

# Health Administrative Compensation Plan (HACP)

**ATTACHMENT 1**

**HEALTH ADMINISTRATION COMPENSATION PROGRAM**

**SECTION 1. PURPOSE**

The purpose of this document is to provide for wages and salaries for various classes of positions by establishing a compensation program for administrative, professional, supervisory, and confidential employees of the Board of Health of the City of Columbus.

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### **SECTION 3. DEFINITIONS.**

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

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

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

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

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

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

**"Day"** means calendar day unless otherwise specified.

**"Demotion"** means a change to a classification that has a lower grade or rate of pay.

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

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

**"Family"** means spouse, 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.

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

**"Gender"** means every pronoun includes corresponding pronouns of different genders or numbers or both, to the extent the context permits.

**"Overtime"** means time during which an employee is on duty, working for the City in excess of regularly scheduled hours of work as set forth in Section 8. Overtime applies only to that time authorized to be worked by the Board of Health or designee in accordance with the provisions of this HACP.

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

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

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

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

**"Re-employment"** means taking a position with the city following a break in continuous service.

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

**"Retirement"** means separation from City service which is not caused by resignation, layoff or discharge, with application for retirement benefits approved by the Ohio Public Employment Retirement System (OPERS) for an employee who (a) is 60 years of age or older at the time of separation with at least five (5) years of service under the OPERS, or (b) is at least 55 years of age at the time of separation with at least 25 years of service under the OPERS, or (c) regardless of age at the time of separation, has at least 30 years of service under the OPERS, or (d) is approved for disability retirement benefits by the OPERS.

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

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

**"Shift"** means the employee's regular work period, with the early morning shift hereinafter referred to the first shift, the late afternoon shift hereinafter referred to as the second shift, and the late evening shift hereinafter referred to as the third shift.

**“Temporary Appointment”** means that definition of temporary appointment as it appears in the Charter of the City of Columbus and related Civil Services Rules and Regulations.

**"Total City Service"** means an employee's length of service in the full-time employment of the City in active service or paid status. Non-consecutive periods of City service are included.

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

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

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

#### **SECTION 4. MANAGEMENT COMPENSATION PLAN.**

(A) **Pay Grades and Rates of Pay.**

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

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

For full-time non-seasonal employees, that portion of an employee's contribution made to the Ohio Public Employees Retirement System (OPERS) equal to ten percent (10%) of the employee's earned compensation shall be picked up (assumed and paid) on behalf of the employee, and in lieu of payment by the employee, by the City of Columbus. The provisions of this paragraph shall apply uniformly to full-time employees and no such employee shall have the option to elect a wage increase or other benefit in lieu of the payment provided for herein. The ten percent (10%) rate stated herein will decrease to nine percent (9%) effective the pay period that includes April 1, 2010 (March 21, 2010), and to eight percent (8%) effective the pay period that includes April 1, 2011. The remaining portion of the employee contribution shall be paid by the employee.

For part-time employees, that portion of an employee's contribution made to OPERS equal to 6% of the employee's earned compensation shall be picked up (assumed and paid) on behalf of the employee, and in lieu of payment by the employee, by the City of Columbus. The provisions of this paragraph shall apply uniformly to part-time employees and no such employee shall have the option to elect a wage increase or other benefit in lieu of the payment provided for herein. The 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. The City shall, in reporting and making remittances to the OPERS, report that each employee's contribution has been made as provided by Statute.

The City hereby declares that the sum paid hereunder by the City on behalf of an employee, (i.e., 6% for part-time employees and the applicable rate for full-time employees) of the employee's earned compensation, is not to be considered additional salary or wages and shall not be treated as increased compensation. For purposes of computing the employee's earnings or basis of his contribution to the OPERS, the amount paid by the City on behalf of an employee as a portion of his statutory obligation is intended to be and shall be considered as having been paid by the employee in fulfillment of his or her statutory obligation.

All full-time employees hired on or after January 1, 2010, will be responsible for paying the full employee contribution of ten percent (10%).

(C) **Hours of Work.**

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

(D) **Pay Period.**

The pay period under this HACP shall be two calendar weeks in length. Employees whose pay is provided for hereunder shall be paid on a bi-weekly basis, except where this would be in conflict with other official regulatory provisions.

(E) **Progression Pay Plan.**

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

**SECTION 5. CLASSIFICATIONS AND ASSIGNED RATES OF PAY**

(A) **Titles Defined.**

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

(B) **Pay Grades Applied to Classes.**

There are hereby established for each class of positions a pay grade, pay ranges, and hourly rates as set forth in [Appendix B](#) of this HACP and these pay grades shall be used for payroll purposes and other personnel transactions. Those class titles designated (U) or (E) are reserved for the unclassified service as established in Charter Section 148(1). All other class titles are reserved for the classified service.

(C) **Part-time, Seasonal, Temporary and Confidential Employees.**

Any part-time (averaging less than 20 hours per week), temporary, seasonal, or confidential



employees in classification listed in Appendix A of the collective bargaining contract between the City of Columbus and the American Federation of State, County and Municipal Employees (AFSCME) Local 2191, April 1, 2005 - March 31, 2008 will be covered by this HACP. Further, the classifications listed in Appendix A may be used for employees who do not meet the definition of a public employee pursuant to Section 4117.01 of the Ohio Revised Code, or who are (1) confidential secretaries of the Appointing Authority; (2) employees working less than 1,040 hours per calendar year; or (3) employees in temporary status as defined by the Civil Service Commission. Employees listed in Appendix A of the AFSCME 2191 contract who are covered by this HACP, as a result of this section, will be assigned or maintain the range and rate of pay as established Appendix A, Section B of the HACP.

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

## **SECTION 6. ADMINISTRATION OF THE PAY PLAN.**

(A) **Salary Determination.**

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

(B) **Step X.**

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

- (1) A pay grade assignment is changed as the result of market analysis by the Department of Human Resources, and current pay rates exceed the new pay grade maximum.
- (2) Positions reclassified by Civil Service Commission action that result in the incumbent(s)' current pay rate(s) exceeding the new pay grade maximum.
- (3) An employee who moves into HACP as a result of the position being determined to be exempt from collective bargaining, and whose pay rate exceeds the new pay grade maximum in the HACP.
- (4) Employees whose pay rates were higher than their new pay range maximum at the time of the 2001 new pay structure implementation.

Employees whose hourly rate exceeds the maximum in grade (Step X) and those employees who are paid at the maximum of a grade may, at the discretion of the Appointing Authority,

receive a lump sum payment in lieu of a pay rate increase. The lump sum payment may not exceed the maximum percentage increase to which other eligible employees in the same classification would be entitled.

(C) **Additional Compensation or Benefits.**

Except as provided in Section 7(C) of this HACP, no employee shall receive, and the City Treasurer shall not draw any checks, or any additional compensation in any form, sick and injury leave, vacation, insurance coverage and any and all other benefits and privileges, for any employee who substitutes or acts for another in the position of another, other than the position to which he was appointed pursuant to the Ohio Constitution, City Charter provisions, and the rules and regulations of the Civil Service Commission. The Board of Health shall not appoint any person or submit any personnel action form contrary to said constitution, charter and rules and regulations and the provisions of this HACP.

(D) **Payroll Deductions.**

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

(E) **Board of Health Authorization Required.**

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

(F) **Salaried Employees.**

Employees permanently assigned to full-time job classifications listed in Appendix B(2) are paid on a bi-weekly salary basis. Salaried employees are paid a bi-weekly salary based on a minimum of two forty (40) hour workweeks. Pursuant to principles of public accountability, those salaried employees covered by leave programs (i.e., sick, vacation, and personal), who absent themselves from the workplace for personal reasons, sickness, or accident, and who have exhausted their leave, will have their salary reduced accordingly. [29 CFR 541.5(d)]

Additional detail regarding deductions is as follows:

- (1) Deductions from a salaried employee's salary may be made for any workweek in which the salaried employee performs no work.
- (2) Disciplinary Suspensions. Disciplinary suspensions may be imposed in increments of one (1) day.
- (3) Deductions made from a salaried employee's salary for absences will be made on a proportionate basis from the employee's bi-weekly salary for the time the employee is absent.

**SECTION 7. ADDITIONAL ALLOWANCES AND COMPENSATION.**

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

**(A) Service Credit.**

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

The following service credit schedule shall be used for employees whose classifications are listed in Section 5(C) and [Appendix B](#)(1) and (2) of this HACP.

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

**(B) Shift Differential Pay.**

The Board of Health or designee shall designate or assign the applicable shift for each employee whose classification is listed in Section 5(C) and Appendix B of this HACP. The shift designation shall determine the shift differential for the entire shift. Both full-time and part-time employees may be eligible for shift differential pay. Effective with the beginning of the pay period following passage of this HACP, employees whose job classifications are listed in [Appendix B](#) (2) and (3) of this HACP are not eligible for shift differential pay.

- (1) The early morning shift shall be known as the First Shift, the late afternoon shift shall be known as the Second Shift; and the late evening shift shall be known as the Third Shift.
- (2) Effective with the beginning of the pay period following passage of this HACP, a differential in pay of fifty-two cents (\$.52) per hour over the regular hourly rate shall be paid to employees who are assigned to work eight (8) hours on the Second Shift; a differential of sixty cents (\$.60) per hour over the regular hourly rate shall be paid to full-time, non-seasonal employees who are assigned to work eight (8) hours on the Third Shift.

- (3) Effective of the with the beginning pay period following passage of this HACP, those employees whose regularly assigned shift is a rotating shift shall be paid a shift differential of sixty cents (\$.60) per hour over the regular hourly rate for all hours worked regardless of shift. For purposes of this provision, a rotating shift is a permanent shift that is comprised of a regularly scheduled assignment on First, Second and Third shifts.
- (4) For purposes of computing leave with pay except for compensatory time, shift differential shall not be paid in addition to regular pay.
- (5) In those divisions, departments, and offices where only one (1) shift prevails, no differential shall be paid regardless of the hours of the day that are worked.
- (6) Shift differential pay shall be added to the base hourly rate prior to computing the overtime rate.
- (7) Any employee who participates in a flextime program shall not qualify for shift differential pay.

(C) **Working Out of Class.**

Overtime eligible employees in full-time non-seasonal job classifications listed in Section 5 (C) and [Appendix B](#) (1) of this HACP, who are temporarily assigned duties of a classification assigned a higher wage rate, will be paid four percent (4%) above the employee's current rate for each hour worked in the higher class upon completing four (4) consecutive hours in the higher class in a workday. Working out of class assignments are not to be used in lieu of seeking approval for filling a vacant position, nor shall it be used for the sole purpose of paying an employee at a higher class in circumvention of the requirements set forth by the Civil Service Commission.

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

- (1) **Report-In-Pay.** When any full-time non-seasonal employee whose job classification is listed in Sections 5(C) and Appendix B (1) of this HACP, reports for work in his regular shift and has not received written notification from the Board of Health or designee by the previous workday not to report, he shall be assigned at least three (3) hours of work at any available job or in the event that no work is available, he shall be paid three (3) hours straight-time at his regular hourly rate and released from duty no more than thirty (30) minutes after the report-in time. All written notices not to report shall be countersigned by the employee affected. This Section shall not apply in hazardous weather conditions.
- (2) **Call-In-Pay.** When any full-time non-seasonal employee whose job classification is listed in Sections 5(C) and Appendix B (1) of this HACP is required by the Board of Health or designee to report to work after he has been relieved of duty upon the completion of the employee's regular schedule and he reports, the employee shall be paid for a minimum of four (4) hours at time and

one-half his regular hourly rate. If the call-back occurs within two (2) hours of the start of the employee's regular shift, he shall be paid a minimum of two (2) hours at time and one-half his regular hourly rate. If an employee is called back to work, he will be paid from the time he leaves his home to the time the employee is released from duty subject to the above stated provisions. This provision does not apply in cases of overtime authorized as an extension of a regular shift.

- (3) **Shift Changes.** When any full-time non-seasonal employee whose job classification is listed in Sections 5(C) and Appendix B (1) of this HACP is called in for a shift other than that to which he is regularly assigned, he shall be paid a minimum of four (4) hours of pay at time and one-half his regular rate unless the employee has been given at least twenty-four (24) hours notice of a change in his regular shift assignment, in which case payment shall be at his regular hourly rate.
- (4) **Failure to Report Lateness or Absence.** In the absence of a reasonable excuse as determined by the Board of Health or designee, the failure of any employee to report or to cause himself to be reported late or off duty in any City operation with two or three shifts at least one (1) hour before his scheduled starting time shall constitute and be reported as an absence without leave for all scheduled hours which were not worked. All other employees shall report or cause themselves to be reported late or off duty thirty (30) minutes prior to their regularly scheduled starting time, or at their regularly scheduled starting time, depending upon the reporting procedures established at their work location. Failure to report or to be reported at the specified time above shall constitute and be reported as an absence without leave for all scheduled hours which were not worked.

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

(E) **Tuition Reimbursement.**

All full-time employees with one (1) or more years of continuous active service shall be eligible for reimbursement of instructional fees and associated fees of up to three thousand dollars (\$3,000) per calendar year for undergraduate studies or up to three thousand eight hundred dollars (\$3,800) per calendar year for graduate studies voluntarily undertaken by them. The tuition reimbursement program shall be subject to the following conditions:

- (1) No employee on an unpaid leave of absence, unauthorized leave of absence, disability leave, injury leave or workers' compensation may apply for tuition reimbursement.
- (2) All courses must be taken at times other than scheduled working hours. All scheduled hours for courses of instruction must be filed with the Appointing Authority or designee and with the Department of Human Resources. There must

be a correlation between the employee's duties and responsibilities and the courses taken or the degree program pursued. All scheduled times of courses must be approved by the Appointing Authority or designee. Any situation which, in the discretion of the Appointing Authority or designee, would require an employee's presence on the job shall take complete and final precedence over any time scheduled for courses.

- (3) Institutions must be located or courses of instruction given within Franklin County or adjoining counties. Courses must be taken at accredited colleges, universities, technical and business institutes or at their established extension centers. Courses taken via the Internet may be approved by the Human Resources Department provided the institution meets criteria similar to that for residential education programs. Correspondence courses, seminars, conferences and workshops are not included.
- (4) The Department of Human Resources shall determine the approved institutions for which reimbursement for instructional fees and associated fees (general and laboratory) may be made under this Section. Only those institutions approved by the Department of Human Resources shall establish eligibility of the employee to receive reimbursement. Additional institutions may be added by forwarding an application for reimbursement to the Department of Human Resources. Application for approval of institutions and courses must be made to the Department of Human Resources not more than thirty (30) days or less than ten (10) days prior to the first day of the scheduled course(s).
- (5) Any financial assistance from any governmental or private agency available to an employee, whether or not applied for and regardless of when such assistance may have been received, shall be deducted in the entire amount from the full tuition reimbursement the employee is eligible for under this Section. If an employee's tuition is fully covered by another governmental or private agency, then the employee is not entitled to payment from the City.
- (6) Reimbursement for instructional fees and associated general and laboratory fees will be made when the employee satisfactorily completes a course and presents an official certificate or its equivalent and an original receipt of payment or unpaid bill from the institution confirming completion of the approved course.
- (7) No reimbursement will be granted for books, paper, supplies of whatever nature, transportation, meals, or any other expense connected with any course except the cost of instructional fees and associated fees.
- (8) Any employee participating in the tuition reimbursement program who resigns or retires or is discharged for cause must repay the tuition reimbursement paid by the City for undergraduate courses taken less than two (2) years prior to the date of termination or discharge and for graduate courses taken less than three (3) years prior to the date of termination or discharge. If necessary, this amount will be deducted from the employee's final paycheck. Employees who are separated

from the City involuntarily, e.g., by lay-off, or through no fault of their own, during the time periods set forth above will not be required to reimburse the City.

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

(F) **Pre-Tax Dependent Care Program.**

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

(G) **Transportation Allowance.**

At the discretion of the Board of Health, an employee classified as City Health Commissioner may be authorized to receive a transportation allowance of \$395.00 per month for travel within Franklin County.

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

The employee employed in the classification 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 [Appendix B\(2\)](#) of this HACP are not eligible to receive payment in cash for overtime worked.

(B) **Overtime Eligibility and Pay.**

- (1) One and one-half (1-1/2) times the employee's regular straight-time hourly rate of pay will be paid for time worked when an eligible employee works between forty (40) and forty-eight (48) hours in a seven (7) day work period.
- (2) Double time the employee's regular straight time hourly rate will be paid for time worked beyond forty-eight (48) hours in a seven (7) day work period.
- (3) Overtime pay shall be received in one-tenth (1/10) of an hour segments.
- (4) For purposes of this Paragraph, the term "time worked" shall mean only actual work time, time off for holidays, vacation, compensatory time, military leave, and jury duty. "Time worked" shall not include any paid or unpaid time that is not actually worked, except for paid lunch periods in continuous operations.

(C) **Schedule Change at Employee Request.**

Time worked in excess of the number of hours scheduled for an employee's regular workday due to work schedules being changed at the request of the employee or trading days off by mutual consent of employees and the prior consent of the Board of Health is not subject to overtime compensation.

(D) **Regularly Scheduled Shift Changes.**

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

(E) **Authorization of Overtime.**

It shall be the policy of the City to avoid overtime work except upon emergency conditions as determined by the Board of Health or designee. The City shall not compensate for any overtime work in any form or manner except on the authorization of the Board of Health.



Employees who are requested to work emergency overtime shall be informed prior to the job performance as to whether or not overtime has been expressly approved.

(F) **Compensatory Time.**

- (1) **Compensatory Time Calculation.** Compensatory time is time earned on a premium basis. The amount of compensatory time earned is calculated by multiplying the number of hours actually worked on an authorized premium basis by one and one-half (1 1/2) when time and one-half is applicable or by two (2) when double time is applicable. The compensatory time account balances shall be maintained in units of hours.
- (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 HACP. Compensatory time may only be earned in lieu of cash payment for authorized time worked on a premium basis. The employee may, at his option, receive either cash payment or compensatory time for time worked on a premium basis.
- (3) **Conditions Governing Use.**
  - (a) Compensatory time upon request by the employee may be taken by the employee at such time or times as may be approved by the Board of Health or designee.
  - (b) Any compensatory time account balance above eighty (80) hours shall be paid off at the employee's hourly rate as of the end of a pay period established by the Board of Health for each division within the Board of Health's jurisdiction. The cut-off time established pursuant to this section shall be set no less than six (6) months in advance of the pay period selected. Notice of the date of the end of the selected pay period shall be posted within the Division and shall be sent to the City Auditor.
  - (c) No interest is to be paid by the City on any compensatory time account.

(G) **Separation from City Service.**

An employee who is about to be separated from City service for any reason and who has an unused compensatory time account balance to his credit shall be paid such account balance upon separation. Such payment shall be calculated by multiplying the employee's regular hourly straight time wage rate at the time of separation by the number of hours in his compensatory time account balance, unless a higher rate is required by the Fair Labor Standards Act.

(H) **Payment Upon Death.**

When an employee dies, any unused compensatory time (in addition to vacation leave pay as provided by Section 12) to his credit shall be paid to the surviving spouse. In the event there is no surviving spouse, said balance shall be paid to the employee's estate. Such payment

shall be paid at the employee's hourly rate of pay at time of death, unless a higher rate is required by the Fair Labor Standards Act.

## **SECTION 9. HOLIDAY ELIGIBILITY AND PAY.**

### **(A) Holidays Observed.**

The legal holidays observed by the City and for which full-time non-seasonal employees are to be compensated shall be as follows:

- (1) New Year's Day, January 1.
- (2) Martin Luther King's Birthday, the Third Monday in January.
- (3) Washington's Birthday, the Third Monday in February.
- (4) Memorial Day, the Last Monday in May.
- (5) Independence Day, July 4.
- (6) Labor Day, the First Monday in September.
- (7) Columbus Day, the second Monday in October.
- (8) Thanksgiving Day, the Fourth Thursday in November.
- (9) Christmas Day, December 25.
- (10) Any other holidays proclaimed by the Mayor.
- (11) Employee's Birthday. If the employee's birthday falls on an above-named holiday, the employee shall be granted and compensated for one additional holiday. The Board of Health will allow the employee to take his or her birthday holiday on the employee's birthday or within 365 days from the employee's birthday occurs. If the employee's birthday falls on February 29, the holiday for the purpose of this Section shall be considered as February 28 unless otherwise authorized by the Board of Health.

### **(B) Eligibility and Pay.**

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

shall be compensated at the rate of time and one-half (1½), unless the holiday worked falls on the second day of the employee's regularly scheduled days off, in which case he shall be compensated at the double (2) time rate. Notwithstanding the provisions of Section 9(A), the computation of holiday overtime pay shall be subject to the provisions of Section 9(B)(1).

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

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

#### **SECTION 10. SPECIAL LEAVE WITH PAY.**

##### **(A) Military Leave.**

- (1) Full-time non-seasonal employees who are members of the Ohio National Guard, U.S. Air Force Reserve, U.S. Army Reserve, U.S. Marine Corps Reserve, U.S. Naval Reserve or U.S. Coast Guard Reserve shall be granted military leave of absence with pay when ordered to temporary active duty (e.g. active duty for training, or annual training) for a period or periods not to exceed twenty-two (22), eight (8) hour work days (176 hours), whether or not consecutive, during each calendar year. Active duty does not include inactive duty training (e.g. unit training assemblies). In the event that the Chief Executive Officer of the State of Ohio, or the Chief Executive Officer of the United States declares that a state of emergency exists, the employee, if ordered to active duty for purposes of that emergency, shall be paid pursuant to this Subsection (A) for a period or periods not to exceed twenty-two (22), eight (8) hour work days (176 hours), whether or not consecutive, during each calendar year.
- (2) Effective January 1, 2007, an employee shall be paid his regular salary for each scheduled workday such employee is absent during military leave of absence with pay authorized by this Subsection (1).
- (3) The City shall comply with all applicable federal laws relating to the granting of military leave and reinstating employees upon the conclusion of that leave.

##### **(B) Jury Duty Leave.**

- (1) A full-time employee serving upon a jury in any court of record of Franklin County, Ohio, or adjoining counties shall be paid his regular salary for the period of time so served. Time so served upon a jury shall be deemed active service with the City for all purposes. The employee is required to obtain a signed record from the courts to document the time spent on jury duty. Upon receipt of payment for jury service during regular working hours, the employee shall deposit such funds with the City Treasurer.
- (2) When a full-time employee receives notice for jury duty in any court of record of Franklin County, Ohio, or in any adjoining county, he shall present such notice to his immediate supervisor. A copy will be made of the notice and filed and recorded in the employee's personnel file.
  - (a) When notified by the court to report for jury duty on a day certain, a time report shall be completed and signed by the assignment commissioner or appropriate court official for each day during jury service setting forth the time of arrival and departure from the court. Such record shall be presented by the employee to his supervisor upon return to work.
  - (b) When released by the court from jury service and such release is more than four (4) hours prior to the end of his regular shift, the employee shall be required to report for his/her work assignment within a reasonable time after release. The supervisor in each individual case shall determine that time.

(C) **Examination Leave.**

Time off with pay shall be allowed employees participating in City Civil Service tests or taking a required examination pertinent to their city employment before a state or federal licensing board with prior notice or proof of same to the Board of Health or designee.

(D) **Court Leave.**

- (1) Time off with pay shall be allowed employees who are subpoenaed to attend any legal proceedings as a witness on behalf of the City of Columbus. Vacation leave or leave without pay shall be granted to employees who are subpoenaed for other purposes. The provisions of Subsection (B)(2) above shall apply in such cases. In the event that an employee is required to appear as a witness in a legal proceeding on behalf of a governmental body other than the City, the Director of the Department of Human Resources or designee shall consider and may grant leave with pay, if appropriate.
- (2) Whenever employees are required, as a term of their employment, to appear in Court to testify as a witness, they shall not be required to furnish their home addresses or telephone numbers, unless directed to do so by the Court.

(E) **Disaster Leave.**

Time off with pay shall be allowed to a fully qualified employee for service in specialized disaster relief service for the American Red Cross. Said leave shall be granted only after the

requisition of the individual serving in such capacity by the American Red Cross. Eligibility of any employee for such service shall be established prior to the granting of leave and subject to the approval of the Board of Health for the individual involved.

(F) **Personal Business Day**

- (1) Full-time employees in the classified and unclassified service, as set forth in [Appendix B](#) (1) and (2) shall receive two eight (8) hour personal business day each vacation year, upon reasonable notice to and approval by the Board of Health or designee.
- (2) Part-time employees in the classified and unclassified service, as set forth in [Appendix B](#) (1) and (2), shall receive two (2) four (4) hour personal business day each vacation year, upon reasonable notice to and approval by the Board of Health or designees.
- (3) The personal business days are available to employees who have personal business matters to attend to, and cannot do that business outside of regular working day.
- (4) The personal business day may not be used in increments, but must be taken in eight (8) hour increments (or four (4) hour increments for part-time employees). The day must be used during the vacation year, and may not be carried over from year to year. The personal business day will not be subject to buy-back or cashing in at the end of the vacation year.

(G) **Betty Brezinski Living Organ Donor Leave.**

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

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

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

(H) **Paid Time Off (PTO).**

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

- (2) The number of hours of paid time off will be determined each year by the average hours worked per week by the employee during the previous vacation year. Eligible newly hired part-time employees or employees moving to part-time from fulltime will have their PTO hours determined and be eligible for PTO leave thirteen (13) pay periods after the effective date of hire or moving to part-time.

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

- (3) A part-time employee may request paid time off upon reasonable notice to and approval by the Health Commissioner or designee. Paid time off may be approved in increments of one (1) hour.
- (4) Any balance of paid time off remaining at the end of the vacation year will not be carried over from year to year. Paid time off will not be subject to buy-back or cashing in at the end of the vacation year or at time of separation from City service.

## **SECTION 11. LEAVE OF ABSENCE WITHOUT PAY.**

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

- (1) **Long-Term Personal Leave.** Employees who have completed their probationary period may be granted personal leave of absence without pay by the Board of Health for good cause. Such leave shall not normally exceed sixty (60) calendar days, except that the Board of Health at its sole discretion may extend the leave beyond the sixty (60) day period.
- (2) **Intermittent and/or Reduced Schedule Personal Leave.** For good cause, the Appointing Authority may grant an employee who has completed his/her probationary period intermittent or reduced schedule leave **without pay**; however employment other than with the City will not be considered grounds for such leave. Such leave may not exceed a six-month period and may be reviewed periodically and at intervals at the discretion of the Appointing Authority.
- (3) To obtain personal leave without pay, either for Long-Term or for Intermittent or Reduced Schedule leave, the employee must submit to his/her immediate supervisor such request in writing utilizing a Leave Request Form with appropriate documentation and information to justify the leave request. The immediate supervisor and managing Administrator/Assistant Health Commissioner upon receipt, will provide a recommendation and forward the leave request form and all documentation to the Appointing Authority for

consideration.

(B) **Educational Leave of Absence.**

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

(C) **Family Medical Leave Act.**

Employees who have worked for the City for at least twelve (12) months, and have worked for at least 1,250 hours over the twelve (12) month period preceding the leave, shall be eligible for up to twelve (12) weeks of unpaid leave per twelve-month period for eligible purposes. The final regulations promulgated in 1994 of the Family Medical Leave Act 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.

**SECTION 12. VACATION LEAVE.**

(A) **Vacation Year.**

The vacation year for full-time non-seasonal employees shall end at the close of business on the last day of the first pay period that begins in the month of January.

(B) **Vacation Accruals.**

Each full-time non-seasonal employee working a forty (40) hour workweek shall earn vacation in accordance with the following schedule:

<b><u>Years of Service</u></b> <b><u>Service</u></b>	<b><u>Hours Per</u></b> <b><u>Pay Period</u></b>	<b><u>Days Per</u></b> <b><u>Year</u></b>
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 or more year	9.231 hours	30 days

- (1) In order to recruit qualified persons to positions of responsibility, the Board of Health or the Health Commissioner, in its/his/her discretion, may give an employee receiving initial appointment to a position in the classified or unclassified service under [Appendix B\(2\)](#) of this HACP more vacation leave than stated above, up to twenty-three (23) days per year, in appropriate circumstances. When awarding more vacation leave to a new employee, the Board of Health or Health Commissioner should consider the employee's qualifications and work experience, in both the private and public sectors; the level of responsibility required in the position, including the exercise of

independent judgment, the need for discretion and confidentiality, and the ability to bind the Board of Health; as well as the availability of qualified persons to perform such jobs, and other pertinent market factors.

- (2) If an employee is or has been awarded vacation leave at a rate greater than ten (10) days pursuant to the preceding paragraph, the employee will move to each next accrual rate after each three (3) years of service, but not to exceed twenty-six (26) days of vacation. The employee would move to twenty-eight (28) days of vacation upon twenty (20) years of service. This provision is amended with Resolution #09-18 and will apply retroactively without applying the use or lose provisions of Section 12(C); however applicable adjustments will be made after January 25, 2009, but no later than July 31, 2009.
  - (3) Vacation accrual rates are based on total full-time service, including full-time service with the City of Columbus and, if applicable as provided herein, the State of Ohio and any of its political subdivisions.
  - (4) For employees who were hired by the City prior to July 5, 1987, vacation accrual rates shall be based on the total of all periods of full-time employment with the City, the State of Ohio and any political subdivisions of the State.
  - (5) For employees who were hired by the City after July 5, 1987, (except as provided in paragraph (7) below), vacation accrual rates shall be based on total periods of full-time employment with the City of Columbus.
  - (6) An employee who has retired in accordance with the provisions of any retirement plan offered by the State and who is reemployed or hired by the City on or after June 24, 1987, shall not have his prior service with the State and any political subdivision of the State, including the City of Columbus, counted for the purpose of computing vacation leave.
  - (7) Requests for recognition of periods of full-time service with the City for accrual rate purposes shall be made in writing and forwarded to the City Auditor through the Board of Health before adjustments can be made to the vacation accrual rate. An employee's vacation accrual rate will be adjusted to reflect periods of service as provided herein. The adjusted vacation accrual rate shall be applied prospectively.
  - (8) Any periods of time in unpaid status of more than eight (8) hours, as outlined in Section 12(D) of this HACP, except for military leave without pay, will not be included in the computation of City service for the purpose of this Section 12(B). This computation will be used only for the purpose of determining the rate at which vacation is earned.
- (C) **Maximum Vacation Balances.**  
Any vacation balance in excess of the amounts listed below shall become void as of the close of business on the last day of the first pay period that begins in the month of January:



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

At the end of the vacation year, employees may be paid for any vacation balances in excess of the maximums fixed by this Section 12(C) upon certification by the Board of Health to the City Auditor that due to emergency work requirements it is not in the best interests of the City to permit the employee to take vacation leave which would otherwise be forfeited as provided in this Section 12(C).

**(D) Eligibility.**

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

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

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

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

**(F) Payment Upon Separation from City Service.**

- (1) An employee with an unused vacation balance who is about to be separated from City service through discharge, resignation, retirement, or layoff, shall be paid in a lump sum for each hour of unused vacation leave in lieu of granting such employee a vacation leave after his last day of active service with the City provided, however, that such payment shall not exceed the maximum number of vacation hours outlined in Section 12(C) of this HACP.
- (2) However, an employee who is involved in a temporary layoff or certification termination and who has unused vacation leave to his credit at the time the layoff is effective, may choose, in lieu of a lump sum cash payment for such unused vacation credit, to leave such vacation credit on account to be restored to his

credit upon reemployment, provided such reemployment occurs within thirty-five (35) calendar days. If reemployment does not occur within thirty-five (35) calendar days, then any unused vacation leave left on account will be paid in lump sum to the employee, as provided for in this Section 12(F).

(G) **Payment Upon Death.**

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

(H) **Vacation Leave for Certain Board of Health Employees.**

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

**SECTION 13. INJURY LEAVE.**

(A) **On-The-Job Injuries.**

All full-time and part-time employees shall be allowed injury leave with pay up to a maximum of sixty (60) workdays per calendar year for on-the-job injuries, not to exceed a total of one hundred twenty (120) workdays per injury. The one hundred twenty (120) day total shall apply to injury leave taken on or after April 1, 1990. Injuries must be reported to the employee's immediate supervisor no more than forty-eight (48) hours after such injury is known. If an employee who has been granted injury leave does not begin receiving payments in lieu of wages from the Ohio Bureau of Workers' Compensation by the time the injury leave has been utilized, and the employee has a claim filed under the Ohio Workers' Compensation laws for such payment, then the City shall pay the employee seventy-two percent (72%) of his wages until such time as payments from the Bureau are received or the claim is denied by the Regional Board of Review of the Industrial Commission of Ohio. In any instance of double payment by both the City and the Bureau for the same day or days, the employee shall promptly provide full reimbursement to the City as determined by the City.

(B) **Determination by the City Department of Human Resources (Employee Benefits/Risk Management).**

- (1) Report of Injury. A report of the cause of all injuries signed by the immediate supervisor, the Division Administrator, and the Board of Health shall be submitted to the Director of the Department of Human Resources or designee

within four days of the date the injury is reported by the employee on forms designed and furnished by the Director of the Department of Human Resources or his designee.

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

time used.

- (5) Appeal to Board of Industrial Relations. Any injured employee may appeal the decision of the Director of the Department of Human Resources or designee by written notice to the Board of Industrial Relations within ten (10) days of notification that injury leave has been denied. The Board of Industrial Relations at the City's expense may require an employee to be examined by a physician of the Board's choice.

(C) **Time Off for Examination and Treatment.**

Pursuant to rules established by the Director of the Department of Human Resources or designee, time off for the purpose of medical examination, including examinations by the Bureau of Workers' Compensation, and/or treatments resulting from injury occurring during any period of time an employee was in paid status and performing services for the City required by his employment shall be charged to injury leave. A maximum of four (4) hours of injury leave shall be allowed per scheduled physician's appointment and/or treatment resulting from an on-the-job injury. The Director of the Department of Human Resources or designee may approve an employee's request for injury leave of greater than four (4) hours for a scheduled physician's appointment or for treatment resulting from an on-the-job injury if the Director or designee determines that such request is supported by medical documentation. However, such medical documentation must be submitted to the Director, or designee, by the employee prior to such appointment and/or treatment in order to be considered.

(D) **Accrual of Other Benefits.**

While an employee is on approved injury leave with pay sick and vacation accruals, P.E.R.S. contributions and all employee benefits shall continue uninterrupted and the City shall maintain applicable insurance benefits for the employee until such time as the employee returns to duty or is terminated from employment. Upon proof that an employee is receiving payments in lieu of wages from the Ohio Bureau of Workers' Compensation, sick and vacation accruals and all applicable insurance benefits shall continue uninterrupted until the employee returns to duty or is terminated from employment.

(E) **Administration by Director for the Department of Human Resources or his designee.**

The provisions of this Section 13 shall be administered by the Director of the Department of Human Resources or his designee who shall make necessary rules, devise forms, keep records and investigate cases subject to the approval of the Industrial Relations Board.

(F) **Family Medical Leave Act.**

The twelve (12)-week per year limitation on leaves permissible under the Family Medical Leave Act (FMLA) shall include any injury leave and/or leave under the Ohio Bureau of Workers' Compensation which is granted for reasons permissible under the FMLA.

(G) **Continued Contact with Division and Return to Work Notification.**

An employee receiving injury leave or temporary total payments from the Ohio Bureau of Workers' Compensation shall maintain bi-weekly contact with a Columbus Public Health

human resources representative during the period of time the employee is injured. This requirement may be modified in writing by the human resources representative for extended leaves. An employee shall notify the human resources representative at least seven (7) days before the employee's expected return to work date to reconfirm the date of return.

#### **SECTION 14. SICK LEAVE (Revisions effective January 2008)**

**(A) Computation of Sick Leave Bank for Full-Time Employees in [Appendix B](#)(1) and (2).**

The provisions of this Section shall be effective January 1, 2008.

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

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

- (5) If an employee changes from full-time non-seasonal status to part-time or seasonal status during a calendar year in which he/she was eligible for sick leave, six (6.0) hours shall be deducted from his/her paid sick leave account for each full calendar month in which the employee is in part-time or seasonal status.
- (6) Employees coming under the jurisdiction of the HACP 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.

- (7) If an employee uses more than his/her current annual entitlement (72 hours) in a payroll year, because of ineligibility for sick leave as outlined in this Paragraph, the excess sick leave used will be recovered from the next year's annual entitlement.
- (8) Any hours remaining in the Pre-1985 Sick Leave Bank (Old Sick Leave Bank) as described in Part I (G) and Part II (J) herein shall be paid as described in the respective paragraphs no later than March 31, 2008.

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

- (1) Sick leave with pay will be at an employee's regular straight-time hourly rate and shall be allowed to full-time employees in one-tenth (1/10th) of an hour increments for the following purposes:
  - (a) Illness of, or injury to, the employee, whether at work or non-work related.
  - (b) Physical, dental, or mental consultation or treatment of the employee by professional medical or dental personnel, whether work or non-work related.
  - (c) Sickness of a spouse, child, stepchild, and upon prior approval of the Health Commissioner, a family member who is dependent upon the employee for his/her health and well being.
  - (d) Quarantine because of contagious disease. The Health Commissioner or designee shall require a certificate of the attending physician before allowing any paid sick leave under this subsection.
  - (e) Death in the employee's family, as that term is defined in Section 3, Definitions, of this HACP.
  - (f) Maternity, paternity and adoption leave.
- (2) Any leave which is granted under this Paragraph for reasons permissible under an FMLA leave as provided in Section 11(C) of this HACP shall be charged as an FMLA leave and shall be subject to the twelve (12) -week per year limitation for the length of an FMLA leave.
- (3) To the extent that it is possible to do so, employees shall submit sick leave requests in advance for medical appointments and scheduled treatments. Employees calling off sick shall complete and submit sick leave requests to their supervisors promptly upon their return to work.

- (4) In cases of extended illness (defined as three (3) or more consecutive work days or frequent intermittent use of sick leave) or suspected abuse, as determined by the Health Commissioner or designee, the Health Commissioner or designee may require evidence as to the adequacy of the reason(s) for an employee's absence during the time for which sick leave is requested.
- (5) Such evidence documenting the reasons for an employee's absence (both for illness of the employee, or his/her immediate family) is defined as a certificate acceptable to the Health Commissioner or designee stating date(s) of treatment and the diagnosis, prognosis and expected return to work date from a licensed physician or other appropriate medical professional; provided, however, that falsification of either a written signed statement of the employee or a physician's certificate shall be grounds for disciplinary action, including dismissal, as well as grounds for denial of sick leave.
- (6) Any sick leave that is determined after investigation as improperly used by the employee shall be repaid to the City.
- (7) If the Health Commissioner or designee has reason to question the ability of an employee to return to work, the Health Commissioner or designee may also require a certification that the employee is able to return to duty at the conclusion of a sick leave. If that certification from the employee's treating physician is not forthcoming or satisfactory, the Health Commissioner or designee may require the employee to be examined by a licensed physician or other appropriate medical professional identified by the Health Commissioner or designee. Failure to submit to the examination shall constitute grounds for disciplinary action as well as grounds for denial of sick leave.

**(C) Advances on Sick Leave by the Board of Health.**

Except as provided by discretionary action of the Board of Health, sick leave cannot be taken before it is credited to an employee's sick leave account. In appropriate circumstances and within the discretion of the Board of Health, employees may receive sick leave in advance upon passage of a Resolution by the Board of Health authorizing such an advance. Any employee who has been advanced additional sick leave time by action of the Board of Health must agree as a condition of the advance to have amounts deducted from his/her sick leave account, during the first pay period of each year, not to exceed seventy-two (72) hours, until the advance is repaid. Under no circumstances shall an employee's annual sick leave entitlement be reduced by more hours than the aggregate yearly amount as set forth in the resolution authorizing said advancement. Except as herein written, all provisions of the original resolution advancing sick leave shall remain in effect.

**(D) Annual Sick Leave Reciprocity Payment.**

- (1) During November of each year, each employee shall elect one of the following:
  - (a) To be paid, at his/her regular straight-time hourly rate in effect on the last

day of the last pay period of the year, for any unused sick leave hours awarded during the preceding payroll year, up to a maximum of seventy-two (72) hours, on a one-for-one basis; or

- (b) To carry over all unused sick leave hours to the next year as part of the employee's sick leave bank.
  - (c) To split on a 50/50 basis (rounded to the nearest 1/10 of an hour) the remaining annual entitlement with one-half (1/2) going to the employee's sick leave bank and one-half (1/2) being paid out in sick leave reciprocity.
- (2) Any hours of sick leave taken during the payroll year shall be deducted from the maximum amount of annual sick leave reciprocity (i.e., 72 hours) prior to calculating the annual sick leave reciprocity payment.
  - (3) If an employee uses five (5) days or less of injury leave (regardless of the number of claims) during the year, this leave shall not be considered sick leave taken for computing sick leave reciprocity. If an employee uses more than five (5) days of injury leave, all injury leave used during the year will be considered hours of sick leave taken in computing sick leave reciprocity.
  - (4) Employees who fail to sign the payroll register making an election to carry over, receive payment, or split their sick leave as outlined above shall maintain the same option as they elected the prior year.

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

- (1) Annual Sick Leave Entitlement. When an employee separates from City service through resignation, retirement or layoff on or before the last day of the last pay period of the year, the employee shall receive payment for his/her annual sick leave entitlement as defined in Paragraph A as follows:
  - (a) The annual sick leave entitlement which that employee has to his/her credit at the time of separation shall be reduced by six (6.0) hours for each calendar month remaining in the calendar year following the month of separation.
  - (b) If, after such calculation, the employee has any unused sick leave for that year, the employee shall be paid, at the time of separation, for such unused sick leave hours, at his/her regular straight-time hourly rate in effect at that time, less applicable withholding and any amounts owed by the employee to the City.
  - (c) If, after such calculation, the employee has used more sick leave hours than that to which he/she was entitled, an amount shall be deducted from his/her final paycheck for such hours, at his/her regular straight-time hourly rate in effect at that time.
- (2) Sick Leave Bank. All sick leave in the employee's sick leave bank may be paid to the employee who is separating from City service as follows: The number of accumulated unused hours shall be divided by two (2) and multiplied by the



employee's hourly rate of pay at the time of separation. All such lump sum payments are subject to applicable withholding and deduction for any sums owed by the employee to the City.

- (3) **Transferring Sick Leave to Other Political Subdivisions.** Employees who are leaving City service to accept employment with another political subdivision of the State of Ohio may elect to transfer sick leave to that political subdivision, if it will accept such a transfer. Employees must elect to be paid or transfer sick leave balances to another political subdivision in writing prior to termination and at a time specified by the Auditor's Office for processing terminal leave pay.
- (4) **Separation Pay for Sick Leave Transferred from Other Political Subdivisions.** Any sick leave transferred to the City prior to March 31, 1987 shall be paid upon separation at the straight-time hourly rate in effect on March 31, 1987 using the payment formula of the transferring agency. Any sick leave transferred to the City before March 31, 1987 will be paid based on the payment formula from the other political subdivision.

(F) **Payment Upon Death.**

If an employee dies during employment with the City, his/her unused sick leave account balances as defined herein shall be paid to a surviving spouse. In the event that the employee has no surviving spouse, said balance shall be paid to the employee's estate. The employee's sick leave balances shall be valued at the time of death in accordance with the applicable provisions of this Section.

(G) **Sick Leave Disposition When Moving from Full-Time to Part-Time Status.**

For any employee who moves from full-time status to part-time status on or before December 31 of any calendar year and who has used more sick leave hours than that to which the employee was entitled, the value of such hours shall first be deducted from the employee's sick leave bank. If the employee has insufficient hours in his/her bank, such hours will be deducted from earned and unused vacation accruals to the employee's credit. If the employee does not have sufficient sick leave and vacation leave to cover the additional sick leave hours credited, the City shall develop a schedule to recover the funds out of any subsequent bi-weekly pay checks.

(H) **Sick Leave Credited with Other Political Subdivisions.**

Employees who have been employed in the classified or unclassified Civil Service or as teachers, school employees, firefighters, peace officers, or state highway patrol officers of the State of Ohio or any of its political subdivisions shall be credited with any certified, unused and unpaid balance of accumulated sick leave earned in such service when such persons are employed in the classified or unclassified Civil Service of the City on or after April 1, 1987, provided employment with the City occurs within ten (10) years after leaving his/her prior position when such action occurs after January 1, 1972. Such unused balance shall then be subject to all other provisions of this Article, with the exception of Subsection (D).

## **SECTION 15. DISABILITY PROGRAM.**

(A) **Disability Program Eligibility.**

The City will provide, at no cost to employees, a disability program covering full-time employees 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 (12<sup>th</sup>) day of accident or illness, for employees in classifications listed in Appendix B of this HACP, for a maximum of twenty-six (26) weeks per disability per calendar year, at eighty-nine percent (89%) of the employee's standard gross wages (effective with the beginning of the pay period following passage by the Board of Health). Applicable federal, state and local flat tax rates and applicable Medicare charge(s) will be deducted. The employee may, if he so desires, elect to use all, or part of, his accumulated but unused sick leave in order to make up any difference between one hundred percent (100%) of his gross wages and the amount which he or she receives under the disability program, provided that all new (current year) sick leave accruals are exhausted before an employee may use the available balance in his Old Sick Leave Bank. If an employee exhausts all sick leave benefits, other approved leave may be granted by the Board of Health. During the period in which an employee receives such payments, he shall suffer no reduction in his paid sick leave entitlement set forth in Section 14 of this HACP, as applicable. If, while receiving such payments, the employee performs work for the City or another employer, the amount of payment under the disability program, shall be reduced by the compensation which he or she receives during that time period. The proper forms must be submitted to the City no later than forty-five (45) days from the commencement of disability.

(B) **No disability payments shall be made to an employee who is working for another employer.**

Fraudulent actions automatically preclude employees from receiving any disability benefits. If a payment is made pursuant to a fraudulent claim, the employee shall repay the City immediately.

(C) **Family Medical Leave Act.**

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

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

(E) An employee on disability leave shall maintain bi-weekly contact with the designated Columbus Public Health human resources representative during the period of time the employee is disabled. This requirement may be modified in writing by the designated department/division human resources representative for extended leaves. An employee shall

notify the designated department/division human resources representative at least seven (7) calendar days before the employee's expected return to work date to reconfirm that date.

**SECTION 16. INSURANCE.**

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

**SECTION 17. TIME DONATION PROGRAM.**

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

**(A) Purpose.**

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

**(B) Conditions.**

An employee may utilize the time donation program only if all of the following conditions are met:

- (1) Prior to requesting approval for donation of vacation leave, the employee must have exhausted all paid leave and disability leave benefits available to the employee; and
- (2) The employee shall submit an application requesting donation of vacation leave from other employees covered by this HACP to the Human Resources Officer or designee. The application shall include acceptable medical documentation of a catastrophic illness or injury that is not job related, including diagnosis and prognosis. The injury or long-term illness must require the employee to be away from work for at least one (1) full pay period. This application shall be on a form supplied by the Human Resources Officer; and
- (3) The Human Resources Officer or designee shall determine that the injury or long-term illness is catastrophic in nature and that the employee is eligible to receive vacation leave donations from other employees covered by this HACP in the same division; and
- (4) The approved application shall be forwarded to the affected Human Resources representative. The Human Resources representative shall post a notice on the department bulletin boards to other employees in the same division that the eligible employee may receive donations of vacation leave; and
- (5) If the eligible employee is in a probationary period, the probation will be extended by the number of days the employee is off duty receiving leave

donations. The Civil Service Commission must be notified of an extension of any probationary period; and

- (6) Donated leave shall be considered sick leave but shall never be converted into a cash benefit.

**(C) Employees Donating Vacation Time.**

- (1) An employee desiring to donate vacation leave shall submit a completed time donation form to Human Resources.
- (2) It is understood that all vacation leave donations are voluntary and once vacation leave is donated, it will not be returned to the donating employee.
- (3) All donated vacation leave shall be paid at the regular hourly rate of the employee receiving and using the donated leave, not at the regular hourly rate of the employee donating the leave.
- (4) Vacation leave may be donated in increments of at least four (4) hours.

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

**SECTION 18. FORMER FULL-TIME EMPLOYEES OF TOWNSHIPS.**

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

**SECTION 19. SEPARABILITY.**

Nothing contained in the preceding HACP provisions shall be construed to prevent compliance with any federal law requirements. Should any federal law require the payment of a greater compensation or benefits to City employees than is required under the provisions of this HACP, then in such instance the federal law provisions will take precedence and the City employees shall be paid in accordance with those provisions.

If any section, subsection, paragraph, sentence, clause or phrase of this HACP, for any reason, is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions or sections of this HACP. The Board of Health of the City of Columbus, Ohio, hereby declares that it would have passed this HACP, and each section, subsection, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clauses, or phrases may be declared unconstitutional or invalid.

**SECTION 20. REPEAL CLAUSE.**

That Health Salary Resolution No. 00-1 Administrative, as amended, be repealed with the passage of this HACP by separate resolution.

**SECTION 21. EFFECTIVE DATE.**

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

Attachment A

APPENDIX A

**COMPENSATION PLAN**

**(A) Pay Grades and Rates of Pay**

<b>Pay Grade</b>	<b>Entry</b>	<b>2nd Quartile</b>	<b>Market</b>	<b>4th Quartile</b>	<b>Max</b>
<b>100</b>	<b>58.95</b> 122,616	68.78 143,062	<b>78.60</b> 163,488	88.43 183,934	<b>98.26</b> 204,381
<b>99</b>	<b>52.08</b> 108,326	60.76 126,381	<b>69.43</b> 144,414	78.12 162,490	<b>86.80</b> 180,544
<b>98</b>	<b>46.00</b> 95,680	53.67 111,634	<b>61.34</b> 127,587	69.01 143,541	<b>76.67</b> 159,474
<b>97</b>	<b>40.65</b> 84,552	47.42 98,634	<b>54.19</b> 112,715	60.97 126,818	<b>67.74</b> 140,899
<b>96</b>	<b>38.30</b> 79,664	43.09 89,627	<b>47.87</b> 99,570	52.66 109,533	<b>57.44</b> 119,475
<b>95</b>	<b>33.82</b> 70,346	38.05 79,144	<b>42.28</b> 87,942	46.52 96,762	<b>50.75</b> 105,560
<b>94</b>	<b>29.89</b> 62,171	33.63 69,950	<b>37.36</b> 77,709	41.10 85,488	<b>44.83</b> 93,246
<b>93</b>	<b>26.62</b> 55,370	29.95 62,296	<b>33.28</b> 69,222	36.61 76,149	<b>39.94</b> 83,075
<b>92</b>	<b>23.92</b> 49,754	26.91 55,973	<b>29.90</b> 62,192	32.89 68,411	<b>35.88</b> 74,630
<b>91</b>	<b>21.72</b> 45,178	24.43 50,814	<b>27.14</b> 56,451	29.86 62,109	<b>32.58</b> 67,766
<b>90</b>	<b>19.46</b> 40,477	21.9 45,552	<b>24.34</b> 50,627	26.77 55,682	<b>29.20</b> 60,736
<b>89</b>	<b>17.40</b> 36,192	19.58 40,726	<b>21.76</b> 45,261	23.93 49,774	<b>26.10</b> 54,288
<b>88</b>	<b>15.61</b> 32,469	17.56 36,525	<b>19.51</b> 40,581	21.46 44,637	<b>23.41</b> 48,693
<b>87</b>	<b>14.17</b> 29,474	15.95 33,176	<b>17.72</b> 36,858	19.5 40,560	<b>21.27</b> 44,242
<b>86</b>	<b>12.93</b> 26,894	14.55 30,264	<b>16.17</b> 33,634	17.79 37,003	<b>19.40</b> 40,352

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

Grade	Hourly		Bi-Weekly		Annual	
5	8.60	- 12.38	687.89	- 990.62	17,885.09	- 25,756.22
6	9.69	- 13.57	775.20	- 1085.28	20,155.20	- 28,217.28
7	9.85	- 13.72	788.26	- 1097.52	20,494.66	- 28,535.52
8	10.05	- 13.96	803.76	- 1117.10	20,897.76	- 29,044.70
9	10.21	- 14.15	816.82	- 1131.79	21,237.22	- 29,426.59
10	10.41	- 14.37	833.14	- 1149.74	21,661.54	- 29,893.34
11	10.60	- 14.62	847.82	- 1169.33	22,043.42	- 30,402.53
12	10.83	- 14.85	866.59	- 1188.10	22,531.39	- 30,890.50
13	11.35	- 15.42	908.21	- 1233.79	23,613.41	- 32,078.59
14	11.59	- 15.65	926.98	- 1251.74	24,101.38	- 32,545.34
15	11.85	- 15.93	948.19	- 1274.59	24,652.99	- 33,139.39
16	12.15	- 16.29	971.86	- 1303.15	25,268.26	- 33,881.95
17	12.44	- 16.59	995.52	- 1326.82	25,883.52	- 34,497.22
18	13.27	- 17.54	1061.62	- 1403.52	27,602.02	- 36,491.52
19	13.63	- 17.93	1090.18	- 1434.53	28,344.58	- 37,297.73
20	13.98	- 18.29	1118.74	- 1463.09	29,087.14	- 38,040.29
21	14.32	- 18.68	1145.66	- 1494.10	29,787.26	- 38,846.50
22	14.56	- 19.00	1164.43	- 1520.21	30,275.23	- 39,525.41
23	14.92	- 19.36	1193.81	- 1548.77	31,039.01	- 40,267.97
24	15.31	- 19.80	1224.82	- 1583.86	31,845.22	- 41,180.26
25	15.79	- 20.29	1263.17	- 1623.02	32,842.37	- 42,198.62

26	16.22	-	20.81	1297.44	-	1664.64	33,733.44	-	43,280.64
27	16.69	-	21.28	1334.98	-	1702.18	34,709.38	-	44,256.58
28	17.11	-	21.81	1368.43	-	1744.61	35,579.23	-	45,359.81
29	17.57	-	22.32	1405.97	-	1785.41	36,555.17	-	46,420.61
30	15.75	-	27.74	1259.90	-	2219.52	32,757.50	-	57,707.52
31	17.95	-	28.78	1436.16	-	2302.75	37,340.16	-	59,871.55
32	19.14	-	30.70	1530.82	-	2456.16	39,801.22	-	63,860.16
33	19.90	-	31.93	1592.02	-	2554.08	41,392.42	-	66,406.08
34	20.71	-	33.19	1656.48	-	2655.26	43,068.48	-	69,036.86



**APPENDIX B. TITLES, PAY, GRADES, and CLASSIFICATIONS**

**(1) Overtime Eligible Classifications.**

<b><u>CLASS CODE</u></b>	<b><u>JOB TITLE</u></b>	<b><u>GRADE</u></b>
1235	ACCOUNTANT II	88
0820	ADMINISTRATIVE SECRETARY (U)	88
0773	ADMIN SECRETARY	88
1561	ALCOHOL & DRUG ABUSE PREVENTION COORDINATOR	89
0822	EXECUTIVE SECRETARY I (U)	88
1743	HEALTH EDUCATION PROGRAM PLANNER	89
0852	HEALTH INFORMATION MANAGER	90
0854	HUMAN RESOURCES REPRESENTATIVE	88
0779	MANAGEMENT ANALYST I	89
0409	OFFICE ASSISTANT III	88
1240	OFFICE MANAGER	89
0414	PAYROLL BENEFITS CLERK	87
3104	PUBLIC RELATIONS SPECIALIST I	89
0784	PURCHASING COORDINATOR	89
1718	SAFETY PROGRAM MANAGER	91
0525	WEB CONTENT COORDINATOR	91

**(2) Overtime Exempt Classifications.**

<b><u>CLASS CODE</u></b>	<b><u>JOB TITLE</u></b>	<b><u>GRADE</u></b>
0760	ACTIVE LIVING INSTITUTE ADMINISTRATOR	96
1679	ADVANCE PRACTICE REGISTERED NURSE	94
1570	ALCOHOL AND DRUG ABUSE PROGRAM MANAGER	91
1252	BUSINESS MANAGER	91
0125	CITY HEALTH COMMISSIONER (U)	99
0254	COMMUNITY DENTAL PROGRAM MANAGER	97
0796	COMMUNITY RELATIONS COORDINATOR	91
1596	DENTIST	97
0893	DEPARTMENT HUMAN RESOURCES OFFICER	94
1484	DIETITIAN SUPERVISOR	91
1824	DISEASE INTERVENTION SPECIALIST III	91
1764	EMPLOYEE ASSISTANCE PROGRAM MANAGER	92
1964	EPIDEMIOLOGIST	91
0069	EXECUTIVE ASSISTANT TO THE DIRECTOR	94
1253	FISCAL MANAGER	93
0855	HUMAN RESOURCES ANALYST	91
0894	HUMAN RESOURCES PROGRAM MANAGER	93
1847	INDUSTRIAL HYGIENIST	93
1335	INVENTORY CONTROL MANAGER	91
0780	MANAGEMENT ANALYST II	92

1961	MEDICAL LABORATORY MANAGER	93
1959	MEDICAL TECHNOLOGIST SUPERVISOR	90
1653	PH ADMINISTRATOR (COMMUNITY HEALTH)	95
0258	PH ADMINISTRATOR (ENVIRONMENTAL HEALTH)	95
0255	PH ADMINISTRATOR (INFECTIOUS DISEASE)	96
0262	PH ADMINISTRATOR (MATERNAL CHILD HEALTH)	96
0263	PH ADMINISTRATOR (PLANNING & PREPAREDNESS)	95
0261	PH ASSIST ADM (ENVIRONMENTAL HEALTH)	94
0257	PH ASSIST COMM (ADMINISTRATIVE SERVICES)	97
0256	PH ASSIST COMM (MEDICAL)	98
0265	PH ASSIST COMM (NURSING)	97
1748	PH EMERGENCY PREPAREDNESS CHIEF	95
1645	PH NURSING SUPERVISOR	92
1704	PH PHYSICIAN	98
1744	PH PROGRAM MANAGER I	90
1740	PH PROGRAM MANAGER II	91
1741	PH PROGRAM MANAGER III	92
1742	PH PROGRAM MANAGER IV	93
1731	PH PROGRAM MANAGER I (RN)	91
1732	PH PROGRAM MANAGER II (RN)	93
1733	PH PROGRAM MANAGER III (RN)	94
1734	PH PROGRAM MANAGER IV (RN)	95
1747	PH QUALITY ASSURANCE COORDINATOR	91
1844	PH SANITARIAN III	92
1845	PH SANITARIAN IV	93
3242	PH VETERINARIAN	94
3105	PUBLIC RELATIONS SPECIALIST II	91

**(3) Seasonal Classifications.**

<b><u>SEASONAL CLASSIFICATIONS</u></b>			
0781	STUDENT INTERN I	PT	\$7.40 -\$11.00
0782	STUDENT INTERN II	I2	\$7.50 - \$14.45
0788	STUDENT INTERN III	I3	\$10.00 - \$15.30

**APPENDIX C. PROGRESSION PAY PLAN**

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

- 1) That progression pay adjustments will be made on an employee's 3<sup>rd</sup>, 6<sup>th</sup>, 9<sup>th</sup>, 12<sup>th</sup>, 16<sup>th</sup>, 20<sup>th</sup>, 24<sup>th</sup>, and 28<sup>th</sup> year of continuous service with the City of Columbus.
- 2) That progression pay will be granted to employees who have achieved satisfactory job performance based upon performance evaluations over the last year of service and the absence of a significant disciplinary record during the previous 18 months of service.
- 3) That employees that are lower in their pay grade will be given a higher percentage increase in order to progress them to the market rate and that a lower percentage increase will be given for progression above the market rate. Thus, the amount of the progression pay increase will be based on an employee's compa-ratio, employee's hourly rate divided by the midpoint, in the grade according to the following formula:

compa-ratio of  $\leq 90\%$ .....**3.0% of midpoint**  
compa-ratio of  $\geq 90\%$  and  $<100\%$ .....**2.5% of midpoint**  
compa-ratio of  $\geq 100\%$  and  $<110\%$ .....**2.0% of midpoint**  
compa-ratio of  $\geq 110\%$ .....**1.5% of midpoint**

- 4) That the Progression Pay Plan will not result in employees being paid more than the maximum of their grade. Progression Pay will be effective the beginning of the pay period following the anniversary date.
- 5) For any HACP employee who has had, or has, part-time service, manual calculations will be made to determine eligibility for Progression Pay, based on the years of service in Section 1.

## APPENDIX D. INSURANCE

- (A) **Health Insurance.** The City shall provide comprehensive major medical, dental, vision care, and prescription drug benefits for all full-time employees, as detailed below, for both the employee and family coverage. Such major medical, dental, vision care and prescription drug benefits will be available beginning the first of the month following the date of hire. Life insurance is effective the first of the month following the date of hire. This coverage shall also comply with all pertinent state and federal statutes, including the Health Insurance Portability and Accountability Act (HIPAA) and the Newborns' and Mothers' Health Protection Act of 1996. The following benefits are in effect and remain unchanged unless otherwise indicated:
- (B) For new hires and eligible dependents, a pre-existing condition clause will apply. In the event medical care or consultation is sought or received within six (6) months prior to the employee's effective date of hire the medical condition will not be payable for twelve (12) months from the effective date with the City. A new employee may reduce his/her twelve (12) month waiting period for a pre-existing condition by submitting a Certificate of Creditable Coverage from a prior health insurer, in conformity with the Health Insurance Portability and Accountability Act (HIPAA).
- (1) **COMPREHENSIVE MAJOR MEDICAL**
- (a) A two-hundred dollar (\$200.00) annual deductible with an eighty/twenty percent (80/20%) coinsurance of the next fifteen hundred dollars (\$1,500.00) in reasonable charges or three hundred dollars (\$300.00), for a total out-of-pocket maximum of five hundred dollars (\$500.00) per single contract year.
- (b) A four hundred dollar (\$400.00) annual family deductible with an eighty/twenty percent (80/20%) coinsurance of the next two thousand dollars (\$2,000.00) of reasonable charges or four hundred dollars (\$400.00) for a total out-of-pocket maximum of eight hundred dollars (\$800.00) per family contract year.
- (c) Physician office visits will be subject to a fifteen dollar (\$15.00) co-pay per in-network primary care physician visit (including family, general, internal, pediatrician, and OB/GYN physicians); the fifteen dollar (\$15.00) co-pay will apply to out-patient psychiatric and substance abuse doctors' office visits subject to the limits specified in Appendix D Section (B)(1)(h) herein. Eligible services, which shall include diagnostic, surgical and/or specialty services, routine mammograms and routine prostate/colon rectal cancer tests subject to the limits specified in Appendix D Section (B)(1)(k) and (l) herein provided in the network physician's office and billed by that office shall be covered at one hundred percent (100%) after office visit co-pay.
- (d) Specialty care physician office visits will be subject to a twenty-five dollar (\$25.00) co-pay per in-network specialist visit. Eligible services, which shall include diagnostic, surgical and/or specialty services, routine

mammograms and routine prostate/colon rectal cancer tests subject to the limits specified in Appendix D Section (B)(1)(k) and (l) herein provided in the network physician's office and billed by that office shall be covered at one hundred percent (100%) after office visit co-pay.

- (e) The office co-pay does not apply to the annual deductible; however, office co-pays 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, and twenty percent (20%) penalty as specified in Appendix D Section (B)(1)(a) and (b).
- (f) Medical PPO: If an employee and/or dependent receives services from a preferred provider organization (PPO), reimbursements will be eighty/twenty percent (80/20%) coinsurance. If the participating providers are not used, coinsurance reduces to sixty/forty percent (60/40%). The additional twenty percent (20%) coinsurance is the employee's responsibility and not subject to the out-of-pocket maximum. Any PPO network modifications will apply.
- (g) Inpatient alcohol or drug treatment (substance abuse) limited to one confinement per calendar year, per individual, with no more than thirty-five (35) calendar days per confinement. Inpatient psychiatric treatment is limited to a sixty (60) day maximum per calendar year.
- (h) Outpatient alcohol or drug treatment (substance abuse) payments limited to a fifty percent (50%) co-payment, applied to a total of twenty-five (25) visits per calendar year per individual when provided by a non-network provider.

Outpatient alcohol or drug treatment (substance abuse) payments will continue to be limited to a total of twenty-five (25) visits per calendar year when provided by a network provider. An office co-pay for the visit will apply as specified in Appendix D Section (B)(1)(c).

Outpatient psychiatric payments limited to a sixty/forty percent (60/40%) co-pay, applied to a total of twenty-five (25) visits per calendar year when provided by a non-network provider.

Outpatient psychiatric payments will continue to be limited to a total of twenty-five (25) visits per calendar year when provided by a network provider. An office co-pay for the visit will apply as specified in Appendix D Section (B)(1)(c).

A mental health/substance abuse case management benefit is offered whereby an eligible participant may elect to exchange unused mental health or substance abuse inpatient days for other needed mental health or substance abuse benefits as determined medically necessary by the plan administrator. The medical necessity and exchange rate shall be determined

by the plan administrator.

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 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.

- (i) Effective with office visits occurring on or after November 1, 2007, the plan will cover routine physicals, exams, immunizations and diagnostic tests subject to an annual maximum of five hundred dollars (\$500) per individual for covered persons age one (1) (starting the day following the birthday) to age 18 birthday, age 18 and over with a two hundred dollar (\$200) maximum; with a twelve hundred dollar (\$1200) family maximum;. An office visit co-pay shall apply as specified in Appendix D Section (B)(1)(c) and (d). Immunizations do not apply to the annual deductible, however, effective January 1, 2008, immunizations will apply to the annual out-of-pocket maximum. Care rendered by non-network providers shall be subject to the annual deductible, co-insurance, and out-of-pocket maximum as specified in Appendix D Section (B)(1)(a) and (b), and twenty percent (20%) penalty. Stress tests are payable only if the plan administrator determines that they are medically necessary. House Bill 478 provides coverage for eligible dependents from birth to age nine (9).
- (j) Effective November 1, 2007, well baby care from birth to age one (1) birthday including immunizations, exams, and routine diagnostic services are payable under the program up to a seven hundred fifty dollar (\$750) maximum payment for each eligible dependent, subject to the deductible, coinsurance and reasonable charge provisions.
- (k) Effective November 1, 2007, provide coverage for routine mammograms up to a maximum of one hundred twenty-five dollars (\$125), according to the following frequency:
  - § one (1) baseline exam for women 35-39 years old;
  - § one (1) exam every years (calendar) for women age 40 and over
- (l) Effective November 1, 2007, provide coverage for an annual (one per calendar year) routine prostate/colon rectal cancer tests for men age 40 and

over up to a maximum of eighty-five dollars (\$85.00).

For men or women age 40 and over, one sigmoidoscopy exam per three year (calendar) period, will be covered up to a maximum of one hundred dollars (\$100.00). For men age 40 and over, an annual (one per calendar year) PSA blood test will be covered up to a maximum of one hundred dollars (\$100.00).

(m) 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.

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

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

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

Any reference to UCR in this Ordinance or related documents shall be replaced by the words "reasonable charges".

(C) **Prescription Drug**

The City shall maintain the current prescription drug coverage, except for the following modifications, unless otherwise noted:

(1) **DRUG PREFERRED PROVIDER ORGANIZATION (PPO)**

The prescription drug Preferred Provider Organization (PPO) arrangement through the ID card program and direct reimbursement program, the employee shall be responsible for a five dollar (\$5.00) co-pay for a generic drug. If there is no generic drug equivalent for the prescribed drug, the co-pay is ten dollars (\$10.00). If the prescription is for a brand-name drug, or the prescription is written "dispense as written" and a generic equivalent exists, the co-pay is twenty-five dollars (\$25.00). The five dollar (\$5.00) co-pay applies to all allergy prescriptions under the direct reimbursement program.

Effective with prescriptions dispensed on or after November 1, 2007, pre-natal vitamins will be covered with a written prescription from the physician.

(2) MAIL ORDER

Mail order prescription drugs will be limited to a thirty (30) day minimum and a ninety (90) day maximum supply. Under the mail order program, the employee shall be responsible for a ten dollar (\$10.00) co-pay for a generic drug. If there is no generic drug equivalent for the prescribed drug, the co-pay is twenty dollars (\$20.00). If the prescription is for a brand-name drug, or the prescription is written "dispense as written" and a generic equivalent exists, the co-pay is fifty dollars (\$50.00).

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

(3) SERVICES NOT COVERED

Experimental drugs.

Drugs that may dispensed without prescription, such as aspirin even though a doctor may have prescribed them.

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 the second paragraph in Section 16(A)].

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.

Contraceptive devices, other than birth control pills.

Anti-obesity drugs.

Dietary and food supplements.

(4) **DISPENSING LIMITATION**

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

(5) **MISUSE OF PRESCRIPTION DRUG PROGRAM**

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.

(C) **Dental**

(1) **DENTAL ANESTHESIA**

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

(2) **ANNUAL DENTAL MAXIMUM**

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

(3) **ORTHODONTIC MAXIMUM**

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

- (4) A voluntary dental PPO shall be available to employees which allow voluntary selection of a participating provider which will result in no-balance billing over reasonable charges. All existing coinsurance levels and exclusions continue to apply.
- (5) Effective January 1, 2008, the following preventative dental services will be paid at 100% of the reasonable charge:
  - (a) Routine oral examinations – twice in any calendar year, January 1 through December 31.
  - (b) Routine prophylaxis (cleaning of teeth) – twice in any calendar year, January 1 through December 31.
  - (c) Topical application of fluoride – twice in any calendar year, January through December 31.
- (E) **Life Insurance.** The City shall maintain term life insurance in the amount of one and a half times the employee's annual salary in effect at the time of death for all full-time employees less than sixty-five (65) years of age. Full-time employees, sixty-five (65) to seventy (70) years of age shall receive term life insurance in the amount of sixty-five percent (65%) of one and a half times the employee's annual salary in effect at the time of death not to exceed sixty-five thousand dollars (\$65,000). Full-time employees seventy (70) years of age and over shall receive term life insurance in the amount of thirty-nine percent (39%) of one and a half times the employee's annual salary in effect at the time of death not to exceed thirty-nine thousand dollars (\$39,000).

Employees who have health insurance from other sources may elect to purchase life insurance coverage only, and shall pay a monthly premium of five dollars and fifty cents (\$5.50) for such life insurance coverage. Employees are eligible to purchase additional life insurance through a program established by the Department of Human Resources. Upon termination, employees would be eligible to continue life insurance coverage at the market rate at their own expense.
- (F) **Eligibility.** Eligibility for enrolling new employees for health insurance, dental insurance, vision care, prescription drug and term life insurance shall be based upon an employee's active service in a position or employment, which is to be performed in accordance with an established scheduled working time, such schedule to be based upon not less than forty (40) hours per seven (7) consecutive calendar days for fifty-two (52) consecutive seven (7) day periods per annum. Employees shall become eligible for the benefits outlined in this Section 16, pursuant to the provisions herein, on the first of the month following their hire date.
  - (1) Full-time employees may waive coverage in the employee insurance programs during the month of February in each calendar year. Once the waiver is executed, the employee must wait until Open Enrollment Month (February) in a subsequent

year to re-enroll in the benefit plans. In the event of a divorce, legal separation, the death of a spouse or the spouse involuntarily loses family coverage through the spouse's employer, the employee may enroll with the City of Columbus insurance program within thirty (30) days of such event.

- (2) Effective November 1, 2007, part-time regular employees who have worked a minimum of one thousand forty (1,040) hours the previous calendar year shall be eligible for medical and prescription coverage only. The employee's share of the cost of the medical and prescription insurance will be one-half of the established funding rate established by the Department of Finance and Management. The employee's share will be converted into a single and family premium. An open enrollment will be held during the month of February of each year for employee enrollment. In the event of a divorce, legal separation, the death of a spouse, or the spouse involuntarily loses family coverage through the spouse's employer, the eligible employee may enroll with the City of Columbus insurance program within thirty (30) days of such event. Upon the completion of two (2) consecutive years and a minimum of two thousand eighty (2,080) hours, and every consecutive year thereafter, employees' eligible dependents are eligible to enroll for medical and prescription coverage during Open Enrollment Month.

- (G) **Premium Co-Payment.** Employees are charged a monthly premium for participating in the City's insurance programs. The current monthly premium is an amount equal to nine percent (9%) of the insurance base for single and family coverage. Effective April 1, 2010, the monthly premium will be an amount equal to ten percent (10%) of the insurance base for single and family coverage. The insurance base shall be the total actual cost to the City of the claims and administrative fees for medical, dental, vision and prescription drugs for employees for the preceding twelve (12) month period of February 1 through January 31. Such premiums shall be paid through an automatic payroll deduction; half of the monthly premium will be deducted each pay period not to exceed the total monthly premium.

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

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

- (H) Employees are eligible to pre-tax insurance premiums through the City's Pre-tax Plan Administrator.

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

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

- (J) **Vision.** The City shall maintain the current vision care plan for all eligible employees. The non-panel reimbursement schedule includes:

Professional Fees:                      Examinations up to \$ 35.00

Materials

Single Vision Lenses, up to	\$ 35.00
Bifocal Lenses, up to	\$ 50.00
Trifocal Lenses, up to	\$ 60.00
Lenticular Lenses, up to	\$ 90.00
Contact Lenses	
Necessary	\$170.00
Cosmetic	\$ 90.00
Retail frame allowance	\$105.00

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