

RECORD OF ORDINANCES

New One

Ordinance No. 06 - 29 - 2021

Passed 6-15 -, 2021

AN ORDINANCE AMENDING ORDINANCE #02-12-2010 IMPLEMENTING THE UNIFORM COMPENSATION SYSTEM FOR THE NON-BARGAINING UNIT POSITIONS OF THE CITY OF CIRCLEVILLE AND DECLARING AN EMERGENCY

WHEREAS, pursuant to Ordinance #02-12-2010, Council has implemented a Uniform Compensation System for non-bargaining unit positions of the City of Circleville; and

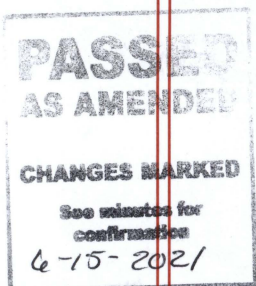
WHEREAS, Council now desires to amend certain provisions of this uniform compensation system to implement a raise for the non-bargaining unit positions, to provide additional benefits, and to adjust the entry level and promotional compensation to encourage more qualified and experienced persons to be employed and to maintain their employment with the City; and

WHEREAS, implementing these additional benefits is in the best interest of the citizens of the City of Circleville and same ought to be done.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CIRCLEVILLE, PICKAWAY COUNTY, OHIO AS FOLLOWS:

SECTION I: That Section 1 of Ordinance #02-12-2010 is hereby amended so as now to provide as follows:

- a) Effective January 1, 2021 all employees in the non-bargaining unit classifications will receive a 2021 rate increase of 3% with the final percentage added to their current rate of pay.
- b) Effective on June 20, 2021 the pay range of each classification shall be as set forth in the attached Exhibit "A" which is incorporated herein by reference.
- c) Each classification will have a minimum and maximum salary established. The Human Resource Director is hereby directed to perform a survey of comparable employers and recommend adjustments to the salary ranges every three (3) years beginning one year from the effective date.
- d) Current employees who are paid above the maximum salary will not receive any increase in base pay unless and until the salary ranges are adjusted. Those employees will receive an authorized salary increase as a lump sum payment, even if such increase is expressed as a percentage of salary.
- e) Current employees who are paid below the minimum of the pay range will receive an increase up to the minimum of the pay range.
- f) ✓ Salary employees shall pay 15% of all monthly healthcare premiums and the City of Circleville shall pay 85% of the monthly premiums beginning the first pay period in July. The remainder of the employees in the Comp Plan shall pay the monthly healthcare premiums as stated in the collective bargaining agreement between the City of Circleville and the Non-Uniformed Employees Organization (N.U.E.O.).
- g) New employees are typically hired in at the minimum salary established for the position. In situations in which an applicant has qualifications exceeding the minimum qualifications for the position, the applicant may be hired at a rate not to exceed twenty percent 20% above the minimum for the classification.
- h) ✓ When an employee is promoted, he/she will be advanced to a rate of pay up to twenty percent (20%) greater than his/her new rate of pay.



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SECTION II. That Section 1 of Ordinance #02-12-2010 is hereby amended to include the following:

- a) When the need arises, the appropriate Department Director may permit employees to work from a remote location. Employees are expected to be able to respond to their assigned work area within one hour if necessary. The Department Director will evaluate the request based on the factors found in Exhibit A. At no time is the Department Director required to approve any request for remote work and may cease remote work and require the employee to return to their assigned work area.
- b) All fulltime employees in positions included in the Compensation Plan shall be eligible for the merit-based program with the City of Circleville. Merit-based program provides the ability for employees to earn up to an additional sixteen hours of accrued personal leave time based on job performance and adjusted work schedule options set forth in Exhibit A. At no time is the Department Director required to approve any request for an alternative work schedule.

SECTION III. That all remaining provisions of Ordinance #02-12-2010 not otherwise modified by this Ordinance shall remain in full force and effect.

SECTION IV. This Ordinance shall be considered an emergency Ordinance, the emergency arising from the need to protect the health, safety and welfare of the citizens of Circleville, by providing adequate compensation to employees providing such, so that this Ordinance shall take effect and be in force immediately upon the passage and approval by the Mayor.

PASSED: 6-15-2021
DATE

David M. Coffey
PRESIDENT OF COUNCIL

ATTEST: Janet M. Coffey
CLERK OF COUNCIL

APPROVED: 6-15-2021

William R. McElroy
MAYOR

APPROVED AS TO FORM:

Gary D. Kenworthy
GARY D. KENWORTHY - LAW DIRECTOR

REVIEWED BY LAW DIRECTOR
AND APPROVED AS TO FORM