job Code	Class Title	Range
A199	3184	Aquatics Supervisor (Seasonal)	$17.00/hour to $23.50/hour
L130	3183	Lifeguard (Seasonal)	$15.00/hour to $22.00/hour
R063	3684	Recreation and Parks Aide (Seasonal)	$11.00/hour to $17.00/hour

(1) The Department of Recreation and Parks may create a policy at its discretion for an annual payment in the amount of $500.00, less applicable withholdings, for employees in the classifications of Aquatics Supervisor (Seasonal) and Lifeguard (Seasonal) at the conclusion of the summer season as determined by the Department of Recreation and Parks. The policy shall be administered by the Department of Recreation and Parks and shall be made available to all eligible employees.

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

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

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

SECTION 6. ADMINISTRATION OF PAY PLAN.

(A) Salary Determination. Salaries shall be set within the assigned pay grade, within the discretion of the Appointing Authority, considering the skills, experience and other qualifications of an employee. Guidelines for administration of these pay grades and individual performance management program(s) are the responsibility of the Director of Human Resources. Elected officials may, at their discretion, adopt the aforementioned guidelines for purposes of salary determination. Subject to City Council appropriation, the Finance Director will determine and establish available monies for performance increases for overtime-eligible and overtime-exempt employees.

(B) Step X. Step X is a compensation mechanism used to accommodate a specific set of circumstances in which an employee's pay rate may exceed pay grade maximum. The Director of Human Resources must approve an employee's pay rate moving to Step X. Use of Step X is limited to the following situations:

(1) A pay grade assignment is changed as the result of market analysis by the Department of Human Resources, and current pay rates exceed the new pay grade maximum.

(2) Positions reclassified by Civil Service Commission action that result in the incumbent(s)' current pay rate(s) exceeding the new pay grade maximum.

(3) An employee who moves into MCP as a result of the position being determined to be exempt from collective bargaining, and whose pay rate exceeds the new pay grade maximum in the MCP.

(4) Employees whose pay rates were higher than their new pay range maximum at the time of the 2001 new pay structure implementation.

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

(C) Additional Compensation Benefits. Except as provided in Section 7(C) of this MCP, no employee shall receive, and the City Treasurer shall not draw any checks, or any additional compensation in any form, sick and injury leave, PTO, 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 they were appointed pursuant to the Ohio Constitution, City Charter provisions, and the Rules and Regulations of the Civil Service Commission. No Appointing Authority shall appoint any person or submit any personnel action form contrary to said constitution, charter and rules and regulations and the provisions of this Ordinance.

(D) Payroll Deductions. Payroll deductions shall be governed first by the ability of the City Auditor's payroll system to handle them, and secondly, upon a determination by City Officials of the type of payroll deductions which are to be offered to employees and also based upon which ones will benefit the largest number of employees. Deductions or withholdings, except where demanded or required by law, must be agreed to in writing by the employee with the specific reason stated in writing and filed with the Appointing Authority.

(E) City Council Authorization Required. Neither the Civil Service Commission nor the City Auditor shall approve and/or pay any pay rate based on the assignment of any class to a pay range/grade not specifically authorized by City Council, except as provided in Section 7(C).

(F) Salaried Employees. Employees permanently assigned to full-time job classifications listed in Section 5(E) are paid on a bi-weekly salary basis. Salaried employees are paid a bi-weekly salary based on a minimum of two forty (40) hour workweeks. Pursuant to principles of public accountability, those salaried employees covered by leave programs (i.e., sick and PTO), who absent themselves from the workplace for personal reasons, sickness, or accident, and who have exhausted their leave, will have their salary reduced accordingly. [29 CFR 541.5(d)]

Additional detail regarding deductions is as follows:

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

(2) Disciplinary Suspensions. Disciplinary suspensions may be imposed in increments of one (1) day.

(3) Deductions made from a salaried employee's salary for absences will be made on a proportionate basis from the employee's bi-weekly salary for the time the employee is absent.

SECTION 7. ADDITIONAL ALLOWANCES AND COMPENSATION.

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

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

Effective with the December 2021 service credit payment, the following service credit schedule shall be used for employees whose classifications are listed in Sections 5(C), (D) and (E).

More than 5 years of total full-time City service	$700
More than 8 years of total full-time City service	$800
More than 14 years of total full-time City service	$900
More than 20 years of total full-time City service	$1100
More than 25 years of total full-time City service	$1600

(B) Shift Differential Pay. The Appointing Authority shall designate or assign the applicable shift for each employee whose classification is listed in Section 5 of this Ordinance. The shift designation shall determine the shift differential for the entire shift. Both full-time and part-time employees may be eligible for shift differential pay. Employees whose job classifications are listed in Section (F) of this Ordinance are not eligible for shift differential pay.

(1) The early morning shift shall be known as the First Shift, the late afternoon shift shall be known as the Second Shift; and the late evening shift shall be known as the Third Shift.

(2) As soon as practicable following passage of Council, a differential pay of sixty-seven cents ($.67) per hour over the regular hourly rate shall be paid to employees who are assigned to work eight (8) hours on the Second Shift;

a differential pay of eighty cents ($.80) 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) As soon as practicable following passage of Council, those employees whose regularly assigned shift is a rotating shift shall be paid a shift differential of eighty cents ($.80) per hour over the regular hourly rate for all hours worked regardless of shift. For purposes of this provision, a rotating shift is a permanent shift that is comprised of a regularly scheduled assignment on First, Second and Third Shifts.

(4) For purposes of computing leave with pay except for compensatory time, shift differential shall not be paid in addition to regular pay.

(5) In those divisions, departments, and offices where only one (1) shift prevails, no differential shall be paid regardless of the hours of the day that are worked.

(6) Shift differential pay shall be added to the base hourly rate prior to computing the overtime rate.

(7) Any employee who participates in a flextime program shall not qualify for shift differential pay.

(C) Working Out of Class. Overtime eligible employees in full-time non-seasonal job classifications listed in Section 5 of this Ordinance, who are temporarily assigned duties of a classification assigned a higher wage rate, will be paid four percent (4%) above the employee's current rate for each hour worked in the higher class upon completing four (4) consecutive hours in the higher class in a workday. Working out of class assignments are not to be used in lieu of seeking approval for filling a vacant position, nor shall it be used for the sole purpose of paying an employee at a higher class in circumvention of the requirements set forth by the Civil Service Commission.

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

(1) Report-in Pay. When any full-time, non-seasonal employee whose job classification is listed in Sections 5(C) and (D) of this Ordinance, reports for work in their regular shift and has not received written notification from the Appointing Authority or their designee by the previous workday not to report, they shall be assigned at least three (3) hours of work at any available job or in the event that no work is available, they shall be paid three (3) hours straight-time at regular hourly rate and released from duty no more than thirty (30) minutes after the report-in time. This Section shall not apply in hazardous weather conditions.

(2) Call-In Pay. When any full-time, non-seasonal employee whose job classification is listed in Sections 5(C) and (D) of this Ordinance is required by the Appointing Authority or their designee to report to work after the employee has been relieved of duty upon the completion of the employee's regular schedule and they report~~s~~ 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, they shall be paid a minimum of two (2) hours at time and one-half their regular hourly rate. If an employee is called back to work, they will be paid from the time they leave their home to the time the employee is released from duty subject to the above stated provisions. This provision does not apply in cases of overtime authorized as an extension of a regular shift.

(3) Shift Changes. When any full-time, non-seasonal employee whose job classification is listed in Sections 5(C) and (D) of this Ordinance is called in for a shift other than that to which they are ~~is~~ regularly assigned, they shall be paid a minimum of four (4) hours of pay at time and one-half their regular rate unless the employee has been given at least twenty-four (24) hour notice of a change in their regular shift assignment, in which case payment shall be at their regular hourly rate.

(4) Failure to Report Lateness or Absence. In the absence of a reasonable excuse as determined by the Appointing Authority or designee, the failure of any employee to report or to cause themselves to be reported late or off duty in any City operation with two or three shifts at least one (1) hour before their scheduled starting time shall constitute and be reported as an absence without leave for all scheduled hours which were not worked. All other employees shall report or cause themselves to be reported late or off duty thirty (30) minutes prior to their regularly scheduled starting times, or at their regularly scheduled starting times, depending upon the reporting procedures established at their work location. Failure to report or to be reported at the specified time above shall constitute and be reported as an absence without leave for all scheduled hours which were not worked.

The above provisions will not apply where it is impossible for the employee to comply provided that the employee will then report or cause themselves to be reported at the earliest opportunity followed by an acceptable explanation.

(E) Tuition Reimbursement. All full-time employees shall be eligible for reimbursement of instructional fees, books, and course fees. Annually, full-time employees are eligible for tuition reimbursement up to five thousand two hundred fifty dollars ($5,250) for undergraduate studies, up to five thousand five hundred dollars ($5,500) per calendar year for graduate studies, and up to two thousand dollars ($2,000) for courses for continuing education voluntarily undertaken by the employee which are directly related to the employee's job duties or may lead to career advancement within the City as determined by the Director of Human Resources. 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 shall be eligible to apply for tuition reimbursement under this Article unless that employee shall be able to return from leave no later than the date the course commences. However, employees on injury leave who had a course

approved by the Human Resources Director or designee prior to being injured may apply for tuition reimbursement for that course.

(2) All undergraduate and graduate courses must be taken at times other than scheduled working hours. Continuing education courses may be taken during scheduled working hours with the approval of the Appointing Authority. 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 or courses that may lead to career advancement within the City 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) Courses must be taken at colleges, universities, technical and business institutes or at their established extension centers held within Franklin County or adjoining counties, or online, which shall be accredited by either the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). Online courses may be approved by the Human Resources Department provided the institution meets criteria similar to that for residential education programs.

Seminars, conferences and workshops will only be considered for reimbursement for continuing education.

(4) The Department of Human Resources shall determine the approved institutions for which reimbursement for instructional fees, books, and course fees 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 less than fourteen (14) 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 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. The employee must submit this documentation within four (4) weeks of the course completion, unless unable to do so through no fault of their own.

(7) No reimbursement will be granted for paper, supplies of whatever nature, transportation, meals, or any other expense connected with any course except the cost of instructional fees, books, and course fees. "Distance learning" and similar fees related to enrollment in online courses will not be reimbursed. Deferred payment charges, late fees or any other fees associated with an employee's deferral of tuition payment will not be reimbursed.

(8) The administration of the tuition reimbursement program will require the Director of Human Resources or designee to be responsible for establishing rules, devising forms and keeping records for the program.

(F) Pre-Tax Dependent Care Program. In accordance with Section 129 of the Internal Revenue Code, the City established a pre-tax dependent care program whereby employees may set aside, on a pre-tax basis, the amount of money needed to pay for dependent (IRS defined) care. Said Program will be administered by the Department of Human Resources.

(G) Transportation Allowance. At the discretion of the Mayor, employees classified as Office of Diversity and Inclusion Executive Director (Secretary) (U), Executive Assistant to the Mayor (U), Department Deputy Director (Technology) (U), Senior Executive Assistant, and Deputy Chief of Staff, as well as all Department Directors, may be authorized to receive a transportation allowance of $395.00 per month for travel within Franklin County.

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

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

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

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

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

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

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

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

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

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

- Charges for temporary foster care before placement. The foster care must be provided by an approved or licensed agency and will be limited to thirty (30) days.

- Charges for domestic transportation to obtain physical custody of the adoptive child. Transportation charges must be reasonable and be for both the adoptive parents and the adoptive child.

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

SECTION 8. OVERTIME ELIGIBILITY AND PAY AND COMPENSATORY TIME.

(A) Employee Eligibility. Overtime exempt employees whose job classifications are listed in Section 5 of this Ordinance are not eligible to receive payment in cash for overtime worked.

(B) Overtime Eligibility and Pay.

(1) One and one-half (1-1/2) times the employee's regular straight-time hourly rate of pay will be paid for time worked when an eligible employee works between forty (40) and forty-eight (48) hours in a seven (7) day work period.

(2) Double time the employee's regular straight time hourly rate will be paid for time worked beyond forty-eight (48) hours in a seven (7) day work period.

(3) Overtime pay shall be received in one-tenth (1/10) of an hour segments.

(4) For purposes of this Paragraph, the term "time worked" shall mean only actual work time, time off for holidays, PTO, compensatory time, military leave, and jury duty. "Time worked" shall not include Paid Family Leave, or any unpaid time or paid time not included in this definition.

(C) Schedule Change at Employee Request. Time worked in excess of the number of hours scheduled for an employee's regular workday due to work schedules being changed at the request of the employee or trading days off by mutual consent of employees and the prior consent of the Appointing Authority is not subject to overtime compensation.

(D) Regularly Scheduled Shift Changes. Time worked by employees who are subject to a regularly scheduled three (3) month shift change at the time a shift change is scheduled, or a twenty-four (24) hour-a-day operation and/or a continuous seven (7) day-per-week operation at the time a shift change is scheduled, is not subject to the compensation set forth in this Section unless subject to the overtime payment requirements established in the Fair Labor Standards Act.

(E) Authorization of Overtime. It shall be the policy of the City to avoid overtime work except upon emergency conditions as determined by the Appointing Authority or designee. Employees who are requested to work emergency overtime shall be informed prior to the job performance whether overtime has been expressly approved.

(F) Compensatory Time.

(1) Compensatory Time Calculated. Compensatory time is time earned on a premium basis. The amount of compensatory time earned is calculated by multiplying the number of hours actually worked on an authorized premium basis by one and one-half (1½) when time and one-half is applicable or by two (2) when double time is applicable.

(2) Eligibility. A compensatory time account may be established for hourly full-time, non-seasonal overtime eligible employees whose job classifications

are listed in Section 5 of this Ordinance. Compensatory time may only be earned in lieu of cash payment for authorized time worked on a premium basis. The employee may, at their option, receive either cash payment or compensatory time for time worked on a premium basis.

(3) Conditions Governing Use.

(a) Compensatory time upon request by the employee may be taken by the employee at such time or times as may be approved by the Appointing Authority.

(b) Any compensatory time account balance above eighty (80) hours shall be paid off at the employee's hourly rate as of the end of a pay period established by the Appointing Authority for each division within the Appointing Authority's jurisdiction. The cut-off time established pursuant to this Section shall be set no less than six (6) months in advance of the pay period selected. Notice of the date of the end of the selected pay period shall be posted within the Division and shall be sent to the City Auditor.

(c) No interest is to be paid by the City on any compensatory time account.

(G) Separation from City Service. An employee who is about to be separated from City service for any reason and who has an unused compensatory time account balance to their 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 their 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 PTO pay as provided by Section 12) to their credit shall be paid to the surviving spouse. In the event there is no surviving spouse, said balance shall be paid to the employee's estate. Such payment shall be paid at the employee's hourly rate of pay at time of death, unless a higher rate is required by the Fair Labor Standards Act.

SECTION 9. HOLIDAY ELIGIBILITY PAY.

(A) Holidays Observed. The legal holidays observed by the City and for which full-time, non-seasonal employees are to be compensated shall be as follows:

(1) New Year's Day, January 1.
(2) Martin Luther King's Birthday, the third Monday in January.
(3) Washington's Birthday, the third Monday in February.
(4) Memorial Day, the last Monday in May.
(5) Juneteenth, June 19.
(6) Independence Day, July 4.
(7) Labor Day, the first Monday in September.
(8) Indigenous People's Day, second Monday in October (effective 2024)
(9) Veterans Day, November 11.
(10) Thanksgiving Day, the fourth Thursday in November.
(11) Christmas Day, December 25.
(12) Any other holidays proclaimed by the Mayor.
(13) Employee's Birthday. If the employee's birthday falls on an above-named holiday, the employee shall be granted and compensated for one additional holiday. The Appointing Authority will allow the employee to take their birthday holiday on the employee's birthday or within 365 days from the date on which the employee's birthday occurs. If the employee's birthday falls on February 29, the holiday for purposes of this Section shall be considered as February 28 unless otherwise authorized by the Appointing Authority. Beginning the PTO year of 2024 and with the transition to Paid Time Off under Section 12 and its increased paid leave allowances, "birthday holidays" will no longer be granted or compensated.

(B) Eligibility Pay.

(1) When a holiday falls on the first day of an employee's regularly scheduled days off, it shall be celebrated on the previous day and when a holiday falls on the second day of an employee's regularly scheduled days off, it shall be celebrated on the following day, and a holiday which falls on any other day of such weekend shall be celebrated on the next subsequent workday.

(2) For each holiday observed (including the employee's birthday), an employee shall be excused from work on such day at the discretion of the Appointing Authority. If one of the holidays mentioned in Section 9(A) occurs while an employee is on PTO or PFL, such day shall be charged as holiday. Part-time and seasonal employees will only be compensated for time actually worked on holidays.

(3) When an overtime eligible full-time, non-seasonal employee working a forty (40) hour workweek works on a day celebrated as an eight (8) hour holiday, other than the employee's birthday, in addition to their regular eight (8) hour holiday pay, they 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, they 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 they 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 their regular ten (10) hour holiday pay, they 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, they 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 they shall be compensated at the double (2) time rate. Notwithstanding the provisions of Section 9(A), the computation of holiday overtime pay shall be subject to the provisions of Section 9(B)(1).

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

SECTION 10. SPECIAL LEAVE WITH PAY.

(A) Military Leave.

(1) Full-time, non-seasonal employees who are members of the Ohio National Guard, U.S. Air Force Reserve, U.S. Army Reserve, U.S. Marine Corps Reserve, U.S. Naval Reserve or U.S. Coast Guard Reserve shall be granted military leave of absence with pay when ordered to temporary active duty (e.g. active duty for training or annual training) for a period or periods not to exceed twenty-two (22) eight (8) hour work days (176 hours), whether or not consecutive, during each calendar year. Active duty does not include inactive duty training (e.g. unit training assemblies). In the event that the Chief Executive Officer of the State of Ohio, or the Chief Executive Officer of the United States declares that a state of emergency exists, the employee, if ordered to active duty for purposes of that emergency, shall be paid pursuant to this Subsection (A) for a period or periods not to exceed twenty-two (22) eight (8) hour work days (176 hours), whether or not consecutive, during each calendar year.

(2) An employee shall be paid their 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 in any Ohio county shall be paid their 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 in any Ohio county, they shall present such notice to their 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 their 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 their regular shift, the employee shall be required to report for their work assignment within a reasonable time after release. The supervisor in each individual case shall determine that time.

(C) Examination Leave. Time off with pay shall be allowed employees participating in City Civil Service tests or taking a required examination pertinent to their City employment before a state or federal licensing board with prior notice or proof of same to the Appointing Authority.

(D) Court Leave.

(1) Time off with pay shall be allowed employees who are subpoenaed to attend any legal proceedings as a witness on behalf of the City of Columbus. PTO or leave without pay shall be granted to employees who are subpoenaed for other purposes. The provisions of Subsections (B)(1) and (B)(2) above shall apply in such cases. In the event that an employee is required to appear as a witness in a legal proceeding on behalf of a governmental body other than the City, the Director of Human Resources or designee shall consider and may grant leave with pay, if appropriate.

(2) Whenever employees are required, as a term of their employment, to appear in court to testify as witnesses, they shall not be required to furnish their home addresses or telephone numbers, unless directed to do so by the court.

(E) Disaster Leave. Time off with pay shall be allowed to a fully qualified employee for service in specialized disaster relief service for the American Red Cross. Said leave shall be granted only after the requisition of the individual serving in such capacity by the American Red Cross. Eligibility of any employee for such service shall be established prior to the granting of leave and subject to the approval of the Appointing Authority for the individual involved.

(F) Personal Business Day.

(1) Continuing through the end of the 2023 vacation year, full-time employees in the classified and unclassified service, except for Elected Officials, Directors, unclassified Deputy Directors and Department Assistant Directors, shall receive three (3), eight (8) hour personal business days in the 2023 vacation year, upon reasonable notice to and approval by their Appointing Authorities or designee.

(2) Part-time regular employees in the classified and unclassified services shall receive three (3), four (4) hour personal business days in the 2023 vacation year, upon reasonable notice to and approval by their Appointing Authorities or designees.

(3) The personal business days are available to employees who have personal business matters to attend to, and cannot do that business outside of regular working hours.

(4) Personal Business Days may be used in increments of four (4) hours. The days must be used during the 2023 vacation year and may not be carried over. The personal business days will not be subject to buy-back or cashing in at the end of the 2023 vacation year.

(5) At the start of the 2024 PTO year and with the transition to Paid Time Off under Section 12, Personal Business Days will no longer be granted in PTO years.

(G) Betty Brzezinski Living Organ Donor Leave. A fully qualified full-time employee covered by this Ordinance is eligible to receive regular pay for up to two hundred forty (240) hours of leave for the employee's donation of any portion of an adult liver, lung or pancreas or because of the employee's donation of an adult kidney.

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

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

(H) Precinct Election Official Leave Program.

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

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

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

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

The employee may be required to attend paid Precinct Election Official training courses as mandated by Ohio law and conducted by the Franklin County Board of Elections. The employee should make every effort to attend said training courses outside of the employee's regular working hours. However, should the employee choose to attend training courses during the employee's regular working hours, such leave is not covered under the Precinct Election Official Leave Program and requires a prior request and authorization for PTO 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) Bereavement Leave. Full-time employees may be granted up to five (5) days of leave of the employee’s choice (i.e., compensatory time, PTO, or sick leave in accordance with Sections 8, 12, and 14) for the death of a member of the employee’s family. Up to three (3) of the five (5) days of leave shall be paid as bereavement leave and not deducted from the employee’s leave bank(s). In the event of no available leave balances, the employee may be granted leave without pay in accordance with Section 11 of this Ordinance.

(J) Paid Family Leave (PFL). Each full-time employee shall be granted up to twelve (12) weeks of Paid Family Leave (PFL), on a gender neutral basis, at one hundred percent (100%) of the employee’s regular straight time wage per rolling twelve (12) month period measured backward from the date leave begins. The City shall comply with the Family Medical Leave Act (“FMLA”) and any current or future amendments to the Act.

(1) Employee Eligibility. Full-time employees are eligible for PFL on the first day of the first month following their date of hire. Employees are entitled to twelve (12) weeks of PFL per rolling twelve (12) month period. PFL does not accrue and cannot be carried over beyond the rolling twelve (12) month period. PFL is limited to twelve (12) weeks of paid leave per rolling twelve (12) month period regardless of the number of eligible uses that occur within that twelve (12) month period.

(2) Eligible Uses.

(a) Birth of a Child. Eligible uses include birth of a child, pregnancy complications (as defined and/or qualify as a serious health condition under the FMLA), a miscarriage, or a stillbirth. The employee must be the birth parent, a biological parent, the spouse of a birth or biological parent, or the domestic partner of a birth or biological parent. The employee may use any or all of the twelve (12) weeks of PFL within the twelve (12) months immediately following the date of the event giving rise to the eligible use. Any unused leave expires twelve (12) months after the date of the event giving rise to the eligible use.

(b) Placement of a Child for Adoption or Foster Care. The employee must be the adoptive parent or the spouse or domestic partner of the adoptive parent and must reside in the same household as the newly adopted or foster-care-placed child. The employee becomes eligible for PFL on the date of the child's permanent placement for adoption or initial placement for foster care and may use any or all of the twelve (12) weeks of PFL within the rolling twelve (12) months immediately following the placement. Any unused leave expires twelve (12) months after the child's placement.

(c) Family Caregiving. The employee is entitled to PFL to care for a Covered Family Member with a serious health condition. The definitions of spouse, parent, child, and serious health condition are consistent with FMLA's definitions of the same, except that for purposes of PFL for family caregiving "parent" also includes a parent-in-law and "spouse" includes domestic partners. In addition, PFL for family caregiving may also be used to care for siblings (defined as "biological, adopted, foster, step, and sibling-in-law"). Any unused leave expires twelve (12) months after the first day on which PFL is taken to care for the Covered Family Member's serious health condition.

(3) Coordination with Other Leave.

(a) FMLA. Employees may be eligible for PFL even though they are not eligible for FMLA leave. For employees who are on PFL at the time they become eligible for FMLA, their PFL will run concurrently beginning with their first day of FMLA eligibility. For employees who are eligible for FMLA on the first day they use PFL, PFL will run concurrently with FMLA. Any PFL granted for reasons permissible and eligible as FMLA leave shall count toward the twelve (12) week per year limitation and will be run concurrently with FMLA.

(b) Short-Term Disability ("STD"). Employees who are eligible for a STD benefit due to their own medical condition that would also qualify them for PFL may choose to first use the STD benefit prior to using PFL, also commonly referred to as "stacking" the benefits. The employee may also choose to use a portion of the PFL coverage to supplement their STD benefit to cover any pay/salary gap between the STD benefit and their regular bi-weekly wages. After the employee's STD benefit is exhausted, the employee may then choose to use any remaining portion of their twelve (12) weeks of PFL at their regular full pay rate.

(4) Continuation of Benefits While on PFL. While an employee is on PFL, sick leave entitlement and PTO accruals, PERS contributions and all employee benefits shall continue uninterrupted and the City shall maintain applicable insurance benefits for the employee.

(5) Procedures and Qualifications.

(a) Employees shall give their Department/Division Human Resources notice of the intent to use PFL as soon as practicable under the circumstances of each eligible use.

(b) Employees may use PFL in one continuous block of time, on scheduled intervals, or intermittently.

(c) PFL may be used in increments of one tenth (1/10) of an hour.

(d) The City may, in its sole discretion, require submission of supporting documentation for an employee's request for PFL.

(e) PFL may be used for multiple eligible reasons in any rolling twelve (12) month period, provided however that the benefit will not exceed twelve (12) weeks of leave in any rolling twelve (12) month period regardless of the number of eligible uses the employee may experience during the same time period.

(f) PFL hours are not eligible for cash payout, do not carry over from year to year, and are not eligible for leave donation. Use of PFL shall not affect the employee's anniversary date for increases or seniority, nor will it constitute a break in service for computing service credits for Civil Service examinations.

(g) Upon the effective date of the Paid Family Leave benefit, the Paid Parental Leave and Paid Caregiver Leave shall immediately terminate. Any employee on leave for an eligible use of PFL shall, upon the initial rollout of PFL, be entitled to use PFL to cover any remaining leave, provided the length of leave does not exceed twelve (12) total weeks, inclusive of any unpaid leave, STD-covered leave and paid PFL leave.

(h) An employee on PFL shall not work for another employer while on leave.

SECTION 11. LEAVE OF ABSENCE WITHOUT PAY.

(A) Personal Leave of Absence. Employees may be granted personal leave of absence without pay by the Appointing Authority pursuant to Civil Service Commission rules.

(B) Educational Leave of Absence. Employees may be granted a leave of absence without pay by the Appointing Authority, subject to approval by the Civil Service Commission, for educational purposes. Such leave shall initially be limited to sixty (60) calendar days with possible extensions up to one (1) year provided such further educational pursuits are related to the operations of the City. Tuition reimbursement, as outlined in Section 7 of this Ordinance, will not apply towards such leave.

(C) Family Medical Leave Act. Employees who have worked for the City for at least twelve (12) months, and have worked for at least 1,250 hours over the twelve (12) month period preceding the leave, shall be eligible for up to twelve (12) weeks of unpaid leave per twelve (12) month period for eligible purposes. The final regulations promulgated in 1994 of the Family Medical Leave Act, as amended, are hereby incorporated as fully rewritten. Further, the City will maintain the practice of computing the twelve (12) month period as a rolling twelve (12) month period measured backward from the date leave is used. Finally, all accrued sick leave, and disability leave if applicable, and PTO, in that order, must be utilized for any FMLA leave taken for any FMLA-qualifying reason, except for reasons that qualify for and for which Paid Family Leave is granted under Section 10. Any paid leave taken shall run concurrently with FMLA.

SECTION 12. PAID TIME OFF (PTO).

(A) PTO Year. The 2023 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, 2024. Effective the beginning of the 2024 PTO year, all references to vacation in this Ordinance shall apply to PTO and vice versa except where otherwise specifically stated.

(B) PTO Accruals. Each full-time non-seasonal employee working a forty (40) hour workweek, except as otherwise provided in this Section, shall earn PTO in accordance with the following schedule:

Years of 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

Effective the beginning of the 2024 vacation/PTO year, with the transition from vacation leave to PTO, the PTO schedule and accrual for full-time employees shall be as follows:

Years of Service	Hours Per Pay Period	Days Per Year
Less than 3 years	4.615 hours	15 days
3 years but less than 6 years	6.462 hours	21 days
6 years but less than 13 years	8.615 hours	28 days
13 years but less than 20 years	9.538 hours	31 days
20 years but less than 25 years	10.154 hours	33 days
25 years or more	10.769 hours	35 days

(1) In order to recruit qualified persons to positions of responsibility, Appointing Authorities, in their discretion, may give a new full-time employee receiving initial appointment to a position in the classified or unclassified service under Section 5(D) and Section 5(E) of this Ordinance more PTO than stated above. Appointing Authorities, in their discretion, may provide,

a) Up to ten (10) days of PTO (in a one-time deposit to the employee's PTO bank) to a new employee upon initial appointment, or
b) An advanced accrual rate of twenty one (21) days or twenty-eight (28) days per year, but not to exceed twenty-eight (28) days per year, in appropriate circumstances.

When awarding more PTO to a new employee, an Appointing Authority should consider the employee's qualifications and work experience, in both

the private and public sectors; the level of responsibility required in the position, including the exercise of independent judgment, the need for discretion and confidentiality, and the ability to bind their Appointing Authority; as well as the availability of qualified persons to perform such jobs, and other pertinent market factors. If an Appointing Authority wishes to give a newly hired employee more PTO, their decision must be reviewed and approved by the Human Resources Director or designee before it takes effect.

(2) If an employee is or has been awarded PTO at a rate greater than fifteen (15) 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 thirty-one (31) days of PTO. The employee will move to thirty-three (33) days of PTO upon twenty (20) years of service.

(3) Elected officials may, in their discretion, adopt the provisions of this section for purposes of recruiting qualified individuals.

(4) For employees who were hired by the City prior to July 5, 1987, PTO 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 (8) below), PTO 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 re-employed or hired by the City on or after June 24, 1987, shall not have their prior service with the State and any political subdivision of the State, including the City of Columbus, counted for the purpose of computing PTO 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 Appointing Authority before adjustments can be made to the PTO accrual rate. An employee's PTO accrual rate will be adjusted to reflect periods of service as provided herein. The adjusted PTO 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 Ordinance, except for military leave without pay, will not be included in the computation of City service for the purpose of this Section 12(B). This computation will be used only for the purpose of determining the rate at which PTO is earned.

(C) Maximum PTO Balances. Any PTO 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 PTO 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 PTO year, employees may be paid for any PTO balances in excess of the maximums fixed by this Section 12(C) upon certification by the Appointing Authority to the City Auditor and the approval of the City Council that due to emergency work requirements it is not in the best interests of the City to permit the employee to take PTO, which would otherwise be forfeited as provided in this Section 12(C).

(D) Eligibility. No PTO 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 their control, absence from work for the balance of that day shall not be construed as non-paid work status.

While an employee is receiving temporary total benefits from the Bureau of Workers Compensation, PTO accruals will cease. Employees on the disability insurance program as outlined in Section 15 of this Ordinance shall be deemed ineligible to earn PTO credit in the appropriate amounts listed above.

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

(F) Payment Upon Separation from City Service.

(1) An employee with an unused PTO 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 PTO in lieu of granting such employee a PTO after their last day of active service with the City provided, however, that such payment shall not exceed the maximum number of PTO hours outlined in Section 12(C) of this Ordinance.

(2) However, an employee who is involved in a temporary layoff or certification termination and who has unused PTO to credit at the time the layoff is effective, may choose, in lieu of a lump sum cash payment for such unused PTO credit, to leave such PTO credit on account to be restored to their credit upon re-employment, provided such re-employment occurs within thirty-five (35) calendar days. If re-employment does not occur within thirty-

five (35) calendar days, then any unused PTO 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 PTO to their credit shall be paid to their designated beneficiary. In the event that the employee has no designated beneficiary, said unused PTO shall be paid to the employee's surviving spouse. In the event the employee has no designated beneficiary or surviving spouse, said unused PTO 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) PTO for Certain City Officials. Notwithstanding the other provisions of Section 12, Elected Officials, Department Directors, and employees classified as:

Assistant Director (Asset Management) (U)
Assistant Director (Lead Policy Advisor) (U)
Assistant Director (Sustainability/Regulatory Compliance) (U)
Department Assistant Director (U),
Department Deputy Director (U)
Department Deputy Director (Technology) (U)
Deputy Chief of Staff (U)
Deputy Director (Policy Planning and Economic Development) (U)
Executive Assistant to the Mayor (U)
Executive Director (Office of the Mayor) (U)
Executive Manager (U)
Senior Executive Manager (U)

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

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

The Deputy City Auditor (U) may be granted PTO with pay at the discretion of the City Auditor but may not accumulate PTO during the term of employment in this position.

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

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

Assistant Director (Asset Management) (U)
Assistant Director (Lead Policy Advisor) (U)
Assistant Director (Sustainability/Regulatory Compliance) (U)
Department Assistant Director (U),
Department Deputy Director (U)

Department Deputy Director (Technology) (U)
Deputy Chief of Staff (U)
Deputy Director (Policy Planning and Economic Development) (U)
Executive Assistant to the Mayor (U)
Executive Director (Office of the Mayor) (U)
Executive Manager (U)
Senior Executive Manager (U)

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

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

Further excepting and providing that in the event that the Deputy City Auditor (U) dies while in office, PTO may, at the discretion of the City Auditor, be accrued pursuant to the provisions of this Ordinance and payable upon death.

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

(I) PTO For Part-Time Employees. Effective the beginning of the 2024 PTO year, each part-time employee (non-seasonal and/or non-temporary) scheduled to work more than eight (8) hours per week up to twenty (20) hours per week may receive twenty (20) hours of paid time off per PTO year at the discretion of the Appointing Authority. Each part-time employee (non-seasonal and/or non-temporary) scheduled to work more than twenty (20) hours per week may receive fifty-two (52) hours of paid time off per PTO year at the discretion of the Appointing Authority. PTO hours received may not vary from those stated above.

The number of hours of paid time off will be determined at the time of hire based on the number of hours an employee is scheduled to work each week.

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

A part-time employee may request PTO upon reasonable notice to and approval by the Appointing Authority or designee. PTO may be approved in increments of one (1) hour. Any balance of PTO remaining at the end of the PTO 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 PTO year, at the time of separation from City service, or upon the employee’s death.

SECTION 13. INJURY LEAVE.

(A) On-The-Job Injuries. The Injury Leave program is a benefit intended to cover full-time and part-time employees who are injured on the job. Injury Leave will be approved according to the provisions of this Ordinance and the rules and policies of the Human Resources Director or designee.

Injury Leave benefits will be paid through the end of the fifth (5th) calendar year following the date of injury or diagnosis as determined by the Ohio Bureau of Workers' Compensation (BWC).

Report of Injury. Injuries believed to be service connected must be reported immediately to the employee's immediate or acting supervisor. The employee shall complete and submit the City of Columbus accident report to the Department's Human Resources representative within forty-eight (48) hours. If the employee is physically unable to comply with the forty-eight (48) hour deadline, the employee's immediate or acting supervisor will complete the accident report on the employee's behalf, and forward to the Department's Human Resources representative and the Department's Safety Officer. Failure to follow the reporting procedure may result in discipline. The City will confirm receipt of the accident report to the injured employee within forty-eight (48) hours of receipt.

The employee's obligation to report their injury under this Section is not a condition precedent to being eligible for or receiving injury leave.

(B) Requirements for Receiving Injury Leave. All employees shall be allowed Injury Leave with pay up to a maximum of forty (40) workdays per year, not to exceed a total of eighty (80) workdays, per allowed BWC claim number upon verification of the following:

(1) An order of the BWC, Industrial Commission or court allowing the workers' compensation claim for the conditions disabling the employee per MEDCO 14 or equivalent presented by the approved medical provider and the City has not appealed the claim allowance; and

(2) A BWC approved medical provider of the employee's choosing determines that the employee is temporary and totally disabled; and

(3) The employee submits a MEDCO 14 or equivalent issued by the employee's BWC approved medical provider of record to the Department's Human Resources representative. Injury Leave will continue to be paid as long as it is supported by MEDCO 14 or equivalent from the employee's BWC approved medical provider.

(C) Return to Work. No employee on Injury Leave shall be returned to work without the written approval of the employee's BWC approved medical provider.

(D) Continued Contact with Department and Return to Work Notification. An employee on Injury Leave shall maintain biweekly contact with the Department's Human Resources representative or designee during the period of time they are ~~is~~ injured. This requirement may be modified in writing by the Department's Human

Resources representative or designee for extended leaves. An employee shall notify the Department's Human Resources representative or designee at least seven (7) days before their expected return to work date to reconfirm that date.

(E) Employees receiving Injury Leave shall not:

(1) Engage in any outside activity inconsistent with restrictions or medical advice or that adversely affects the employee's recovery, as established by the employee's BWC approved medical provider.

(2) Knowingly make a false or misleading statement, or alter, falsify, destroy or conceal any document in order to receive the Injury Leave.

Violation of this Section may result in discipline.

(F) Termination of Benefits. Injury Leave will terminate:

(1) When the employee's BWC approved medical provider releases the employee back to work or for transitional duty.

(2) For work hours during which the employee is incarcerated.

(3) When Temporary Total benefits under the employee's workers' compensation claim are denied by the BWC or Industrial Commission.

(4) When the Industrial Commission, or the employee's BWC approved medical provider determines that the employee is no longer entitled to Temporary Total benefits because the employee has reached Maximum Medical Improvement, unless such benefits are reinstated following an appeal to court.

(5) If the employee is disqualified from workers' compensation benefits.

(6) If the employee accepts workers' compensation Temporary Total disability benefits.

(7) When an employee is provided an opportunity to perform transitional duties within the restrictions provided by the employee's BWC approved medical provider and refuses.

No Injury Leave time will be restored to an employee who has separated from City service.

(G) Injury Leave found to be paid in error due to the employee's return to work, medical evidence of ability to return to work, employee's refusal to return to work in a transitional duty assignment approved by the employee's BWC approved medical provider, or the fraudulent receipt of injury leave while performing work outside employment shall be promptly repaid to the City.

(H) Forty (40) Day Fitness Hearing. After forty (40) workdays, the City may conduct a hearing to determine the employee's ability to perform the essential functions of their classification.

Leave Pending Decision. Pending a decision on the allowance of the employee's workers' compensation claim, an employee applying for injury leave may be carried on sick leave or PTO with pay, in that order, which shall be restored to their credit upon certification by the Director of the Department of Human Resources or designee that the conditions of Section (B) have been satisfied. 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 PTO, in that order, for the time used.

(I) Time Off for Examination and Treatment. Pursuant to rules established by the Human Resources Director or designee, time off for the purpose of medical examination, including examinations by the Bureau of Workers' Compensation for the purpose of medical treatment of additional allowances, and/or treatments resulting from injury approved under the Injury Leave program 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 Human Resources Director 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.

(J) Accrual of Other Benefits. While an employee is on approved injury leave with pay, sick and PTO accruals, O.P.E.R.S. contributions and all employee benefits shall continue uninterrupted and the City shall maintain applicable insurance benefits for the employee until such time as the employee returns to duty or is terminated from City employment. Upon proof that an employee is receiving payments in lieu of wages from BWC, sick accruals and all applicable insurance benefits shall continue uninterrupted until the employee returns to duty or is terminated from employment.

(K) 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 BWC which is granted for reasons permissible under the FMLA.

SECTION 14. SICK LEAVE.

(A) Computation of Sick Leave Bank for Full-Time Employees in Section 5(D) and Section 5(E) as Soon as Practicable Following Passage of Council.

(1) Sick leave banks for full-time employees shall consist of current annual entitlements under the terms and conditions of this Ordinance, plus any hours carried over from previous years, transfers from other political subdivisions and hours carried over from other City employment outside the

terms of this Ordinance, less any appropriate reductions or deductions as outlined below.

(2) On the first payperiod of each calendar year, each full-time employee employed on that date shall receive eighty (80) hours of sick leave with pay for the remainder of that calendar year.

(3) Each full-time employee hired on or after the first payperiod of each year shall, on the date of hire receive their sick leave with pay for the remainder of that calendar year computed, as follows: six and sixty-seven one hundredths (6.67) 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 and sixty-seven one hundredths (6.67) 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 their 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 they were eligible for sick leave, six and sixty-seven one hundredths (6.67) hours shall be deducted from their paid sick leave account for each full calendar month in which the employee is in part-time or seasonal status.

(6) Employees coming under the jurisdiction of the MCP by appointment to a classification listed in Section 5(C), (D) and (E) from outside the City, who have accrued sick leave from another political subdivision of the State of Ohio may transfer that sick leave upon their employment by the City. Any hours transferred from another political subdivision of the State of Ohio, after March 31, 1987, shall not be subject to payment upon termination or separation from the City for whatever reason. Such hours will not count toward the sick leave bank with the City. These hours can be used only after exhausting an employee's current City sick leave bank. When an employee uses such hours, the value of those hours will be equivalent to the value of the hourly rate at which the employee was hired into the City.

(7) If an employee uses more than their current annual entitlement (80 hours) in a payroll year, because of ineligibility for sick leave as outlined in this Paragraph, the excess sick leave used will be recovered from the next year's annual entitlement.

(8) Employees coming under the jurisdiction of the MCP by appointment to a classification listed in Section 5(C), (D) and (E) with Pre-1985 Sick Leave Bank, will be paid such bank at the rate they were earning on March 31, 1987. Such payment will be made as soon as practicable by the City Auditor.

(B) Eligible Uses of Sick Leave with Pay; Procedures.

(1) Sick leave with pay will be at an employee's regular straight-time hourly rate and shall be allowed to full-time employees in one-tenth (1/10th) of an hour increments for the following purposes:

(a) Illness of, or injury to, the employee, whether at work or non-work related.

(b) Physical, dental, or mental consultation or treatment of the employee by professional medical or dental personnel, whether work or non-work related.

(c) Sickness of a spouse, child, stepchild, and upon prior approval of the Appointing Authority, a family member who is dependent upon the employee for their health and wellbeing.

(d) Quarantine because of contagious disease. The Appointing Authority or designee shall require a certificate of the attending physician before allowing any paid sick leave under this subsection.

(e) Death in the employee's family, as that term is defined in Section 3, Definitions, of this Ordinance.

(2) Any leave which is granted under this Paragraph for reasons permissible under an FMLA leave as provided in Section 11(C) of this Ordinance shall be charged as an FMLA leave and shall be subject to the twelve (12) week per year limitation for the length of an FMLA leave.

(3) To the extent that it is possible to do so, employees shall submit sick leave requests in advance for medical appointments and scheduled treatments. Employees calling off sick shall complete and submit sick leave requests to their supervisors promptly upon their return to work.

(4) In cases of extended illness (defined as three (3) or more consecutive work days or frequent intermittent use of sick leave) or suspected abuse, as determined by the Appointing Authority or designee, the Appointing Authority or designee may require evidence as to the adequacy of the reason(s) for an employee's absence during the time for which sick leave is requested.

(5) Such evidence documenting the reasons for an employee's absence (both for illness of the employee, or their immediate family) is defined as a certificate acceptable to the Appointing Authority or designee stating date(s) of treatment and the diagnosis, prognosis and expected return to work date from a licensed physician or other appropriate medical professional;

provided, however, that falsification of either a written signed statement of the employee or a physician's certificate shall be grounds for disciplinary action, including dismissal, as well as grounds for denial of sick leave.

(6) After investigation, any sick leave that is determined as improperly used by the employee shall be repaid to the City.

(7) If the Appointing Authority or designee has reason to question the ability of an employee to return to work, the Appointing Authority or designee may also require a certification that the employee is able to return to duty at the conclusion of a sick leave. If that certification from the employee's treating physician is not forthcoming or satisfactory, the Appointing Authority or designee may require the employee to be examined by a licensed physician or other appropriate medical professional identified by the Appointing Authority or designee. Failure to submit to the examination shall constitute grounds for disciplinary action as well as grounds for denial of sick leave.

(C) Advances on Sick Leave by City Council. Except as provided by discretionary action of the City Council, sick leave cannot be taken before it is credited to an employee's sick leave account. In appropriate circumstances and within the discretion of City Council, employees may receive sick leave in advance upon passage of an ordinance by City Council authorizing such an advance. Any employee who has been advanced additional sick leave time by action of City Council must agree as a condition of the advance to have amounts deducted from their sick leave account, during the first payperiod of each year, not to exceed eighty (80) hours, until the advance is repaid. Under no circumstances shall an employee's annual sick leave entitlement be reduced by more hours than the aggregate yearly amount as set forth in the ordinance authorizing said advancement. Except as herein written, all provisions of the original ordinance advancing sick leave shall remain in effect.

(D) Annual Sick Leave Reciprocity Payment.

(1) During November of each year, each employee shall elect one of the following:

(a) To be paid, at the employee's regular straight-time hourly rate in effect on the last day of the last payperiod of the year, for any unused sick leave hours awarded during the preceding payroll year, up to a maximum of eighty (80) 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., 80 hours) prior to calculating the annual sick leave reciprocity payment.

(3) If an employee uses five (5) days or less of injury leave (regardless of the number of claims) during the year, this leave shall not be considered sick leave taken for computing sick leave reciprocity. If an employee uses more than five (5) days of injury leave, all injury leave used during the year will be considered hours of sick leave taken in computing sick leave reciprocity.

(4) Employees who fail to sign the payroll register making an election to carry over receive payment, or split their sick leave as outlined above shall maintain the same option as they elected the prior year**.**

(E) Disposition of Sick Leave Balances upon Separation from City Employment.

(1) Annual Sick Leave Entitlement. When an employee separates from City service through resignation, retirement or layoff on or before the last day of the last payperiod of the year, the employee shall receive payment for their annual sick leave entitlement as defined in Paragraph A as follows:

(a) The annual sick leave entitlement which that employee has to their credit at the time of separation shall be reduced by six and sixty-seven one hundredths (6.67) 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 their 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 they were entitled, an amount shall be deducted from their final paycheck for such hours, at their regular straight-time hourly rate in effect at that time.

(2) Sick Leave Bank. All sick leave in the employee’s sick leave bank may be paid to the employee who is separating from City service as follows: The number of accumulated unused hours shall be divided by two (2) and multiplied by the employee's hourly rate of pay at time of separation. All such lump sum payments are subject to applicable withholding and deduction for any sums owed by the employee to the City.

(3) Transferring Sick Leave to Other Political Subdivisions. Employees who are leaving City service to accept employment with another political subdivision of the State of Ohio may elect to transfer sick leave to that political subdivision, if it will accept such a transfer. Employees must elect to be paid or transfer sick leave balances to another political subdivision in writing prior to termination and at a time specified by the Auditor's Office for processing terminal leave pay.

(4) Separation Pay for Sick Leave Transferred from Other Political Subdivisions. Any sick leave transferred to the City prior to March 31, 1987 shall be paid upon separation at the straight-time hourly rate in effect on March 31, 1987 using the payment formula of the transferring agency.

(F) Payment Upon Death. If an employee dies during employment with the City, their unused sick leave account balances as defined herein shall be paid to their designated beneficiary. In the event that the employee has no designated beneficiary, said balance shall be paid to the employee's surviving spouse. In the event the employee has no designated beneficiary or 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 their bank, such hours will be deducted from earned and unused PTO accruals to the employee's credit. If the employee does not have sufficient sick leave and PTO 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 their prior position when such action occurs after January 1, 1972. Such unused balance shall then be subject to all other provisions of this Article, with the exception of Subsection (D).

(I) Sick Leave for Certain City Officials. Notwithstanding the other provisions of this Section 14, Elected Officials, Department Directors, and employees classified as:

Assistant Director (Asset Management) (U)
Assistant Director (Lead Policy Advisor) (U)
Assistant Director (Sustainability/Regulatory Compliance) (U)
Department Assistant Director (U),
Department Deputy Director (U)
Department Deputy Director (Technology) (U)
Deputy Chief of Staff (U)
Deputy Director (Policy Planning and Economic Development) (U)
Executive Assistant to the Mayor (U)
Executive Director (Office of the Mayor) (U)
Executive Manager (U)
Senior Executive Manager (U)

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

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

The Deputy City Auditor (U) may be granted sick leave with pay at the discretion of the City Auditor but may not accumulate sick leave during the term of employment in this position or be paid for any sick leave not taken during the term of employment in this position.

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

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

Assistant Director (Asset Management) (U)
Assistant Director (Lead Policy Advisor) (U)
Assistant Director (Sustainability/Regulatory Compliance) (U)
Department Assistant Director (U),
Department Deputy Director (U)
Department Deputy Director (Technology) (U)
Deputy Chief of Staff (U)
Deputy Director (Policy Planning and Economic Development) (U)
Executive Assistant to the Mayor (U)
Executive Director (Office of the Mayor) (U)
Executive Manager (U)
Senior Executive Manager (U)

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

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

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

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

SECTION 15. DISABILITY PROGRAM.

(A) Disability Program Eligibility. The City will provide, at no cost to employees, a disability program covering full-time employees who are eligible to accrue leaves for non-work related illnesses and injuries. Employees must complete one (1) year of continuous City service before qualifying for disability; such benefits will become available at the first of the month following completion of one (1) year of continuous service. This program shall provide for payment to the employee from the twelfth (12th) day of accident or illness for employees in classifications listed in Sections 5(C), (D) and (E) of this Ordinance, for a maximum of twenty-six (26) weeks of disability benefits within a rolling 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 they desire, elect to use all, or part, of their accumulated but unused sick or Paid Family Leave, if applicable, leave in order to make up any difference between one hundred percent (100%) of their gross wages and the amount which they receive under the disability program, provided that all new (current year) sick leave accruals are exhausted before an employee may use the available balance in their Old Sick Leave Bank. If an employee exhausts all sick leave benefits, other approved leave may be granted by the Appointing Authority. During the period in which an employee receives such payments, they shall suffer no reduction in paid sick leave entitlement set forth in Section 14 of this Ordinance, as applicable. If, while receiving such payments, the employee performs work for the City or another employer, the amount of payment under the disability program shall be reduced by the compensation which they receive during that time period. The proper forms must be submitted to the City no later than forty-five (45) days from the commencement of the disability.

(B) No disability payments shall be made to an employee who is working for another employer. Fraudulent actions automatically preclude employees from receiving any disability benefits. If a payment is made pursuant to a fraudulent claim, the employee shall repay the City immediately.

(C) The twelve (12)-week per year limitation on leaves permissible under the Family Medical Leave Act (FMLA) shall include any disability leave which is granted for reasons permissible under the FMLA.

(D) While an employee is paid disability benefits pursuant to this Section, PTO accruals shall cease. Holidays shall be paid at the disability benefit rate as set forth in Paragraph (A) of this Section 15. Medical, dental, drug, vision and life insurances shall continue uninterrupted until the employee is no longer on the disability program, provided monthly premiums are paid current.

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

SECTION 16. INSURANCE.

(A) Health Insurance. The City shall continue to provide comprehensive major medical, dental, vision care, life insurance and prescription drug benefits for all full-time employees as are now in effect, with modifications as detailed below, for both the employee and family coverage. Employees shall become eligible for such benefits on the first of the month following their hire date. If hired on the first day of the first month, the employee's coverage will begin immediately. 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.

Deductibles, Out-of-Pocket Maximums and visit limits will fully reset on January 1st of each year.

(2) If a preferred provider is not used, coinsurance will be reduced to sixty/forty percent (60/40%) of one hundred forty percent (140%) of the published reimbursement rates allowed by Medicare and subject to the single and family deductibles and out-of-pocket maximums listed in Table 1. Any network modifications made by the plan administrator will apply.

Deductibles, Out-of-Pocket Maximums and visit limits will fully reset on January 1st of each year.

(3) Physician office visits will be subject to co-payments per in-network primary care physician visits listed in Table 1. Eligible services, which shall include diagnostic, surgical and/or specialty services provided in the network physician's office and billed by that office shall be covered at one hundred percent (100%) after office visit co-payment.

(4) The office co-payment does not apply to the annual deductible, however, office co-payments will apply to the annual out-of-pocket maximum. Care rendered by non-network providers shall be subject to the annual deductible, co-insurance, and out-of-pocket maximum as specified in Section 16(B)(1) and 16(B)(2), and a twenty percent (20%) penalty.

(5) Pursuant to the Mental Health Parity and Addiction Equity Act (MHPAEA), all inpatient and outpatient treatment for psychiatric and/or alcohol or drug treatment (substance abuse) services will not be subject to treatment limits or co-pays, 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.

The Healthcare Plan will require "medical necessity" for all services.

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

(a) Evidence-based items or services that have in effect a rating of "A" or "B" in the current recommendations of the United States Preventive Services Task Force (USPSTF), including certain preventive care for women, such as mammograms, cervical cancer screenings and prenatal care;

(b) Immunizations for routine use in children, adolescents and adults that are currently recommended by the Centers for Disease Control and Prevention (CDC) and included on the CDC's immunization schedules;

(c) Strong scientific evidence-informed preventive care and screenings for infants, children and adolescents, as provided for in the Health Resources and Services Administration (HRSA) guidelines; and

(d) As noted above, a set of additional scientific evidence-based preventive services for women recommended by the Institute of Medicine and supported by HRSA.

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

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

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

In addition to the preventive services provided for under the ACA, the City shall maintain preventive coverage and limits for the following services:

(a) Provide coverage for an annual (one (1) per calendar year) routine prostate/colon rectal cancer tests for men age 40 and over.

(b) For men age 40 and over, an annual (one per calendar year) PSA blood test will be covered.

(c) Provide coverage for one (1) baseline mammogram for women 35-39 years old.

(8) Emergency room and urgent care visits will be subject to a co-payment per visit as listed in Table 1. If admitted, the emergency room co-payment will be waived. In-network urgent care visits will not be subject to deductible and co-insurance payments. Co-payments do not apply to the annual deductible, however, co-payments will apply to the annual out-of-pocket maximum.

(9) Miscellaneous benefits with specified limits:

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

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

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

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

(C) Prescription Drugs. The City will provide a prescription drug coverage plan that provides for the use of a formulary, step therapy, quantity level limits, exclusions and prior authorization.

(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).

(2) MAIL ORDER

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

Maintenance drugs may be obtained through the mail order program. The original prescription with no refills may be purchased locally and subsequent refills may 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) The City’s prescription drug coverage plan will include the following clinical programs:

(a) Formulary.
Tier changes to the formulary will happen once per year, customarily in January.

(b) Exclusions.
Under the exclusion program prescription drugs may be excluded from the formulary only if an equivalent generic or therapeutically equivalent prescription drug remains available on the formulary or over-the-counter.

(c) Prior Authorization.
Prior authorization (PA) requires your doctor to explain why you are taking a medication to determine if it will be covered under the pharmacy benefit.

(d) Step Therapy.
Trial of a lower cost drug before a higher cost drug is covered.

(e) Specialty Pharmacy.
The City’s Pharmacy Benefits Manager (PBM) will determine which drugs are included in any or all of these clinical programs and the applicable quantity level limits subject to the restrictions noted above.

(4) SERVICES NOT COVERED

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

(5) 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.

(6) 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) High Deductible Health Plan/Health Savings Account Design Option.
Effective for the plan year beginning January 1, 2024, the City shall offer a non-mandatory HDHP to all benefit eligible employees. The plan will be based on the medical plan coverage design, except as follows:

Benefit Deductible	Single	Family
In-Network	$1600	$3200
Non-Network	$3200	$6400
Out of Pocket Maximum		
In-Network	$3000	$6000
Non-Network	$6000	$9000

If more than one person in a family is covered under the policy, the single deductible and out-of-pocket limit does not apply. The HDHP has a combined Medical and Pharmacy Deductible and Out of Pocket Maximum and the Out-of-Pocket Maximum includes Deductible and Coinsurance for both Medical and Pharmacy Claims. After the deductible is met, both Medical and Pharmacy claims are paid at the coinsurance level until the Out of Pocket Maximum is met.

During each plan year, the annual deductibles and out-of-pocket maximums will be increased if and to the extent necessary to maintain the option's status as a high deductible health plan under the Internal Revenue Code.

For each employee who elects HDHP coverage, the City shall contribute into an employee-established health savings account at a financial institution chosen by the City, and City contributions will be made on a semi-annual basis in January and July in the amount of three hundred dollars ($300.00) for single coverage and six hundred dollars ($600.00) for family coverage.

For those employees who do not elect coverage under the HDHP, there will be no health savings account contribution from the City. Any employee who fails to establish a health savings account, or who funds a health savings account to a level where a City contribution would exceed the Internal Revenue Code maximum limits, will not receive health savings account contribution(s) from the City for the applicable time period.

(E) Dental.

(1) DENTAL ANESTHESIA

Dental general anesthesia administered by the dentist is a Covered Service.

(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 any covered member's orthodontia services is eighteen hundred-fifty dollars ($1,850.00).

(4) A dental PPO shall be available to employees which allow voluntary selection of a participating network 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 –in any calendar year, January 1 through December 31.

(d) Emergency palliative treatment – to relieve pain

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

(1) In-Network Plan

Copayments:
Eye Examination $5.00
Lenses $12.50
Contact Lenses Fit and Follow-Up Examination Up to $40.00

Contact Lens Allowance	Retail Frame Allowance
$150.00	$150.00

Polycarbonate Lenses Covered in Full

Contact Lenses in place of all other plan benefits for the benefit period

Cosmetic (elective)	$150.00 plus exam
Medically Necessary	Covered in full

(2) Out-of-Network Plan Reimbursement Schedule

Eye Examination up to	$35.00
Frames up to	$35.00
Single Vision up to	$35.00
Bifocals up to	$50.00
Trifocals up to	$60.00
Lenticular up to	$90.00

Contact Lenses

Cosmetic (elective)	$90.00
Medically Necessary	$210.00

(G) 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, not to exceed two hundred thousand dollars ($200,000). 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.

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

(1) Full-time employees may waive coverage in the employee insurance programs during the annual Open Enrollment period. Once the waiver is executed, the employee must wait until the next annual Open Enrollment period 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, prescription drug, dental, and vision. The employee's share of the cost of the medical and prescription insurance will be thirty percent (30%) 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 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.

For purposes of this paragraph (F) (2), “hours” counted toward part-time eligibility will include hours worked, Paid Time Off, Injury Leave, Workers’ Compensation, Military Leave, and FMLA.

(I) Premium Contribution. The monthly premium will be an amount equal to seventeen percent (17%) of the funding rate established by the actuary for the City for single and family coverage. For all employees hired on or after October 1, 2017, the monthly premium shall be an amount equal to twenty percent (20%) of the funding rate established by the actuary for the City for single and family coverage.

The monthly premium contribution for the HDHP/Health Savings Account design option shall be fifty dollars ($50.00) per month less than the single rate established as the funding rate and one hundred thirty dollars ($130.00) per month less than the family rate established as the funding rate.

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 payments current. If at the conclusion of the ninety (90) day period as specified in the previous paragraph, the premium 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.

(J) 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.

(K) Employees are eligible to pre-tax insurance premium contributions.

The City will continue to maintain an IRC Section 125 Plan whereby employees will be able to pay for their share of health 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.

(L) The City may afford employees the opportunity to participate in a voluntary pre-paid legal services plan payable through payroll deduction.

(M) Cancer Advocacy.
The City engages a cancer treatment advocate that provides cancer advocacy programing to support employees and family members with the diagnosis of cancer.

(N) 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 plan summaries, booklets, certificates 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.

(O) Table 1.

Table 1	PPO	HDHP
Deductible		
In-Network	$300 single / $600 family	$1600 single / $3200 family
Non-Network	$800 single / $1,600 family	$3200 single / $6400 family
Co-insurance		
In-Network	80% / 20%	20% after deductible
Non-Network	60% / 40%	40% after deductible
Out-of-Pocket Maximum		
In-Network	$700 single / $1,200 family	$3000 single / $6000 family
Non-Network	$1,600 single / $3,200 family	$6000 single / $9000 family
Office Visit In-Network		
Primary Care	$20 co-pay	20% after deductible
Specialist	$30 co-pay	20% after deductible
Hospital Inpatient Stay		
In-Network	20% after deductible	20% after deductible
Non-Network	40% after deductible	40% after deductible
Outpatient Surgery		
In-Network	20% after deductible	20% after deductible
Non-Network	40% after deductible	40% after deductible
Emergency Room		
In-Network	$150 co-pay, 20% after co-pay and deductible (co-pay waived if admitted)	20% after deductible
Non-Network	same as in-network	20% after deductible
Urgent Care Co-pay		
In-Network	$30 co-pay	20% after deductible
Non-Network	$30 co-pay, 40% after co-pay and deductible	40% after deductible
Lifetime Maximum	No maximum	No maximum
Pre-Notification Penalty	Benefits reduced to 50% of eligible expenses	Benefits reduced to 50% of eligible expenses
Rx Co-pays	Retail/Mail	
Tier 1	$5/$12.50	20% after deductible
Tier 2	$15/$25	20% after deductible
Tier 3/ Dispense as Written	$30/$60	20% after deductible
Rx Co-pays Accumulate	Yes	Yes
Rx OOP Max	$2,000 single/ $4,000 family	Medical and RX Combined
Tobacco Surcharge	$25.00 monthly for new hires as of January 1, 2018	$25.00 monthly for new hires as of January 1, 2018

SECTION 17. TIME DONATION PROGRAM.

(A) Purpose. A time donation program has been established to assist full-time employees, eligible to earn accruals, who have exhausted all accumulated paid leave and all disability leave benefits available as a result of a catastrophic illness or injury that is not job related. This program neither supersedes nor replaces other disability programs covered by this Ordinance.

(B) Conditions. An employee may utilize the time donation program only if all of the following conditions are met:

(1) Prior to requesting approval for donation of PTO, 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 PTO from other employees covered by this MCP in the same department to the department's human resources representative for processing. The application shall include acceptable medical documentation of a catastrophic illness or injury that is not job related, including diagnosis and prognosis. The injury or long-term illness must require the employee to be away from work for at least one (1) full payperiod. This application shall be on a form supplied by the Department of Human Resources; and

(3) The Director of the Department of Human Resources or designee shall determine that the injury or long-term illness is catastrophic in nature and that the employee is eligible to receive PTO donations from other employees covered by this MCP in the same division; and

(4) The approved application shall be forwarded to the affected department's human resources representative. The human resources representative may post a notice on the department bulletin boards to other employees in the same division that the eligible employee may receive donations of PTO; 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 PTO.

(1) An employee desiring to donate PTO shall submit a completed time donation form to the department payroll office.

(2) It is understood that all PTO donations are voluntary and once PTO is donated, it will not be returned to the donating employee.

(3) All donated PTO 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) PTO may be donated in increments of at least four (4) hours.

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

SECTION 18. FORMER FULL-TIME EMPLOYEES OF TOWNSHIPS.

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

SECTION 19. SEPARABILITY.

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

SECTION 20. REPEAL CLAUSE.

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