

ORDINANCE NO. 2024-134, AS AMENDED

AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS, PAY RANGES, SALARY SCHEDULES AND OTHER MATTERS THAT MAY AFFECT PAY, FOR ALL NON-ELECTED OFFICERS AND EMPLOYEES OF THE CITY OF FINDLAY, OHIO, AND REPEALING ORDINANCE NO. 2023-097, AS AMENDED, ORDINANCE NO. 2023-124, ORDINANCE 2024-024 AND ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.

BE IT ORDAINED by the Council of the City of Findlay, State of Ohio, two-thirds (2/3) of all members elected thereto concurring:

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SECTION 1: REPEAL

That Ordinance No. 2023-097, AS AMENDED, Ordinance No. 2023-124, Ordinance No. 2024-024, and all other Ordinances and/or parts of Ordinances in conflict herewith be repealed and Ordinance No. 2024-134 is hereby enacted establishing Job Classifications, Pay Ranges, Salary Schedules and other matters that may affect pay for all non-elected officers and employees of the City of Findlay, Ohio.

SECTION 2: UNCLASSIFIED SERVICE OF CIVIL SERVICE

The unclassified service of the civil service of the City shall include:

- A. All officers elected by the people.
- B. All directors or heads of departments.
- C. All officers and members of boards and commissions whose appointment is subject to concurrence by Council.
- D. One administrative assistant to each elective officer, one assistant to the Deputy Auditor and one assistant to the various directors or heads of departments, and one secretary and one assistant or clerk for each board or commission appointed by the Mayor.
- E. The City Clerk.
- F. The legal assistants to the Law Director.
- G. Four clerical/administrative support employees for the City Auditor, per ORC Section 124.11 (A)(8).
- H. Bailiffs, constables, clerks of court and deputy clerks of court, official stenographers, and other employees of courts.
- I. Physicians, nurses, engineers, veterinarians, and surveyors, or other comparable professions that require licensing under the laws of the State of Ohio.
- J. Those employees whose job duties require, as essential qualifications over and above technical competency requirements, a high degree of trust, confidence, reliance, integrity or fidelity and who perform non-ministerial, discretionary duties in the department heads place and stead.

SECTION 3: CLASSIFIED SERVICE OF CIVIL SERVICE

- A. The classified service shall comprise all positions not specifically included in Section 2, above

SECTION 4: RESIDENCY PROVISION

- A. Pursuant to Ohio Revised Code 9.481(B) (1), no political subdivision shall require any of its employees, as a condition of employment, to reside in any specific area of the State of Ohio. The only exceptions to this residency requirement are elected officials who are required to live in the City of Findlay, as well as those employees appointed under the provisions of the Ohio Revised Code, which require residency in the City.

SECTION 5: PROMOTIONAL POLICY

Effective March 1, 2016, an employee who is promoted to or hired into a job classification that is in the "Administrative," "Professional," "Executive," or "Computer" job classifications outlined in Section 6 of this ordinance, will be assigned a biweekly amount within the allowed range. Once the employee is assigned an amount within the range, future increases in the biweekly salary amount shall not exceed eight percent (8%) in any

calendar year unless authorized by Council legislation.

Effective starting the pay period beginning January 5, 2025, employees that have been established in one of the "Administrative," "Professional," Executive," or "Computer" job classifications outlined in section 6 of this ordinance are eligible for a one-time wage adjustment of \$2.31 plus an additional 4% added to their wage that was in effect as of January 4, 2025 even though the total amount may equal more than the 8% allowed in the paragraph above. However, if the total amount exceeds 8% with this one-time adjustment, any subsequent increase in the same calendar year shall require authorization by Council legislation.

SECTION 6: EXECUTIVE, ADMINISTRATIVE, PROFESSIONAL, AND COMPUTER JOB CLASSIFICATIONS AND BIWEEKLY SALARY RANGES

Effective January 7, 2024, the following job classifications of the various non-elected officers and employees of the City of Findlay, Ohio shall be declared as Executive, Administrative, Professional or Computer positions under provisions of the Fair Labor Standards Act and guidelines provided by the U.S. Department of Labor. These job classifications shall be exempted from the payment of overtime and shall be paid a bi-weekly salary as provided by law. These job classifications and biweekly pay amounts are to be used by full-time employees only, as defined in Section 19.

BIWEEKLY PAY AS OF 01/05/2025

JOB CLASSIFICATION	MINIMUM	MAXIMUM
Airport Director/Supervisor	\$2,472.00	\$4,282.40
Assistant City Engineer	\$2,718.40	\$4,420.80
Assistant Fire Chief	\$2,651.20	\$4,583.20
City Clerk/Chief Assistant/Mayor's Office	\$2,256.00	\$4,116.80
City Engineer	\$3,046.40	\$4,889.60
Clerk of Municipal Court	\$2,256.00	\$4,583.20
Deputy City Auditor	\$2,670.40	\$5,399.20
Director of Public Safety	\$3,046.40	\$5,399.20
Director of Public Service	\$2,670.40	\$5,399.20
Engineer Project Manager	\$2,256.00	\$3,980.80
Fire Chief	\$3,046.40	\$5,024.80
Human Resources Director	\$2,670.40	\$5,399.20
Income Tax Administrator	\$2,651.20	\$4,583.20
Information Systems Manager	\$2,783.20	\$4,889.60
Police Captain	\$2,651.20	\$4,583.20
Police Chief	\$3,046.40	\$5,024.80
Professional Civil Engineer	\$2,484.80	\$4,008.00
Project Manager	\$2,256.00	\$4,080.80
Public Works Superintendent	\$2,651.20	\$4,583.20
Public Works Supervisor	\$2,256.00	\$3,980.80
Recreation Manager	\$2,472.00	\$4,282.40
Service-Safety Director	\$3,445.60	\$8,000.80
Sewer Maintenance Supervisor	\$2,256.00	\$3,980.80
Traffic Signal Supervisor	\$2,256.00	\$3,980.80
Utilities Billing Supervisor	\$2,256.00	\$3,980.80
Wastewater Treatment Supervisor	\$2,256.00	\$3,980.80
Water Distribution Supervisor	\$2,256.00	\$3,980.80
Water Pollution Control Supt	\$2,651.20	\$4,583.20
Water Treatment Plant Supt	\$2,651.20	\$4,583.20
Water Treatment Supervisor	\$2,256.00	\$3,980.80

SECTION 7: EXCEPTED PAY RANGES

That from and after January 5, 2025 the following job classifications and salaries are hereby established exempt and as an exception to all other pay ranges outlined in this ordinance.

JOB CLASSIFICATION	BIWEEKLY PAY AS OF 01/05/2025
Assistant Director of Law I	\$2,747.33
Assistant Director of Law II	\$2,546.61
Assistant Director of Law III	\$2,354.76
Assistant Director of Law IV	\$2,155.61
Member – Civil Service Commission	\$238.21

SECTION 8: OVERTIME ELIGIBLE EMPLOYEE CLASSIFICATIONS PAID WITHIN A RANGE OF HOURLY RATES

Effective January 5, 2025 the following job classifications of the various non-elected officers and employees of the City of Findlay, Ohio, shall be declared as non-exempt and overtime eligible positions pursuant to Section 17 herein. These job classifications are to be used for part-time and full-time employees as defined in Section 19 or as noted below.

**HOURLY PAY RATE AS OF
01/05/2025**

JOB CLASSIFICATION	MINIMUM	MAXIMUM
Accreditation Manager	27.88	43.87
Assistant to Director of Law/Council Clerk	22.04	36.62
Assistant City Income Tax Administrator	27.25	51.16
Auditor Staff Accountant	24.69	49.39
Code Enforcement Officer I	22.31	33.49
Code Enforcement Officer II	28.54	40.89
Computer Support Technician	12.76	26.45
Computer Support Technician II	23.94	45.92
Custodial Worker	18.00	27.88
Cyber Security Engineer	25.09	50.15
Engineer (EI)	26.48	50.24
Fire Inspector/Part Time	28.54	38.98
Flood Plain/Zoning Administrator	30.90	53.53
GIS Technician	25.22	40.89
Human Resources Generalist	26.48	49.76
Mechanic – Fire Department	28.84	47.12
Network Administrator	23.94	45.92
Professional Surveyor	26.95	46.44
Project Coordinator	26.48	48.36
Software Developer	26.48	49.76
System Administrator	23.94	45.92
Senior System Administrator	25.09	50.15
Operations Coordinator	19.79	35.64
Senior Network Administrator	25.09	50.15

SECTION 9: HOURLY JOB CLASSIFICATIONS AND PAY RANGES

Effective January 5, 2025 the following non-exempt and overtime eligible hourly job classifications and pay ranges of the various non-elected officers and employees of the City of Findlay, Ohio, shall be as follows:

Employees hired on or before August 21, 2003 shall be placed in a pay range which begins with a zero (0). Those hired after August 21, 2003 shall be placed in a pay range that begins with a nine (9). Seasonal employees will be placed in a pay range that begins with an eight (8).

These job classifications and pay ranges are to be used for full-time, part-time and temporary employees as defined in Section 19. The employees in these classifications shall be paid on an hourly basis as provided by law and shall be non-exempt and eligible for overtime pursuant to Section 17 herein.

JOB CLASSIFICATION	PAY RANGES	
	PAY	RANGES
Administrative Assistant I	0120	9120
Administrative Assistant II	0130	9130
Administrative Assistant III	0140	9140
Administrative Assistant IV	0150	9150
Administrative Assistant V	0160	9160
Administrative Assistant VI	0170	9170
Administrative Assistant VII	0180	9180
Administrative Assistant VIII	0190	9190
Administrative Assistant IX	0200	9200
Airport Line Service Technician	0130	9130
Airport Lead Line Service Technician	0140	9140
Airport Senior Lead Line Service Technician	0160	9160
Assistant Recreation Supervisor I	0160	9160
Assistant Recreation Supervisor II	0170	9170
Assistant Recreation Supervisor III	0180	9180
Assistant Recreation Supervisor IV	0190	9190
Assistant Recreation Supervisor V	0200	9200
Assistant Utilities Billing Supervisor I	0160	9160
Assistant Utilities Billing Supervisor II	0170	9173
Assistant Utilities Billing Supervisor III	0180	9180
Assistant Utilities Billing Supervisor IV	0190	9190
Assistant Utilities Billing Supervisor V	0200	9200
Building & Grounds Maintenance Tech I	0160	9160
Building & Grounds Maintenance Tech II	0170	9170
Building & Grounds Maintenance Tech III	0180	9180
Building & Grounds Maintenance Tech IV	0190	9190
Building Maintenance Tech	0150	9150
Clerk I	0080	9080
Clerk II	0110	9110
Clerk III	0120	9120
Clerk IV	0140	9140
Chief Construction Inspector	0190	9190
Construction Inspector I	0160	9160

Construction Inspector II	0170	9170
Construction Inspector III	0180	9180
Engineer Graduate	0170	9170
Engineering Technician	0180	9180
Engineering - CAD I	0110	9110
Engineering - CAD II	0130	9130
Engineering Tech I	0150	9150
Engineering Tech II	0170	9170
Firefighter (Part-Time Only)	N/A	9080,9090,9100,9100,9110
Fleet Maintenance Manager I	0120	9120
Fleet Maintenance Manager II	0130	9130
Fleet Maintenance Manager III	0140	9140
Fleet Maintenance Manager IV	0150	9150
Fleet Maintenance Manager V	0160	9160
Groundskeeper I	0080	9080
Groundskeeper II	0090	9090
Groundskeeper III	0100	9100
Groundskeeper IV	0110	9110
Groundskeeper V	0120	9120
Groundskeeper VI	0130	9130
Groundskeeper VII	0140	9140
Lab Technician I – Class II License	0182	N/A
Lab Technician I – Class III License	0183	N/A
Lab Technician I – Class IV License	0184	N/A
Lab Technician I	N/A	9200
Lab Technician II – Class II License	0192	N/A
Lab Technician II – Class III License	0193	N/A
Lab Technician II – Class IV License	0194	N/A
Lab Technician II	N/A	9210
MS4 Coordinator I	0140	9140
MS4 Coordinator II	0150	9150
MS4 Coordinator III	0160	9160
MS4 Coordinator IV	0170	9170
MS4 Coordinator V	0180	9180
MS4 Coordinator VI	0190	9190
Operations/Scheduler	0160	9160
Public Maintenance Mechanic I	0160	9160
Public Maintenance Mechanic II	0170	9170
Public Maintenance Mechanic III	0180	9180
Public Works Maintenance Worker I	0110	9110
Public Works Maintenance Worker II	0120	9120
Public Works Maintenance Worker III	0130	9130
Public Works Maintenance Worker IV	0140	9140
Public Works Maintenance Worker V	0150	9150

Public Works Maintenance Worker VI	0160	9160
Public Works Maintenance Worker VII	0170	9170
Public Works Cemetery Foreman	0170	9170
Public Works Foreman I	0180	9180
Public Works Foreman II	0190	9190
Public Works Foreman III	0200	9200
Public Works Foreman IV	0210	9210
Parking Enforcement Officer I	0110	9110
Parking Enforcement Officer II	0120	9120
Parking Enforcement Officer III	0130	9130
Parking Enforcement Officer IV	0140	9140
Parking Enforcement Officer V	0150	9150
Parking Enforcement Officer VI	0160	9160
Secretary I	0120	9120
Secretary II	0140	9140
Secretary III	0150	9150
Sewer Maintenance Worker I	N/A	9120
Sewer Maintenance Worker I - Class I License	N/A	9121
Sewer Maintenance Worker I - Class II License	N/A	9122
Sewer Maintenance Worker I - Class III License	N/A	9123
Sewer Maintenance Worker II	N/A	9130
Sewer Maintenance Worker II - Class I License	N/A	9131
Sewer Maintenance Worker II - Class II License	N/A	9132
Sewer Maintenance Worker II - Class III License	N/A	9133
Sewer Maintenance Worker III – No License	0160	N/A
Sewer Maintenance Worker III – Class I License	0161	N/A
Sewer Maintenance Worker III – Class II License	0162	N/A
Sewer Maintenance Worker III	N/A	9140
Sewer Maintenance Worker III - Class I License	N/A	9141
Sewer Maintenance Worker III - Class II License	N/A	9142
Sewer Maintenance Worker III - Class III License	N/A	9143
Sewer Maintenance Worker IV	0150	9150
Sewer Maintenance Worker IV - Class I License	0151	9151
Sewer Maintenance Worker IV - Class II License	0152	9152
Sewer Maintenance Worker IV - Class III License	0153	9153
Sewer Maintenance Worker V	0160	9160
Sewer Maintenance Worker V - Class I License	0161	9161
Sewer Maintenance Worker V - Class II License	0162	9162
Sewer Maintenance Worker V - Class III License	0163	9163
Sewer Maintenance Worker VI	0170	9170
Sewer Maintenance Worker VI - Class I License	0171	9171
Sewer Maintenance Worker VI - Class II License	0172	9172
Sewer Maintenance Worker VI - Class III License	0173	9173
Sewer Maintenance Foreman I	0180	9180
Sewer Maintenance Foreman I - Class I License	0181	9181

Sewer Maintenance Foreman I - Class II License	0182	9182
Sewer Maintenance Foreman II	0190	9190
Sewer Maintenance Foreman II - Class I License	0191	9191
Sewer Maintenance Foreman II - Class II License	0192	9192
Sewer Maintenance Foreman III	0200	9200
Sewer Maintenance Foreman III - Class I License	0201	9201
Sewer Maintenance Foreman III - Class II License	0202	9202
Tax Administrator Agent I	0120	9120
Tax Administrator Agent II	0130	9130
Tax Administrator Agent III	0140	9140
Tax Administrator Agent IV	0150	9150
Traffic Signal Electrician I	0160	9160
Traffic Signal Electrician II	0180	9180
Traffic Signal Electrician III	0190	9190
Traffic Signal Electrician Assistant I	0140	9140
Traffic Signal Foreman I	0200	9200
Traffic Signal Foreman II	0210	9210
Truck Driver I	0110	9110
Truck Driver II	0120	9120
Utilities Billing Clerk I	0110	9110
Utilities Billing Clerk II	0120	9120
Utilities Billing Clerk III	0130	9130
Utilities Billing Clerk IV	0140	9140
Utility Grounds Maintenance Worker I	0110	9110
Utility Grounds Maintenance Worker II	0120	9120
Utility Grounds Maintenance Worker III	0130	9130
Utility Grounds Maintenance Worker IV	0140	9140
Utility Grounds Maintenance Worker V	0150	9150
Utility Grounds Maintenance Worker VI	0160	9160
Utility Maintenance Mechanic I	0140	9140
Utility Maintenance Mechanic II	0150	9150
Utility Maintenance Mechanic III	0160	9160
Utility Maintenance Mechanic IV	0170	9170
Utility Maintenance Mechanic V	0180	9180
Utility Maintenance Mechanic VI	0190	9190
Water Meter Maintenance Worker	0130	9130
Water Meter Technician I	0120	9120
Water Meter Technician II	0140	9140
Water Meter Technician III	0150	9150
Waterline Maintenance Technician Assistant	N/A	9150
Waterline Maintenance Technician Assistant - Class I License	N/A	9151
Waterline Maintenance Technician Assistant - Class II License	N/A	9152
Waterline Maintenance Technician Assistant - Class III License	N/A	9153

Waterline Maintenance Technician	N/A	9160
Waterline Maintenance Technician - Class I License	N/A	9161
Waterline Maintenance Technician - Class II License	N/A	9162
Waterline Maintenance Technician - Class III License	N/A	9163
Waterline Maintenance Worker I	N/A	9120
Waterline Maintenance Worker I - Class I License	N/A	9121
Waterline Maintenance Worker I - Class II License	N/A	9122
Waterline Maintenance Worker I - Class III License	N/A	9123
Waterline Maintenance Worker II	N/A	9130
Waterline Maintenance Worker II - Class I License	N/A	9131
Waterline Maintenance Worker II - Class II License	N/A	9132
Waterline Maintenance Worker II - Class III License	N/A	9133
Waterline Maintenance Worker III – No License	0160	N/A
Waterline Maintenance Worker III – Class I License	0161	N/A
Waterline Maintenance Worker III – Class II License	0162	N/A
Waterline Maintenance Worker III	N/A	9140
Waterline Maintenance Worker III - Class I License	N/A	9141
Waterline Maintenance Worker III - Class II License	N/A	9142
Waterline Maintenance Worker III - Class III License	N/A	9143
Waterline Maintenance Worker IV	0150	9150
Waterline Maintenance Worker IV Class I License	0151	9151
Waterline Maintenance Worker IV Class II License	0152	9152
Waterline Maintenance Worker IV Class III License	0153	9153
Waterline Maintenance Worker V	0160	9160
Waterline Maintenance Worker V - Class I License	0161	9161
Waterline Maintenance Worker V - Class II License	0162	9162
Waterline Maintenance Worker V - Class III License	0163	9163
Waterline Maintenance Worker VI	0170	9170
Waterline Maintenance Worker VI - Class I License	0171	9171
Waterline Maintenance Worker VI - Class I License	0172	9172
Waterline Maintenance Worker VI - Class I License	0173	9173
Waterline Maintenance Foreman I	0180	9180
Waterline Maintenance Foreman I - Class I License	0181	9181
Waterline Maintenance Foreman I - Class II License	0182	9182
Waterline Maintenance Foreman II	0190	9190
Waterline Maintenance Foreman II - Class I License	0191	9191
Waterline Maintenance Foreman II - Class II License	0192	9192
Waterline Maintenance Foreman III	0200	9200
Waterline Maintenance Foreman III – Class I License	0201	9201
Waterline Maintenance Foreman III – Class II License	0202	9202
Water Treatment Plant Operator Assistant	N/A	9140
Water Treatment Plant Operator – No License/OIT	0160	9160
Water Treatment Plant Operator - Class I License	0161	9170
Water Treatment Plant Operator – Class II License	0162	9180
Water Treatment Plant Operator – Class III License	0163	9190

WW Treatment Plant Operator Assistant - No License	0140	N/A
WW Treatment Plant Operator Assistant – Class I License	0141	N/A
WW Treatment Plant Operator Assistant – Class II License	0142	N/A
WW Treatment Plant Operator Assistant - Class III License	0143	N/A
WW Treatment Plant Operator Assistant	N/A	9140
WW Treatment Plant Operator – No License/OIT	0160	9160
WW Treatment Plant Operator - Class I License	0161	9170
WW Treatment Plant Operator – Class II License	0162	9180
WW Treatment Plant Operator – Class III License	0163	9190

TEMPORARY/SEASONAL JOB CLASSIFICATIONS

Effective January 5, 2025, the following job classifications and pay ranges are to be used for seasonal, temporary employees, and interns as defined in Section 14. Overtime eligibility shall be determined pursuant to Section 17 of this ordinance and under the applicable provisions of the Fair Labor Standards Act.

PAY RANGES

Seasonal Support Staff.....8010 – 8160

HOURLY PAY RATE AS OF 01/07/2024

JOB CLASSIFICATION	MINIMUM	MAXIMUM
Learn to Skate Instructor	11.42	37.60

SECTION 10: SHIFT DIFFERENTIAL

Effective May 8, 2023, employees with the titles of Water Treatment Plant Operator, Water Treatment Plant Operator Assistant, Lab Technician I and II, Wastewater Treatment Plant Operator and Wastewater Treatment Plant Operator Assistant shall be paid an hourly shift differential during the afternoon and overnight shifts.

Eligible employees shall receive one dollar forty cents (\$1.40) per hour for each complete hour worked between 4 p.m. and midnight, and they shall receive (\$1.00) per hour for each complete hour worked between midnight and 8 a.m. These amounts shall be prorated and rounded to each quarter of an hour during the hours named above.

When an eligible employee works between the hours of 4 p.m. and 8 a.m. on the holidays outlined in Section 23, Paragraph D, or when an operator is working overtime during the hours of 4 p.m. through 8 a.m., appropriate shift differential will be paid at the same factoring rate as the base wage.

SECTION 11: WTP WATER SAMPLE

Effective May 14, 2023, an employee of the Water Treatment Plant who is assigned the duty of gathering water samples for testing shall be granted one-half hour (thirty minutes) of paid time for completing that task.

SECTION 12: CEMETERY PAYS

- A. Effective May 14, 2023, an employee who is assigned the duty of opening and/or closing the Findlay Maple Grove Cemetery gates on days scheduled by the Public Works Superintendent or the Public Works Supervisor shall receive ¾ hour (45 minutes) for each instance of opening or closing the gates. If the employee is eligible for overtime, the Public Works Superintendent or Public Works Supervisor may mandate upon acceptance of the gate opening/closing duty that the time received be converted to compensatory time and be subject to the rules of the compensatory time accruals.

- B. Effective January 7, 2024, an employee who works a full-service funeral outside of normal duty hours shall be paid a minimum of three (3) hours pay at one and one half (1 ½) times the employee's regular rate of pay. An employee who works a funeral service that is a cremation only outside of normal duty hours shall be paid a minimum of two (2) hours at one and one half (1 ½) times the employee's regular rate of pay. This time shall follow the same provisions as Call Back/Call-In pay as outlined in Section 23.

SECTION 13: PARK SHELTER HOUSES & RESTROOMS

Effective January 7, 2024, an employee who works at a park shelter house or restrooms outside of normal duty hours shall be paid a minimum of three (3) hours pay at one and one half (1 ½) times the employee's rate of pay. This time shall follow the same rules for Call Back/Call-In pay as outlined in Section 23.

SECTION 14: WATER LICENSE STIPENDS

- A. Effective January 7, 2024 employees who are in the following classifications shall be paid an annual license stipend upon providing proof of the license level obtained: Sewer Maintenance Supervisor, Water Treatment Superintendent, Water Pollution Control Superintendent, Water Distribution Supervisor, Water Treatment Supervisor, and Wastewater Treatment Supervisor,

The license stipends will be paid on the first payday in July of each year to active employees:

Class I License	\$ 250.00
Class II License	\$ 500.00
Class III License	\$ 750.00
Class IV License	\$ 1,000.00

SECTION 15: WATER DISTRIBUTION EMERGENCY CONTACT PAY

- A. Effective January 5, 2025, employees of the Water Distribution Department who are required to carry a cell phone designated for emergency contact and who must be available to co-ordinate response to an emergency situation will receive twenty dollars (\$20.00) per day for each day that they serve in the capacity as the department's emergency contact.

SECTION 16: CELL PHONE AND UNIFORM ALLOTMENTS

- A. Uniform/Clothing Allotments are available for purchase by the city for some positions and departments. Please refer to the Uniform Policy for details. Any uniform or clothing item purchased that is suitable for everyday wear per the IRS will be taxable to the employee and added to payroll as a noncash fringe benefit.
- B. Cell Phone Allowances are paid once per month on the first pay of the month. No proration or retroactive payment will be issued. Refer to policy for details of allowance amount and criteria.

SECTION 17: PAY RANGES

- A. As of January 5, 2025, the following pay ranges are hereby established for the non-elected officials and employees of the City of Findlay, Ohio, and all of said non-elected officials and employees shall be non-exempt and paid hourly on a bi-weekly basis, as provided by law, except as noted in Sections 6, 7 and 8.

Completed Years of Service		0	1-2	3-4	5-6	7	8
Pay Range	Step	A	B	C	D	E	F
0030							19.80
0050							23.03
0060							24.02
0070							24.94
0080							25.92
0090							27.11
0100							28.14
0110							29.35
0120							30.57
0125							31.21
0130							31.92
0140							33.27
0141							33.27
0142							33.27
0143							33.27
0150							34.74
0151							35.19
0152							35.65
0153							36.11
0160							36.31
0161							36.95
0162							37.59
0163							38.32
0170							37.94
0171							37.94
0172							37.94
0173							38.63
0174							38.63
0180							39.52
0181							39.52
0182							39.52
0183							39.52
0184							39.52
0190							41.31
0191							41.31
0192							41.31
0193							41.31
0194							41.31
0200							43.17
0201							43.74
0202							44.32
0210							45.12
0211							45.72

0212							46.33
9030		15.52	16.18	16.58	17.00	17.30	17.63
9050		18.21	18.96	19.45	19.97	20.36	20.73
9060		18.89	19.71	20.24	20.76	21.11	21.48
9070		19.61	20.45	20.98	21.54	21.94	22.33
9080		20.45	21.37	21.92	22.53	22.92	23.33
9090		21.25	22.16	22.76	23.38	23.78	24.24
9100		22.05	23.02	23.63	24.28	24.72	25.18
9110		22.98	24.03	24.68	25.33	25.80	26.26
9120		23.82	24.88	25.57	26.25	26.74	27.25
9121		24.12	25.19	25.90	26.58	27.08	27.60
9122		24.42	25.51	26.23	26.92	27.42	27.95
9123		24.73	25.83	26.56	27.27	27.77	28.31
9130		24.78	25.91	26.61	27.35	27.86	28.34
9131		25.10	26.24	26.95	27.70	28.22	28.70
9132		25.41	26.57	27.30	28.06	28.58	29.07
9133		25.74	26.91	27.64	28.41	28.95	29.44
9140		25.90	27.06	27.80	28.54	29.10	29.64
9141		26.22	27.41	28.15	28.90	29.47	30.02
9142		26.56	27.76	28.52	29.27	29.85	30.41
9143		26.90	28.11	28.88	29.65	30.24	30.80
9150		26.88	28.14	28.91	29.70	30.24	30.80
9151		27.23	28.50	29.28	30.08	30.63	31.20
9152		27.57	28.87	29.66	30.47	31.03	31.61
9153		27.93	29.24	30.04	30.87	31.43	32.01
9160		28.04	29.30	30.13	30.96	31.55	32.14
9161		28.40	29.67	30.52	31.36	31.96	32.55
9162		28.76	30.06	30.91	31.77	32.38	32.97
9163		29.13	30.44	31.31	32.18	32.80	33.40
9170		29.24	30.61	31.45	32.31	32.94	33.54
9171		29.62	31.00	31.86	32.73	33.36	33.98
9172		30.00	31.40	32.27	33.16	33.80	34.42
9173		30.39	31.81	32.69	33.59	34.24	34.87
9180		30.50	31.90	32.81	33.71	34.34	34.96
9190		31.80	33.24	34.21	35.14	35.79	36.46
9191		32.21	33.67	34.65	35.60	36.25	36.94
9192		32.63	34.11	35.10	36.06	36.73	37.42
9200		33.18	34.72	35.69	36.68	37.71	38.77
9201		33.61	35.17	36.16	37.16	38.20	39.28
9202		34.04	35.63	36.63	37.65	38.71	39.80
9210		34.60	36.22	37.23	38.28	39.36	40.47
9211		35.05	36.70	37.72	38.78	39.88	41.00
9212		35.51	37.18	38.21	39.29	40.41	41.54

ALL SEASONAL EMPLOYMENT POSITIONS PAY AT STEP A

Rates outlined below for seasonal employees shall be changed at the beginning of the first full pay period which includes federal and/or state effective dates for the minimum wage rate.

8010	Minimum Wage
8020	5% over Minimum Wage
8030	5% over Pay Range Directly Above
8040	5% over Pay Range Directly Above
8050	5% over Pay Range Directly Above
8060	5% over Pay Range Directly Above
8070	5% over Pay Range Directly Above
8080	5% over Pay Range Directly Above
8090	5% over Pay Range Directly Above
8100	5% over Pay Range Directly Above
8110	5% over Pay Range Directly Above
8120	5% over Pay Range Directly Above
8130	5% over Pay Range Directly Above
8140	5% over Pay Range Directly Above
8150	5% over Pay Range Directly Above
8160	5% over Pay Range Directly Above

SECTION 18: STEPS

- A. The pay ranges established in Section 17 above establish six (6) steps, and each step within each pay range states the hourly rate. Advancement from Step A shall be based upon the individual employee's completed years of service with the City of Findlay, Ohio on the following schedule:

<u>Completed Years of Service</u>	<u>Step</u>
0	A (0)
1, 2	B (1, 2)
3, 4	C (3, 4)
5, 6	D (5, 6)
7	E (7)
8 or more	F (8 +)

- B. Service time credit with the City shall be carried with the employee when transferring between departments, or when changing job classifications, except that no service time credit shall apply to the Police or Fire Departments in the positions of sworn police officer or sworn firefighter for new employees at these departments after February 26, 1984.

Service time credit shall only apply to regular, full-time employees, and shall not apply to temporary, seasonal, or part-time help. Service time credit is used in the calculations of pay rate and longevity eligibility. Service time credit does not apply to vacation accrual.

New employees may receive service credit for previous employment when such previous employment is determined to be equivalent or similar to the city position. Such service credit shall be awarded on the following basis:

<u>Years of Experience</u>	<u>Service Credit</u>
5 or More	2 years

2, 3, 4
1 or less

1 year
0

SECTION 19: DEFINITIONS

Effective January 7, 2024 for the purpose of interpreting this ordinance;

- A. Full time employees shall be those employees having completed their regular work schedule of thirty (30) hours or more per week on a twelve (12) months per calendar year basis. Full time employees are eligible for step pay increases.
- B. Part-time employees shall be those employees having completed their **regular work schedule** of less than thirty (30) hours per week on a twelve (12) months per calendar year basis. Part-time employees **shall** receive paid holidays per Section 26. Part-time employees are **NOT** eligible for vacation accruals. Part-time employees are eligible for step pay increases.
- C. Seasonal employees shall be those employees who work **intermittently** an **average** of less than thirty (30) hours per week in a calendar year. Seasonal employees are **NOT** eligible for paid holidays nor vacation accruals. Seasonal employees are **NOT** eligible for wage step increases. Seasonal employees shall be paid under a pay range that begins with an eight (8)
- D. Temporary employees shall be those employees who work less than twelve (12) months in a calendar year. Temporary employees shall work less than 1,500 hours in one twelve (12) month period. Temporary employees are **NOT** eligible for paid holidays or vacation accrual. Temporary employees shall **NOT** be eligible for wage step increases. Temporary employees shall be paid under a pay range that begins with an eight (8) or a nine (9).

SECTION 20: COMPENSATION FOR ACTING POSITIONS

When an employee is appointed to an acting role to fill a higher paying position on a temporary basis, due to a temporary leave of the incumbent, the employee will be paid the salary of the position, as designated by the salary ordinance, after thirty (30) work days of continuous employment. However, if the acting role is on an interim basis due to a permanent separation, the employee shall receive the salary upon the first day of appointment to the acting role. Once the higher paying position is filled permanently, the acting employee will return to the position and pay they held prior to appointment in the acting role.

SECTION 21: LONGEVITY EFFECTIVE AS OF THE FIRST PAY DATE OF JANUARY 2023

- A. All full-time employees who have completed nine (9) or more years of continuous full-time service shall accrue a longevity fund of seventy dollars (\$70) per bi-weekly pay period in addition to their regular rate of pay.
- B. All full-time employees who have completed fifteen (15) or more years of continuous full-time service shall accrue a longevity fund of ninety dollars (\$90) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual provided for in Paragraph A of this Section.
- C. All full-time employees who have completed twenty (20) or more years of continuous full-time service shall accrue a longevity fund of one hundred dollars (\$100) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual provided for in Paragraph B of this Section.
- D. All full-time employees who have completed twenty-five (25) or more years of continuous full-time service shall accrue a longevity fund of one hundred and twenty dollars (\$120) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual provided for in Paragraph C of this Section.
- E. Accrued longevity funds shall be paid separately from the biweekly pay and will be issued annually on the same date as the last payday in the calendar year.

- F. Longevity accruals under this section shall be included in any calculation of overtime pay rates.
- G. Longevity accruals shall be included in wage rates on a one-time basis, at the time of retirement or death, to calculate unused holiday, vacation and/or sick leave payments.

The classifications of Assistant Director of Law I through Assistant Director of Law IV, inclusive, shall accrue longevity as set forth in this section.

SECTION 22: OVERTIME PAY EFFECTIVE JANUARY 7, 2024

- A. Each eligible non-exempt City employee who works more than forty (40) hours per calendar week shall be compensated at the rate of time and one half (1-1/2) his regular hourly rate for any hours worked in excess of forty (40) hours per calendar week.
- B. Overtime pay shall be calculated to include holidays, vacation, and sick leave as part of the straight time determination. Call back/Call-in hours as provided in Section 18 shall not be considered as part of the straight time determination.
 - 1. An employee who is eligible for overtime may elect to earn compensatory time (comp time) off instead of overtime pay for any overtime worked. The compensatory time shall be granted by the employee's supervisor on a time and one half (1-1/2) basis (i.e. for one hour of overtime, one- and one-half hours of comp time will be granted). Employees can maintain a balance of up to 140 hours of unused comp time and may, with written approval of the hiring authority, accumulate and maintain a balance in excess of 140 hours of unused comp time.
 - 2. When an employee who has been eligible for overtime receives a promotion and accepts a position that is exempt from the payment of overtime, the employee will be paid for all unused accumulated compensatory time hours at the time of the promotion. The payment will be made using the base rate of pay in effect prior to the employee's promotion.

SECTION 23: DAYLIGHT SAVINGS TIME

- A. In keeping with past precedent, any employee whose schedule overlaps with the start of Daylight Savings Time in the spring will be credited with 1-hour of regular pay from 2am to 3am, although the hour is not actually worked.
- B. Any employee whose schedule overlaps with the end of Daylight Savings Time in the fall will be credited for an additional hour, if in fact, the time change extends the number of hours actually worked because in this case, 1am to 2am is 2 hours due to the time change. This may result in overtime or comp time being earned in the same week in which Daylight Savings Time ends.

SECTION 24: CALL BACK/ CALL-IN PAY EFFECTIVE JANUARY 7, 2024

- A. An employee who is called-in to work from off duty, shall be paid at least three (3) hours' pay at one and one half (1 ½) times the employee's regular rate of pay. The employee may elect to earn compensatory time (comp time) off instead of overtime pay. An employee must have completed (forty) 40 hours of straight time determination as defined in Section 17 to be eligible for call-in pay.
- B. Call-in pay begins at the time the employee arrives at the worksite to begin work or to retrieve necessary equipment and supplies.
- C. No hours worked or paid under this section shall be counted in the straight time determination pursuant to Section 22 as paid hours worked as part of the employee's regular work week.
- D. There shall be no duplication of overtime pay during the same three (3) hour call-in period.

SECTION 25: DISCRETIONARY LEAVE EFFECTIVE JANUARY 8, 2023

Discretionary leave is paid time off that may be awarded to an overtime exempt employee to recognize extra time spent to accomplish goals and/or objectives of the City. Discretionary time will be awarded at one hour for every hour earned and approved by the hiring authority.

- A. Discretionary leave time will be automatically credited to the leave balance up to (eighty) 80 hours per year. The nature and duration of the hours for which discretionary time may be awarded must be included in bi-weekly timekeeping records. Exempt employees must outline their actual hours worked each pay period. The hiring authority can reject or modify the discretionary leave balance. Any modifications must be given to the Auditor's Office.
- B. Eligible employees may accumulate a maximum of 80 hours per accrual year, which are the pay periods that are included in the paydays in each calendar year. Any discretionary leave balance will be forfeited after the last pay date of the calendar year. No time will be available for use after the pay period related to the last pay date of the calendar year, and accumulation will start over the pay period pertaining to the first payroll of the new calendar year.
- C. A maximum of up to 8 hours of discretionary leave can be used in each work week (Sunday through Saturday).
- D. Discretionary leave has no cash value and shall not be paid at the time of retirement, resignation or termination from city employment.

SECTION 26: PAID LEAVES

- A. Administrative leave, educational leave, civic leave, and any other types of paid leave must follow the guidelines and procedures defined in the employee handbook and city policies.
- B. An appointing authority may, in his/her discretion, place an employee on administrative leave with pay. Administrative leave with pay may be used in circumstances where the health and safety of an employee, or any person or property entrusted to the employee's care, could be adversely affected. Administrative leave can also be used for other reasons as the appointing authority decides upon. Compensation for administrative leave with pay shall be equal to the employee's base rate of pay. The length of administrative leave with pay is solely at the discretion of the appointing authority, but shall not exceed the length of the situation for which it was granted.

SECTION 27: SICK LEAVE PAYMENT; UNUSED SICK LEAVE PAYMENT

In addition to the sick leave provided for in O.R.C. Sec. 124.38, the following policy on sick leave payment is established for all employees of the City. As used in this section, "retirement" means disability or service retirement under any state or municipal retirement system in this state.

- A. Any employee experiencing a non-duty related sickness or disability shall receive sick leave with full pay, subject to accumulated sick leave.
- B. An employee experiencing a duty related sickness or injury shall receive sick leave with full pay for the maximum period as prescribed for total temporary disability in the Ohio Revised Code unless extended by City Council upon recommendation of the employee's hiring authority. Sick leave used under these conditions, and subject to worker's compensation payments, shall be reinstated to accumulated sick leave, provided that the employee completes the proper application for worker's compensation benefits and refunds to the City all funds received as a result of the application. Reinstated sick leave shall be computed on a basis of one hour of accumulated sick leave for each one hour missed from the regular scheduled shift as a result of sickness or disability. There shall be no reinstatement for sick leave not subject to workers compensation reimbursement.
- C. Any City employee hired on or **before** August 21, 2003 and paid directly by warrant by the City Auditor may elect at the time of retirement from active service with the City, or death, and with ten (10) or more years of service with the State or any of its political subdivisions, to be paid in cash one fourth (1/4) the value of the first 960 hours of accrued but unused sick leave credit and, if applicable, to be paid in cash one-

half (1/2) the value of all accrued but unused sick leave credit in excess of 960 hours. Payment shall be contingent upon 30 days written notice prior to retirement. In the event an employee has more than one thousand nine hundred twenty (1,920) hours of unused sick leave, all such sick leave shall be paid at the rate of one-half (1/2) of said leave. The accumulated but unused sick leave payment provided for herein shall be based on the employee's rate of pay at the time of retirement and shall eliminate all sick leave credit accrued but unused by the employee at the time payment is made

Any City employee hired **after** August 21, 2003 and paid directly by warrant by the City Auditor may elect at the time of retirement from active service with the City, or death, and with ten (10) or more years of service with the State or any of its political subdivisions, to be paid in cash one fourth (1/4) the value of the first 960 hours of accrued but unused sick leave credit. Payment shall be contingent upon 30 days written notice prior to retirement. The accumulated but unused sick leave payment provided for herein shall be based on the employee's rate of pay at the time of retirement and shall eliminate all sick leave credit accrued but unused by the employee at the time payment is made.

SECTION 28: DONATED LEAVE POLICY

This policy sets forth the process to allow employees to voluntarily provide donated leave to co-workers, or receive donated leave, if there is a critical need due to a serious health condition or injury of an employee, employee's spouse, employee's parent, employee's dependent children, or step children when the employee's presence is reasonably necessary. This policy would apply to full-time and part-time permanent employees only.

A. To Request Donated Leave

In order to determine if an employee is eligible to receive donated leave as a result of their serious illness or injury, the employee must provide sufficient documentation to establish the existence of a serious health condition.

An employee requesting donated leave will complete the "Application to Request Donated Leave" form. It is the responsibility of the employee to provide documentation for certification. Leave donation requests will not be processed until all necessary documentation is provided.

An employee may receive donated leave up to the number of hours the employee is scheduled to work each pay period only, if the employee who is to receive donated leave:

1. has a serious health condition,
2. has utilized all accrued vacation/holovac and sick hours, and
3. has applied for any paid leave, workers compensation or other benefits program for which the employee is eligible. Donated leave may be used to satisfy the waiting period for these benefits.

B. Certification of Eligibility

Upon receiving the "Application to Request Donated Leave", the Human Resources Director shall review all documents submitted including necessary medical documentation, but excluding any Protected Health Information (PHI), to ensure any such application meets both the standard for sick leave usage and the criteria for donated leave. So long as all the requirements of this section have been met, the Human Resources Director shall approve any such application for donated leave.

For this section, a "serious health condition" is defined as:

1. an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or
2. a period of incapacity of more than seven (7) days that also involves:
 - a. treatment by a health care provider in connection with such inpatient care, or
 - b. the constant supervision of the health care provider, or
 - c. a condition which is permanent or long-term for which treatment may not be effective.

C. Donation Process

An employee of the City of Findlay may voluntarily donate accrued, unused sick and/or vacation/holovac hours to another employee of the City who has no accrued leave and, who has a critical need for it due to a serious health condition. Employees wishing to donate leave to a fellow employee must complete the "Leave Donation Donor Form" and certify the following information:

1. the name of the employee for whom the leave is intended,
2. that the employee voluntarily elects to donate leave and does so with the understanding the donated leave will not be returned,
3. willingness to donate a minimum of 8 hours, and
4. that they will retain a combined leave balance of sick and vacation/holovac hours of 480 or more.

D. Establishing Need and Utilization of Donated Leave

Upon establishing the need and utilization of donated leave, the Auditor's Office will perform the following functions:

1. notify the donating employee of the specific pay period it will be used in and the amount of leave to be used, and
2. inform the requesting employee of the amount of leave that will be used from donations.

E. Administering the Donation Program

The leave donation program shall be administered on pay period by pay period basis under the following guidelines:

1. Employees using donated leave shall be considered in active pay status and shall accrue leave and any other benefits to which they would otherwise be entitled.
2. Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.
3. Donated leave shall not count toward the probationary period.
4. Donated leave shall never be converted to a cash benefit.
5. Donated leave or the leave accrued by the use of the donation is not eligible for reimbursement when used to satisfy the waiting period for workers compensation benefits.
6. If the leave meets the FMLA criteria, the leave time will also be charged against the employee's yearly entitlement as outlined by FMLA and the employee handbook.

- F. The City of Findlay shall respect an employee's right of privacy. However, the City may, with permission of the employee who is in need of leave, inform employees of their co-worker's critical need for leave. In addition, supervisors and all other employees are **prohibited from directly soliciting** leave donations from co-workers to ensure that no employees are coerced to donate leave.

SECTION 29: MEDICAL INSURANCE

- A. The City agrees to share in the cost of providing health and prescription drug insurance for full-time employees. Employees hired before November 1, 2013 may choose between a Core Plan and a High Deductible Health Plan (HDHP). Employees hired after November 1, 2013 may only enroll in the High Deductible Health Plan (HDHP).

- B. Except as otherwise provided herein, the cost of health and prescription drug insurance coverage shall be shared between the employer and full-time employees, whether the employee selects family, employee/children, employee/spouse, or single coverage. The employer's share of the monthly premium, regardless of the plan option(s) selected by the employee, shall be shared on the following basis:

Employer's Share 90% of monthly premium
Employee's Share 10% of monthly premium

In order to continue to qualify for the ten percent (10%) premium contribution discount above for medical

and prescription drug coverage, employees must participate in the employer's annual wellness program each year which includes a wellness screening and attendance of one open enrollment meeting. Proof of participation is required to be submitted to the Auditor's office by the deadline provided each year. If the employee does not participate or turn in valid proof by the provided deadline, the employer's share of the premium contribution for medical and prescription drug coverage shall be eighty percent (80%) and the employee's share of the premium for medical and prescription drug coverage will increase to twenty percent (20%).

Employees hired after May 1, 2016 shall be given an opportunity to participate in the wellness program upon hire as part of the onboarding and pre-employment process. Employees hired after May 1, 2016 that choose not to participate in the wellness program upon hire shall have a premium contribution of twenty percent (20%) and the City's share of the premium shall be eighty percent (80%). All employees on the City's health plan shall have an opportunity to participate in the wellness program.

- C. The City shall contribute to the health savings account of an employee who elects coverage under the HDHP. The contribution amount will be approved by Council annually. These amounts shall be distributed across 24 pay periods. The employee must be in active paid status to receive these contributions.
- D. The City assesses a premium surcharge for employees who enroll in the City's health insurance who declare tobacco use by themselves or a covered spouse. The surcharge is to be paid by the employee, however the City will not be required to pay a portion of this surcharge in addition to the employee's share.
- E. The City shall make available to employees an optional dental and/or vision coverage, if selected by the employee. The monthly premium cost shall be shared:

Employer's Share	90% of monthly premium
Employee's Share	10% of monthly premium
- F. The employee's share of premiums shall be deducted from the payroll of each participating employee.
- G. Participation in the plan will begin as of the first day of the month coinciding with or next following completion of the waiting period provided all election and enrollment forms are properly submitted. An employee must be on the payroll of the City for a 30 day waiting period before becoming eligible for the medical insurance and contributions provisions contained herein.
- H. A Health Insurance Committee will be formed and be comprised of thirteen (13) members consisting of two (2) representatives each from the Police Union and Fire Union, and eight (8) representatives from the non-union departments and one (1) representative of the employer. The Mayor, Auditor and/or other administrator of the employer health care plan will serve as ex officio members of the committee but shall not enjoy or exercise voting rights. In addition, the employer retains the right to invite advisory personnel to participate in all meetings for informational purposes only.
- I. The function of the committee will be to conduct regular meetings aimed at discussing the function, cost and financial condition of the health care plan. Whenever changes to the health care plan are due to an increase in health insurance cost of more than twelve percent (12%), the employer has the right to make plan design changes to lower the overall cost of the plan to twelve percent (12%). The employer will be required to share any proposed changes with the insurance committee and seek input from the committee prior to implementing any changes. Whenever changes to the health care plan are otherwise warranted or necessitated, the committee shall vote on which changes and/or provisions shall be implemented.
- J. A majority vote of the insurance committee shall bind all employees. In the event that the committee cannot reach a majority vote, after further discussion and consideration of said plan changes, only the proposed changes receiving a plurality of votes shall be considered and the plan receiving a majority of those votes shall bind all employees. In no event shall a plan change adopted by the committee impose a different effect or outcome on any single employee or group of employees.
- K. For the Mayor, Auditor, Director of Law, and the Judges of the Municipal Court, the City shall provide

for a hospitalization and health insurance policy for those elected officials upon notification by such elected official that he/she desires such coverage. The policy shall be under the same group plan provided for non-elected City employees and the amount to be paid by the City shall be equal to that paid by the City for non-elected employees.

- L. The City Council may choose to appropriate additional funds for payments of health insurance costs upon the recommendation of the Auditor, if it is deemed necessary to meet the financial obligations related to health insurance costs. The funding would be in addition to the distribution of monthly premiums as outlined in Paragraphs B and C of this section.

SECTION 30: LIFE INSURANCE

- A. All full-time employees shall be covered under a group life insurance policy and shall receive double indemnity coverage under said policy.
- B. The Mayor, Auditor, Treasurer, Director of Law, Council Members, President of Council and the Judges of the Municipal Court, shall be furnished by the City a term life insurance policy in an amount and terms equal to the amount of term life insurance provided to non-elected employees.
- C. Such policy to insure the life of such full-time and elected officials with the aforementioned reserves the right to designate his beneficiary of the insurance on his life.
- D. The Mayor, subject to City Council approval, shall determine the amount of life insurance coverage provided to all full-time employees.

SECTION 31: REGULAR VACATION/HOLIVAC AND ACCRUAL SERVICE YEARS EFFECTIVE JANUARY 8, 2023

- A. Holivac is the combination of holidays and vacation hours into a single accrual. The holivac system recognizes twelve (12) holidays per year and the amount of vacation that the individual employee is entitled to receive.
- B. One year of service shall be computed on 26 biweekly pay periods. These weeks do not need to be consecutive. If there is a break in the employee's full-time service with the City, upon re-hire to a full-time position, the employee will be given credit for previous time for which vacation/holivac accrual was eligible. Positions listed in the Excepted Pay Ranges of this Ordinance are not eligible for vacation/holivac accrual credit upon re-hire.
- C. Each full-time employee, after completing service of six (6) months with the City shall have earned and receive forty (40) hours of vacation. After completing one (1) year of service, full-time employees will be given 40 hours of vacation, and will be due annually thereafter they shall accrue a maximum of eighty (80) hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0385 hours for each paid base hour for those entitled to a maximum of 80 hours per year. Employees subject to holivac shall accrue 0.0846 hours on each paid base hour.
- D. A full-time employee after completing five (5) or more years of service with the City shall have earned and receive forty (40) additional hours of vacation, and annually thereafter will be due a maximum of 120 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0577 hours on each base hour paid for those entitled to a maximum of 120 hours per year. Employees subject to holivac shall accrue 0.1038 hours on each paid base hour.
- E. A full-time employee after completing ten (10) or more years of service with the City shall have earned and receive forty (40) additional hours of vacation, and annually thereafter will be due a maximum of 160 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0769 hours on each paid base hour for those entitled to a maximum of 160 hours per year. Employees subject to holivac shall accrue 0.1231 hours on each paid base hour.
- F. A full-time employee after completing fifteen (15) or more years of service with the City shall have earned

and receive forty additional hours of vacation, and annually thereafter be due a maximum of 200 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0962 hours on each paid base hour for those entitled to a maximum of 200 hours per year. Employees subject to holivac shall accrue 0.1423 hours on each paid base hour.

- G. A full-time employee after completing twenty (20) or more years of service with the City shall have earned and receive forty (40) additional hours of vacation, and annually thereafter will be due a maximum of 240 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.1154 hours on each paid base hour for those entitled to a maximum of 240 hours per year. Employees subject to holivac shall accrue 0.1615 hours on each paid base hour.
- H. Vacation/holivac leave is earned while on other paid leave provided by the City but vacation/holivac is not accrued when working overtime hours. Vacation/holivac leave is earned only while on active pay status with the City.
- I. During the first six months of service, no vacation shall be granted to an employee. During the six months of service, employees subject to holivac shall accrue their holidays at a rate of 0.0462 hours on each paid base hour. After six months of service, an employee may take vacation or holivac up to the number of hours accumulated at the time, subject to other limitations as specified by ordinance.
- J. To use vacation/holivac hours, employees must have approval of their supervisor. Supervisors must consider the request of employees for usage of these hours and approve those requests after considering the staffing needs of the department(s) affected.

Employees who have unused vacation or holivac leave to their credit may accumulate up to two (2) years credit with the approval of the department head. Employees shall forfeit their right to take or be paid for any vacation or holivac leave to their credit which is in excess of the accrual for two (2) years. Excess leave shall be eliminated from the employee's leave balance in the pay period in which the vacation anniversary date occurs. The hiring authority may approve exceptions to this provision. The two (2) year accrual limit shall be based on the accumulation of an employee who would be paid 40 base hours per week.

- K. A person employed with the City on or after May 21, 2017, other than as an elected officer, who was previously employed by the State or any political subdivision of the State earning vacation credits is entitled to have his or her prior service with any of these employers counted as service with the City of Findlay for the purpose of computing the amount of the employee's vacation/holivac leave and their anniversary date. Upon approval of the appropriate hiring authority, a candidate seeking a position with the City may be permitted to transfer their accrued but unused vacation leave from a State employer or any political subdivision of the State. The hours to be transferred cannot exceed two years of accrual.

SECTION 32: HOLIDAYS

- A. As of November 2, 2021 a full or part-time employee, excluding temporary or seasonal employees, whose salary or wage is paid by the City shall not be required to work on days declared in this section to be holidays, unless in the opinion of the employee's responsible administrative superior failure to work on such holidays would impair the public service. Such holidays shall be:
 - 1. The first day of January, known as New Year's Day;
 - 2. The third Monday of January, known as Martin Luther King, Jr. Day;
 - 3. The third Monday in February, known as Washington-Lincoln Day or President's Day;
 - 4. The last Monday in May, known as Decoration or Memorial Day;
 - 5. June 19, known as Juneteenth National Independence Day
 - 6. The Fourth Day of July, known as Independence Day;
 - 7. The first Monday of September; known as Labor Day;
 - 8. November 11, known as Veteran's Day;
 - 9. The fourth Thursday in November, known as Thanksgiving Day;
 - 10. The day after Thanksgiving;
 - 11. December 24, known as Christmas-Eve Day;
 - 12. December 25, known as Christmas Day; and

- B. In the event that any of the aforesaid holidays shall fall on Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that any of the aforesaid holidays shall fall on Sunday, the Monday immediately succeeding shall be observed as the holiday.
- C. Any employee, not subject to holivac whose normal scheduled day off falls on one of the aforementioned holidays shall be granted a day off with pay to replace the holiday missed as a result of his normal work schedule during the pay period in which the legal holiday so missed falls.
- D. As of January 1, 2023, a non-union employee that is subject to holivac accruals and who is **required** to work on New Year's Day, July 4th, Thanksgiving, Christmas Day, or Christmas Eve as part of the employee's regular forty (40) hour schedule, shall be paid at double their regular rate of pay for hours worked on these holidays. A non-union employee that is subject to holivac accruals and is **required** to work on President's Day, Memorial Day, Labor Day, Martin Luther King Jr Day, Veteran's Day, Day After Thanksgiving, or Juneteenth as part of the employee's regular forty (40) hour schedule shall be paid at one and one half (1 ½) times their regular rate of pay. These payments will be made for the actual date of the holiday.
- E. A full-time or part-time employee who works less than forty (40) hours per week shall receive paid Holiday leave on a pro-rata basis at the same rate as the employee's average number of hours worked per day in the balance of the pay period which contains the holiday. Furlough days will be used in the calculation of the pro-ration.

SECTION 33: MILEAGE REIMBURSEMENT

- A. No elected official or employee of the various departments of the City of Findlay, Ohio, using the employee's personal private motor vehicle while on City business or in the performance of the employee's duties as an official or employee of the City, shall be paid mileage for such use, by the City, on a daily, weekly, monthly, or other period of time-only basis. All claims for reimbursement for mileage shall be upon the basis of actual miles traveled.
- B. The Auditor of the City is hereby directed and authorized to make payment for reimbursement to City officials and employees for miles traveled using personal or private motor vehicles on City business at the rate set by the Internal Revenue Service at the time of business travel. No claims for reimbursement for mileage shall be allowed unless accompanied by a detailed report showing actual miles traveled on City business.

SECTION 34: BEREAVEMENT LEAVE

- A. In the event of the death in the immediate family of an employee, the employee shall be granted up to 3 work days off (24 hours of duty time off in the case of a Fire Department employee), without loss of pay, vacation, or accumulated sick leave, in order to attend the funeral or matters of the deceased. Should notification of death be received during working hours, the employee shall also receive, with the consent of the department head the balance of the shift off, without the loss of pay, vacation, holivac or accumulated sick leave, in addition to the aforementioned time off provisions.
- B. As of January 9, 2022, the immediate family shall be defined as the spouse, person residing with the employee as a spouse (must be approved by the hiring authority), child, mother, father, sister, brother, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, current stepchild and current stepparent. Immediate family will also apply to a person(s) with whom the employee has legal court ordered guardianship over.
- C. In the event of a death of a member of the employee's "extended family", the employee shall be granted up to three (3) days off without loss of pay for the purpose of attending the funeral, which shall be deducted from the employee's vacation, holivac, or accumulated sick leave. For purposes of this section, "extended family" shall be defined to include employee's aunt, uncle, cousin, and grandparent-in-law.

- D. Additional time off for a death in the immediate family shall be given with consent of the head of the department and shall be deducted from vacation, holivac or accumulated sick leave.
- E. Time off for a death other than the immediate family shall be given with the consent of the head of the department and shall be deducted from vacation, holivac or accumulated sick leave.

SECTION 35: TAX DEFERRAL PLAN FOR EMPLOYEE PENSION CONTRIBUTIONS

- A. The Mayor, Auditor, Service-Safety Director or the Directors of Public Safety and Service of the City are hereby authorized to execute all necessary documents with the Internal Revenue Service, the Ohio Public Employees Retirement System and the Ohio Police and Fire Pension Fund to qualify all public employee retirement payments made by the City for its employees as tax-deferred compensation under the Internal Revenue Service regulations.
- B. All employees of the City who are subject to either the Ohio Public Employees Retirement System or the Ohio Police and Fire Pension Fund shall not and do not have the option of choosing to receive the contributed amounts directly instead of having them paid by the City to the Ohio Public Employees Retirement System or the Ohio Police and Fire Pension Fund.
- C. Employee contributions to the Ohio Public Employees Retirement System or the Ohio Police and Fire Pension Fund will be paid by the City in lieu of the contributions being paid directly by the employee.

SECTION 36: UNION CONTRACTS

Provisions in this ordinance which are also covered in collective bargaining agreements shall be superseded by the terms of those agreements.

SECTION 37: EXCLUSION OF EMPLOYEES OF FINDLAY MUNICIPAL COURT

All employees of the Findlay Municipal Court other than the Clerk while still considered employees of the City shall be subject to classification as determined by the Judges of said Court and shall be subject to the orders of the Judges of said Court.

SECTION 38: MILITARY LEAVE

- A. (1) Permanent City employees who are members of the Ohio Organized Militia, or members of other reserve components of the armed forces of the United States, including the Ohio National Guard, are entitled to a leave of absence from their respective positions without loss of pay for the time they are performing service in the uniformed services, for periods of up to one month, for each calendar year in which they are performing service in the uniformed services.

(2) As used in this section:
 - (a) "Calendar year" means the year beginning on the first day of January and ending on the last day of December.
 - (b) "Month" means twenty-two (22) eight (8) hour work days or one hundred seventy-six (176) hours, or for a public safety employee, seventeen (17) twenty-four hour days or four hundred eight (408) hours, within one calendar year.
 - (c) "Permanent City employee" means any person holding a position in the employ of the City that requires working a regular schedule of twenty-six (26) consecutive biweekly pay periods or any other regular schedule of comparable consecutive pay periods which is not limited to a specific season or duration. "Permanent City employee" does not include student help; intermittent, seasonal, or external interim employees; or individuals covered by personal service contracts.

- (d) "Service in the uniformed services" means the performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competent authority, and includes active duty, active duty for training, initial active duty for training, inactive duty for training, full-time national guard duty, and performance of duty or training by a member of the Ohio Organized Militia pursuant to Chapter 5923 of the Ohio Revised Code. "Service in the uniformed services" also includes the period of time for which a person is absent from a position of public or private employment for the purpose of an examination to determine the fitness of the person to perform any duty described in this division.
- (e) "Uniformed services" means the armed forces, the Ohio Organized Militia when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or emergency.
- (f) "Public safety employee" means a permanent City employee who is employed as a Firefighter or Emergency Medical Technician.

- B. Any permanent City employee, who is entitled to the leave provided under division (A) of this section, and who is called or ordered to the uniformed services for longer than a month, for each calendar year in which the employee performed service in the uniformed services because of an executive order issued by the President of the United States, because of an act of Congress, or because of an order to perform duty issued by the Governor pursuant to section 5919.29 of the Ohio Revised Code is entitled, during the period designated in the order or act, to a leave of absence and to be paid during each monthly pay period of that leave of absence, the lesser of the following:
 - (1) The difference between the permanent City employee's gross monthly wage or salary as a permanent City employee and the sum of the permanent City employee's gross uniformed pay received in the month; or
 - (2) Five hundred dollars (\$500.00)
- C. No permanent City employee shall receive payments under division (B) of this section if the sum of the permanent City employee's gross uniformed pay received in a pay period exceeds the employee's gross wage or salary as a permanent City employee for that period or if the permanent City employee is receiving pay under division (A) of this section.
- D. Each permanent City employee who is entitled to leave provided under division (A) of this section shall submit to the permanent City employee's appointed authority the published order authorizing the call or order to the uniformed services or a written statement from the appropriate military commander authorizing that service, prior to being credited with that leave.
- E. Any permanent City employee whose employment is governed by a collective bargaining agreement with provision for the performance of service in the uniformed services shall abide by the terms of that collective bargaining agreement with respect to the performance of that service, except that no collective bargaining agreement may afford fewer rights and benefits than are conferred under this section.

SECTION 39: DIRECT DEPOSIT

The City Auditor shall make all wage and benefit payments by direct deposit except when circumstances necessitate that any such direct deposit is not appropriate or prudent.

SECTION 40: BOND

- A. All officers and employees of the City, except the City Auditor, City Treasurer, Income Tax Administrator, Assistant Income Tax Administrator, Utilities Billing Supervisor, and Recreation Manager, shall be included in a public employees and public officers blanket bond or bonds indemnifying the City against loss due to the non-faithful performance of dishonest act or acts of such officer or employee. The specific employees outlined above shall be covered under public officials' surety bonds.
- B. All officers and employees shall be bonded under a blanket bond in the amount of not less than one-

hundred thousand dollars (\$100,000).

- C. The blanket bond or bonds shall be purchased from a surety company licensed to issue such bonds in the State of Ohio and shall be in the penalty as set forth, and shall cover all elected officers, appointed officers, and all employees, whether full-time, part-time, casual, temporary or otherwise.

SECTION 41: DISCHARGE OF AN EMPLOYEE; PAYMENT

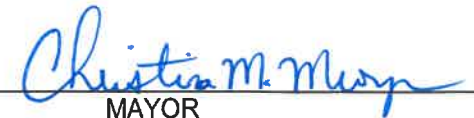
An employee leaving the service of the City for any reason shall be paid in full for all accumulated vacation hours, holivac hours, compensatory time and accrued longevity at the time of the termination.

SECTION 42: EFFECTIVE DATE

This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reasons that is immediately necessary for preparation and implementation of various changes in specific provisions which will go into effect as of January 7, 2024 or as noted in each Section.



 PRESIDENT OF COUNCIL *Pro-Tem*



 MAYOR

PASSED December 17, 2024

ATTEST Deise DeLore CLERK OF COUNCIL

APPROVED December 17, 2024