

**CITY OF KETTERING, OHIO**

**AN ORDINANCE**

By: Mrs. Schrimpf and Mr. Duke

No. 4193-11

TO PROVIDE FOR THE TABLE OF ORGANIZATION, POSITION CLASSIFICATION PLAN, COMPENSATION PLAN AND PAY SCHEDULES AND RULES AND REGULATIONS PERTAINING TO CONDITIONS OF WORK AND SUPPLEMENTAL BENEFITS FOR THE EMPLOYEES OF THE CITY OF KETTERING, OHIO, AND TO REPEAL ORDINANCE NO. 4175-11.

The Council of the City of Kettering, State of Ohio, acting under its Home Rule powers granted pursuant to Kettering's City Charter and the Ohio Constitution, Article XVIII, Section 3 and 7, hereby ordains as follows:

Article I. TABLE OF ORGANIZATION AND POSITION CLASSIFICATION PLAN.

This article establishes the Table of Organization and Position Classification Plan for the City of Kettering, Ohio. The provisions of this article apply to all positions for officials and for full-time, part-time and temporary employees of the City of Kettering.

<u>NAME OF OFFICE, DEPARTMENT OR DIVISION</u>	<u>PAY GRADE</u>
A. <u>OFFICE OF THE CITY MANAGER</u>	
<u>Regular Full-Time Positions</u>	
1 City Manager	Reference Section 208
2 Assistant City Manager (Reference Section 208)	724
1 Community Information Manager	707 thru 714
2 Secretary I, II or III	104, 106 or 108
<u>Regular Part-Time Positions</u>	
* Administrative Aide	854 thru 862
* Clerk	850 thru 856
<u>Part-Time Intermittent/Temporary Positions</u>	
* Administrative Aide	809 thru 813
* Clerk	809 thru 810
B. <u>DEPARTMENT OF LAW</u>	
<u>Regular Full-Time Positions</u>	
1 Law Director	724
3 Attorney I or II	717 thru 721
1 Secretary I or II	104 or 106
1 Clerk or Aide I or II or Secretary I	100, 102 or 104

\*NOTE: Total to be employed controlled by budget dollar authorization.

Regular Part-Time Positions

\* Clerk 850 thru 856

Part-Time Intermittent/Temporary Positions

\* Legal Intern 822 thru 833

\* Clerk 809 thru 810

C. DEPARTMENT OF HUMAN RESOURCES

Regular Full-Time Positions

1 Human Resource Director 722

2 Human Resource Manager 714 thru 718

2 Human Resource Technician 8

1 Secretary I or II 104 or 106

Regular Part-Time Positions

\* Human Resource Communication Coordinator 705 thru 708

\* Clerk 850 thru 856

Part-Time Intermittent/Temporary Positions

\* Human Resource Aide 809 thru 813

\* Clerk 809 thru 810

D. DEPARTMENT OF FINANCE

Regular Full-Time Positions

1 Finance Director 722

1 Assistant Finance Director 720

1 Budget Manager 718

1 Tax Manager 715 thru 718

1 Purchasing Manager 715 thru 718

2 Financial Analyst 713 thru 715

1 Secretary I or II 104 or 106

5 Finance Technician II 8

\*\*4 Finance Technician I 3 thru 5

Regular Part-Time Positions

\* Finance Technician II 8

\* Finance Technician I 3 thru 5

\* Finance Aide 854 thru 859

\* Clerk 850 thru 856

Part-Time Intermittent/Temporary Positions

\* Finance Aide 809 thru 813

\* Clerk 809 thru 810

\*NOTE: Total to be employed controlled by budget dollar authorization.

\*\*NOTE: Employees appointed to the position of Finance Technician I prior to 8-1-88 may continue to be paid at Pay Grade 105.

E. ADMINISTRATIVE SUPPORT OFFICE

Regular Full-Time Positions

1	Administrative Systems Manager	718
1	Administrative Specialist	104 thru 106
2	Corresponding Secretary	102 thru 104
1	Administrative Support Clerk	100
1	Printer I or II	5 or 7

Regular Part-Time Positions

*	Word Processing Operator	851 thru 857
*	Clerk	850 thru 856

Part-Time Intermittent/Temporary Positions

*	Clerk	809 thru 810
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F. INFORMATION SYSTEMS

Regular Full-Time Positions

1	Information System Manager	714 thru 718
1	Information System Technician	7 thru 11

Regular Part-Time Positions

*	Administrative Aide	854 thru 859
*	Clerk	850 thru 856

Part-Time Intermittent/Temporary Positions

*	Administrative Aide	809 thru 813
*	Clerk	809 thru 810

G. VOLUNTEER OFFICE

Regular Full-Time Positions

1	Volunteer Coordinator	705 thru 712
1	Secretary I or Volunteer Aide**	104

Regular Part-Time Positions

*	Administrative Aide	854 thru 860
*	Clerk	850 thru 856

Part-Time Intermittent/Temporary Positions

*	Administrative Aide	809 thru 813
*	Clerk	809 thru 810

\*NOTE: Total to be employed controlled by budget dollar authorization.

\*\*NOTE: Position to be shared with the Parks, Recreation & Cultural Arts Department.

H. DEPARTMENT OF PLANNING AND DEVELOPMENT

Regular Full-Time Positions

1	Planning and Development Director	722
2	Engineer or Architect	719
2	City Planner	714 thru 718
1	Neighborhood Services Manager / City Planner	714 thru 718
1	Senior Building Inspector	715
**4	Inspector	9 thru 13
**2	Property Maintenance Inspector	7 thru 9
1	CDBG Program Manager	718
1	CDBG Program Coordinator	712
1	CDBG Housing Specialist	9 thru 13
3	Secretary I or II	104 or 106
2	Clerk or Aide I or II	100 or 102

Regular Part-Time Positions

*	Planning and Development Aide	854 thru 859
*	Clerk	850 thru 856

Part-Time Intermittent/Temporary Positions

*	Planning and Development Aide	809 thru 817
*	Planning and Development Technician	809 thru 812
*	Clerk	809 thru 810

I. ECONOMIC DEVELOPMENT

Regular Full-Time Positions

1	Economic Development Manager	714 thru 718
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Regular Part-Time Positions

*	Administrative Aide	854 thru 859
*	Clerk	850 thru 856
*	Economic Development Coordinator	714 thru 718

Part-Time Intermittent/Temporary Positions

*	Administrative Aide	809 thru 813
*	Clerk	809 thru 810

\*NOTE: Total to be employed controlled by budget dollar authorization.

\*\*NOTE: Part-Time Inspectors may be employed at Full-Time Inspector rates, total to be employed controlled by budget dollar authorization.

J. DEPARTMENT OF PUBLIC SAFETY

1.	<u>Department of Police</u>	
	<u>Police Officer Positions</u>	
	1 Chief of Police	722
	2 Captain	720
	6 Lieutenant	505
	10 Sergeant	504
	**64 Patrol Officer	304, 305 or 306
	<u>Regular Full-Time Civilian Positions</u>	
	* Police Cadet	5
	1 Audio-Visual Coordinator/Systems Administrator	10
	1 Training & Support Specialist	706
	2 Uniformed Deputy Bailiff	8
	5 Jailer	6
	1 Audio-Visual Technician	6
	1 Secretary I or II	104 or 106
	2 Secretary I	104
	5 Police Records Clerk	100 or 102
	1 Community Service Specialist	3 thru 6
	<u>Regular Part-Time Positions</u>	
	* Court Security Officer	6
	* Clerk	850 thru 856
	* Aide	852 thru 855
	<u>Part-Time Intermittent/Temporary Positions</u>	
	* Clerk	809 thru 810
	* Aide	809 thru 811
2.	<u>Department of Fire</u>	
	<u>Regular Full-Time Firefighting Positions</u>	
	1 Fire Chief	722
	2 Assistant Chief	720
	1 Fire Marshal	716
	11 Captain	605
	42 Firefighter I, II, III (with Paramedic Certification)	401, 402 or 403 404, 405 or 406
	<u>Regular Full-Time Non-Firefighting Positions</u>	
	1 Secretary I or II	104 or 106
	1 Clerk or Aide I or II	100 or 102
	<u>Regular Part-Time Positions</u>	
	* Fire Aide	850 thru 859
	* Clerk	850 thru 856
	<u>Part-Time Intermittent/Temporary and Volunteer Positions</u>	
	* Fire Aide	809 thru 813
	7 Fire House Janitor	912
	* Part-Paid Volunteer Firefighter	Reference Section 211

\*NOTE: Total to be employed controlled by budget dollar authorization.

\*\*NOTE: The City Manager is authorized to overfill up to two (2) Patrol Officer positions with Lieutenants or Captains at the corresponding pay grades.

- 3. Public Safety Dispatch  
Regular Full-Time Positions  
13 Public Safety Dispatcher 8-1
- Regular Part-Time Positions  
\* Public Safety Dispatcher 8-1
- 4. Division of Civil Defense As established by Ordinance No. 151 6/24/54

K. DEPARTMENT OF ENGINEERING  
Regular Full-Time Positions

1	City Engineer	722
2	Assistant City Engineer	720
3	Civil Engineer	719
1	Engineering Project Manager	718
1	City Planner — GIS	718
1	Engineering Surveyor	714 or 715
1	Senior Safety Supervisor	710
1	Engineering Technician V	13
1	Traffic Signal Foreman	13
1	Engineering Technician IV	12
1	Traffic Signal Technician	11
3	Engineering Technician III-Construction Inspector	10
2	Traffic Engineering Technician I or II	9 thru 11
1	Engineering Technician II or III-Drafter/Designer	7 thru 11
1	Engineering Technician II or III-Survey Instrument	7 thru 9
2	Engineering Technician I	5
2	Secretary I or II	104 or 106
1	Secretary I	104

Regular Part-Time Positions

12	Safety Supervisors	851 thru 856
*	Clerk	850 thru 856

Part-Time Intermittent/Temporary Positions

1	Traffic Engineer / Instructor	714 or 715
*	Engineering Aide II	813 thru 817
*	Engineering Aide I	809 thru 814
*	Clerk	809 thru 810
*	Maintenance Aide	809

L. DEPARTMENT OF PUBLIC SERVICE

1. Department of Facilities

Regular Full-Time Positions

1	Public Service Director / Facilities Director	722
1	Facilities Maintenance Manager	716
1	Facilities Maintenance Supervisor	714

\*NOTE: Total to be employed controlled by budget dollar authorization.

1	Lead Buildings Attendant (** Pay Grades 207 or 209)	206 thru 209
5	Buildings Maintenance Mechanic (** Pay Grade 212)	210 thru 212
7	Buildings Service I or II (** Pay Grades 207 or 209)	
	Buildings Service I	202 thru 205
	Buildings Service II	206 thru 209
***12	Buildings Attendant	200 or 201
1	Secretary I or II	104 or 106

Regular Part-Time Positions

*	Clerk	850 thru 856
*	Maintenance Aide	850 thru 853

Part-Time Intermittent/Temporary Positions

*	Maintenance Specialist	809 thru 821
*	Clerk	809 thru 810
*	Maintenance Aide	809

2. Department of Streets

Regular Full-Time Positions

1	Street Maintenance Superintendent	720
4	Street Supervisor	714
5	Street Service IV (** Pay Grade 210)	209 thru 210
35	Street Service I, II or III (** Pay Grades 205, 207 or 208)	
	Street Service I	200 thru 201
	Street Service II	202 thru 205
	Street Service III	206 thru 208
1	Secretary I or II	104 or 106

Regular Full-Time Positions (continued)

3	Traffic Control I, II or III (** Pay Grades 205, 207 or 209)	
	Traffic Control I	200 thru 201
	Traffic Control II	202 thru 205
	Traffic Control III	206 thru 208

Regular Part-Time Positions

*	Clerk	850 thru 856
*	Maintenance Aide	850 thru 853

Part-Time Intermittent/Temporary Positions

*	Clerk	809 thru 810
*	Maintenance Aide	809 thru 810

M. VEHICLE MAINTENANCE CENTER

Regular Full-Time Positions

1	Fleet Manager	718
1	Equipment Maintenance Supervisor	714
7	Equipment Mechanic (** Pay Grades 210 thru 211) or Equipment Maintenance Aide - Parts (** Pay Grade 207) or Equipment Maintenance Aide I (** Pay Grade 205)	206 thru 211 202 thru 207 200 thru 205
2	Vehicle Maintenance Clerk	100 or 102

\*NOTE: Total to be employed controlled by budget dollar authorization.

\*\*NOTE: Pay Grade(s) noted may apply if an employee's original hire date into the 200 Pay Grade Series was prior to 2/16/98.

\*\*\*NOTE: Pay Grade 201 is only available to Buildings Attendants hired prior to 2/26/90.

Regular Part-Time Positions

* Clerk	850 thru 856
* Maintenance Aide	850 thru 853

Part-Time Intermittent/Temporary Positions

* Clerk	809 thru 810
* Maintenance Aide	809

N. DEPARTMENT OF PARKS, RECREATION AND CULTURAL ARTS

Regular Full-Time Positions

1 Parks, Recreation and Cultural Arts Director	722
1 Facility Manager	711 thru 716
1 Manager Programs/Special Projects	706 thru 714
1 Manager Sports/Fitness Special Facilities	706 thru 714
1 Business Service Manager	706 thru 714
1 Senior Center Program Supervisor	706 thru 712
1 Aquatics Supervisor	706 thru 712
1 Arena Supervisor	706 thru 712
1 Wellness and Senior Fitness/Sports Supervisor	706 thru 712
1 Youth Development Coordinator	706
1 Senior Wellness & Sports Coordinator	706
1 Youth/Family Coordinator	706
1 Cultural Arts Superintendent	718
1 Frazee Pavilion Manager	718
1 Frazee Pavilion Operations Coordinator	706
1 Parks Superintendent	718
2 Parks Supervisor	714
1 Communications/Marketing Manager	705 thru 708
14 Parks Service I, II or III (** Pay Grades 205, 207 or 209)	
Parks Service I	200 thru 201
Parks Service II	202 thru 205
Parks Service III	206 thru 209
1 Secretary I or II	104 or 106
1 Accounts Clerk	103 thru 105
2 Clerk or Aide I or II***	100 or 102

Regular Part-Time Positions

* Program Specialist II	858 thru 862
* Program Specialist I	851 thru 858
* Clerk	850 thru 856

Part-Time Intermittent/Temporary Positions

* Program Specialist III	812 thru 814
* Program Specialist II	810 thru 812
* Groundskeeper Specialist	809 thru 812
* Program Specialist I	809 thru 811
* Clerk	809 thru 810
* Groundskeeper	809
* Recreation Leader	809

\*NOTE: Total to be employed controlled by budget dollar authorization.

\*\*NOTE: Pay Grade(s) noted may apply if an employee's original hire date into the 200 Pay Grade Series was prior to 2/16/98.

\*\*\*NOTE: One position to be shared with the Volunteer Office.

O.	<u>OFFICE OF CLERK OF COUNCIL</u>	
	<u>Regular Full-Time Positions</u>	
	1 Clerk of Council	712
	1 Assistant to the Clerk of Council	103 thru 105
	<u>Regular Part-Time Positions</u>	
	* Administrative Aide	854 thru 862
	* Clerk	850 thru 856
	<u>Part-Time Intermittent/Temporary Positions</u>	
	* Administrative Aide	809 thru 813
	* Clerk	809 thru 810
P.	<u>BOARDS AND COMMISSIONS</u>	
	<u>Regular Part-Time Positions</u>	
	1 Secretary I or II	104 thru 106
Q.	<u>MEMBERS OF COUNCIL</u>	
	Members of Council	\$304.68 weekly
	Mayor	\$449.67 weekly
R.	<u>OFFICE OF THE SENIOR SERVICES COORDINATOR</u>	
	<u>Regular Full-Time Positions</u>	
	1 Senior Services Coordinator	706 thru 712

\*NOTE: Total to be employed controlled by budget dollar authorization.

END OF ARTICLE I

Article II. COMPENSATION PLAN AND PAY SCHEDULES.

This article establishes a Compensation Plan and Pay schedules for all full-time, part-time and temporary positions in the City Administration.

Section 200. PAY SCHEDULES FOR POSITIONS IN PAY GRADES 3 THROUGH 13.

The following pay tables prescribe the basic hourly and annual rates of pay for Pay Grades 3 through 13. Employees normally enter at Step A but may enter at Step B, C, D, E or F at the discretion of the City Manager. Step rate increases to B, C, D, E and F may be granted by the City Manager after each nine (9) months of service. Normal minimum time from entry to Step F is 45 months. In recognition of outstanding job performance, the City Manager may grant step rate increases in shorter periods of time. Hourly rates are controlling.

**STEP RATES**

<u>PAY GRADE</u>	<u>BASIS</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
3	Hour	\$16.87	\$17.74	\$18.55	\$19.61	\$20.56	\$21.98
	Year	35,090	36,899	38,584	40,789	42,765	45,718
4	Hour	\$17.74	\$18.55	\$19.61	\$20.56	\$21.63	\$23.21
	Year	36,899	38,584	40,789	42,765	44,990	48,277
5	Hour	\$18.55	\$19.61	\$20.56	\$21.63	\$22.63	\$24.04
	Year	38,584	40,789	42,765	44,990	47,070	50,003
6	Hour	\$19.61	\$20.56	\$21.63	\$22.63	\$23.67	\$25.21
	Year	40,789	42,765	44,990	47,070	49,234	52,437
7	Hour	\$20.56	\$21.63	\$22.63	\$23.67	\$24.89	\$26.56
	Year	42,765	44,990	47,070	49,234	51,771	55,245
* 8-1	Hour	\$21.26	\$22.24	\$23.26	\$24.46	\$25.78	\$27.23
	Year	44,221	46,259	48,381	50,877	53,622	56,638
8	Hour	\$21.63	\$22.63	\$23.67	\$24.89	\$26.23	\$27.71
	Year	44,990	47,070	49,234	51,771	54,558	57,637
9	Hour	\$22.63	\$23.67	\$24.89	\$26.23	\$27.40	\$29.11
	Year	47,070	49,234	51,771	54,558	56,992	60,549
10	Hour	\$23.67	\$24.89	\$26.23	\$27.40	\$28.88	\$30.59
	Year	49,234	51,771	54,558	56,992	60,070	63,627
11	Hour	\$24.89	\$26.23	\$27.40	\$28.88	\$30.29	\$32.07
	Year	51,771	54,558	56,992	60,070	63,003	66,706
12	Hour	\$26.23	\$27.40	\$28.88	\$30.29	\$31.79	\$33.66
	Year	54,558	56,992	60,070	63,003	66,123	70,013
13	Hour	\$27.40	\$28.88	\$30.29	\$31.79	\$33.38	\$35.21
	Year	56,992	60,070	63,003	66,123	69,430	73,237

**NOTE:** \* Rates in this Pay Table are effective from and after 12/19/11; except that the rates in Pay Grade 8-1 for non-sworn Public Safety Dispatchers are effective from and after 6/6/11.

Employees in Pay Grades 3 through 13 assigned to a shift with working hours between 6:00 p.m. and 6:00 a.m. shall receive fifteen cents (15¢) per hour in addition to the basic straight time rates for those hours worked between 6:00 p.m. and 6:00 a.m., except that non-sworn Public Safety Dispatchers and Jailers assigned to a shift in which one-half (½) or more of the working hours are between 3:00 p.m. and 8:00 a.m. shall receive fifty cents (50¢) per hour in addition to the basic straight time rates for those hours worked between 3:00 p.m. and 8:00 a.m. A paid unworked holiday, paid sick leave and paid unworked vacation leave shall be credited as hours worked, for the computation of shift differential pay, for non-sworn Public Safety Dispatchers and Jailers.

**Section 201. PAY SCHEDULES FOR POSITIONS IN PAY GRADES 100 THROUGH 112.**

The following pay tables prescribe the basic hourly and annual rates of pay for Pay Grades 100 through 112. Employees normally enter at Step A but may enter at Step B, C, D, E or F at the discretion of the City Manager. Step rate increases to B, C, D, E, and F may be granted by the City Manager after each nine (9) months of service. Normal minimum time from entry to Step F is 45 months. In recognition of outstanding job performance, the City Manager may grant step rate increases in shorter periods of time. Hourly rates are controlling.

**STEP RATES**

<b>PAY GRADE</b>	<b>BASIS</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
100	Hour	\$15.07	\$15.95	\$16.62	\$17.44	\$18.37	\$19.61
	Year	31,346	33,176	34,570	36,275	38,210	40,789
101	Hour	\$15.95	\$16.62	\$17.44	\$18.37	\$19.24	\$20.56
	Year	33,176	34,570	36,275	38,210	40,019	42,765
102	Hour	\$16.62	\$17.44	\$18.37	\$19.24	\$20.26	\$21.65
	Year	34,570	36,275	38,210	40,019	42,141	45,032
103	Hour	\$17.44	\$18.37	\$19.24	\$20.26	\$21.25	\$22.63
	Year	36,275	38,210	40,019	42,141	44,200	47,070
104	Hour	\$18.37	\$19.24	\$20.26	\$21.25	\$22.28	\$23.59
	Year	38,210	40,019	42,141	44,200	46,342	49,067
105	Hour	\$19.24	\$20.26	\$21.25	\$22.28	\$23.44	\$24.80
	Year	40,019	42,141	44,200	46,342	48,755	51,584
106	Hour	\$20.26	\$21.25	\$22.28	\$23.44	\$24.58	\$26.05
	Year	42,141	44,200	46,342	48,755	51,126	54,184
107	Hour	\$21.25	\$22.28	\$23.44	\$24.58	\$25.82	\$27.29
	Year	44,200	46,342	48,755	51,126	53,706	56,763
108	Hour	\$22.28	\$23.44	\$24.58	\$25.82	\$27.05	\$28.55
	Year	46,342	48,755	51,126	53,706	56,264	59,384
109	Hour	\$23.44	\$24.58	\$25.82	\$27.05	\$28.43	\$30.07
	Year	48,755	51,126	53,706	56,264	59,134	62,546

<u>PAY GRADE</u>	<u>BASIS</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
110	Hour	\$24.58	\$25.82	\$27.05	\$28.43	\$29.85	\$31.60
	Year	51,126	53,706	56,264	59,134	62,088	65,728
111	Hour	\$25.82	\$27.05	\$28.43	\$29.85	\$31.38	\$32.94
	Year	53,706	56,264	59,134	62,088	65,270	68,515
112	Hour	\$27.05	\$28.43	\$29.85	\$31.38	\$32.94	\$34.56
	Year	56,264	59,134	62,088	65,270	68,515	71,885

**NOTE:** Rates in this Pay Table are effective from and after 12/19/11.

Employees in Pay Grades 100 through 112 assigned to a shift with working hours between 6:00 p.m. and 6:00 a.m. shall receive fifteen cents (15¢) per hour in addition to the basic straight time rates for those hours worked between 6:00 p.m. and 6:00 a.m.

**Section 202. PAY SCHEDULES FOR POSITIONS IN PAY GRADES 200 THROUGH 212.**

The following pay tables prescribe the basic hourly and annual rates of pay for Pay Grades 200 through 212. Employees normally enter at Step A but may enter at Step B, C, D, E, F or G at the discretion of the City Manager. Step rate increases may be granted by the City Manager after each twelve (12) months of service (nine months of service for employees hired prior to February 16, 1998). Normal minimum time from entry to Step F (top step) in Pay Grades 200 through 207 is 60 months (45 months for employees hired prior to February 16, 1998). Normal minimum time from entry to Step G in Pay Grades 208 through 212 is 72 months (54 months for employees hired prior to February 16, 1998). In recognition of outstanding job performance, the City Manager may grant step rate increases in shorter periods of time. **Step A only applies to employees hired after February 19, 1996.** Hourly rates are controlling.

**STEP RATES**

<u>PAY GRADE</u>	<u>BASIS</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
200	Hour	\$16.21	\$17.03	\$17.72	\$18.46	\$19.14	\$19.85	
	Year	33,717	35,422	36,858	38,397	39,811	41,288	
201	Hour	\$16.86	\$17.70	\$18.43	\$19.24	\$19.85	\$20.64	
	Year	35,069	36,816	38,334	40,019	41,288	42,931	
202	Hour	\$17.53	\$18.39	\$19.16	\$20.01	\$20.63	\$21.46	
	Year	36,462	38,251	39,853	41,621	42,910	44,637	
203	Hour	\$18.24	\$19.14	\$19.92	\$20.84	\$21.45	\$22.36	
	Year	37,939	39,811	41,434	43,347	44,616	46,509	
204	Hour	\$18.96	\$19.90	\$20.73	\$21.65	\$22.34	\$23.23	
	Year	39,437	41,392	43,118	45,032	46,467	48,318	
205	Hour	\$19.65	\$20.62	\$21.58	\$22.47	\$23.30	\$24.22	
	Year	40,872	42,890	44,886	46,738	48,464	50,378	

<u>PAY GRADE</u>	<u>BASIS</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
206	Hour	\$20.48	\$21.46	\$22.47	\$23.55	\$24.39	\$25.18	
	Year	42,598	44,637	46,738	48,984	50,731	52,374	
207	Hour	\$21.29	\$22.38	\$23.35	\$24.56	\$25.37	\$26.28	
	Year	44,283	46,550	48,568	51,085	52,770	54,662	
208	Hour	\$21.29	\$22.38	\$23.35	\$24.56	\$25.37	\$26.28	\$27.31
	Year	44,283	46,550	48,568	51,085	52,770	54,662	56,805
209	Hour	\$22.04	\$23.14	\$24.39	\$25.57	\$26.37	\$27.40	\$28.52
	Year	45,843	48,131	50,731	53,186	54,850	56,992	59,322
210	Hour	\$22.97	\$24.13	\$25.46	\$26.65	\$27.57	\$28.62	\$29.75
	Year	47,778	50,190	52,957	55,432	57,346	59,530	61,880
211	Hour	\$23.89	\$25.10	\$26.37	\$27.66	\$28.67	\$29.78	\$30.96
	Year	49,691	52,208	54,850	57,533	59,634	61,942	64,397
212	Hour	\$24.81	\$26.04	\$27.46	\$28.85	\$29.81	\$30.98	\$32.33
	Year	51,605	54,163	57,117	60,008	62,005	64,438	67,246

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**NOTE:** Rates in this Pay Table are effective from and after 3/14/11.

Employees in Pay Grades 200 through 212 assigned to a shift with working hours between 6:00 p.m. and 6:00 a.m. shall receive thirty cents (30¢) per hour in addition to the basic straight time rates for those hours worked between 6:00 p.m. and 6:00 a.m.

**Section 203. PAY SCHEDULES FOR POSITIONS IN PAY GRADES 304 THROUGH 306.**

Pay Grade 304 sets the basic rates of pay for a Patrol Officer.

Pay Grade 305 sets the basic rates of pay for a Patrol Officer who holds an Associate Degree and has satisfactorily completed two years as a Kettering Patrol Officer.

Pay Grade 306 sets the basic rates of pay for a Patrol Officer who holds a Baccalaureate Degree and has satisfactorily completed two years as a Kettering Patrol Officer.

In all cases, hourly rates are controlling for pay rates within Pay Grades 304 through 306.

Step rate increases for satisfactory performance and employee development may be granted by the City Manager as follows:

Step rate increases to Pay Grade 304, Steps B and C may be granted after a minimum of six (6) months service at the preceding step.

Step rate increases to Pay Grades 304, 305 or 306, Steps D, E, F and G may be granted after a minimum of twelve (12) months service at the preceding step.

Accelerated advancement within Pay Grades 304, 305 or 306 may be granted by the City Manager in recognition of exceptional performance and employee development.

#### STEP RATES

<u>PAY GRADE</u>	<u>BASIS</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
304	Hour	\$26.77	\$27.95	\$29.21	\$30.45	\$31.67	\$33.63	\$35.10
	Year	55,682	58,136	60,757	63,336	65,874	69,950	73,008
305	Hour				\$30.88	\$32.10	\$34.13	\$35.62
	Year				64,230	66,768	70,990	74,090
306	Hour				\$31.32	\$32.60	\$34.66	\$36.15
	Year				65,146	67,808	72,093	75,192

**NOTE:** Rates in this Pay Table are effective from and after 2/28/11.

A Patrol Officer who resigned and subsequently is reinstated in the Kettering Police Department may receive full credit for service prior to date of resignation to meet minimum service requirements for advancement through Pay Grades 304, 305 or 306. A Patrol Officer may receive credit for prior service as a police officer with another municipality to meet minimum service requirements for advancement within Pay Grade 304, depending upon an evaluation of the prior service by the Chief of Police and Human Resource Director. Prior service with another municipality shall not be utilized to meet minimum service requirements for eligibility for promotion.

No person shall be eligible to receive an original appointment to the position of Patrol Officer before the age of 21. Nothing in this section shall prevent the recruitment of personnel for the Police Cadet program for the purpose of training persons to become Patrol Officers, provided that such cadets have reached the age of eighteen (18) at the time of said appointment.

Patrol Officers assigned to a shift in which one-half (½) or more of the working hours are between 3:00 p.m. and 8:00 a.m. shall receive ninety cents (90¢) Shift Differential per hour in addition to the basic straight time rates for those hours worked between 3:00 p.m. and 8:00 a.m. A paid unworked holiday, paid sick leave, and paid unworked vacation leave shall be credited as hours worked.

Patrol Officers shall receive thirty cents (30¢) Weekend Differential per hour in addition to basic straight time rates and applicable shift differential rates for all hours worked between 12:01 a.m. Saturday and 12:00 midnight Sunday.

A Patrol Officer who has been assigned to serve as Officer-In-Charge by the Chief of Police or his designate, shall receive an additional one dollar (\$1.00) per hour for each whole or fraction of an hour which she or he works as Officer-In-Charge.

**Section 204. PAY SCHEDULES FOR POSITIONS IN PAY GRADES 401 THROUGH 406.**

The following pay tables prescribe the basic hourly and annual rates of pay for Firefighters in Pay Grades 401 through 406. Firefighters may be assigned to either 40 or 56 hour workweek schedules at the discretion of the Fire Chief and shall be paid at the appropriate hourly rate for the regular hours worked on that schedule. The Fire Chief shall determine if overtime pay shall be based on the 40 hour workweek hourly rate or 56 hour workweek hourly rate.

Pay Grades 401 through 403 set the basic rates of pay for a Firefighter.

Pay Grades 404 through 406 set the basic rates of pay for a Firefighter who holds and maintains a certification from the State of Ohio as an EMT-Paramedic. This Paramedic Incentive is in lieu of previous provisions granting service credit to Firefighters with EMT-Paramedic certifications.

Step rate increases within Pay Grades for satisfactory performance and employee development may be granted by the City Manager as follows (hourly rates are controlling):

- to 401 B or 404 B after a minimum of six (6) months of service at the preceding step rate;
- to 402 B or 405 B after a minimum of twelve (12) months of service at the preceding step rate;
- to 403 B or 406 B after a minimum of twelve (12) months at step rate 403 A or 406 A;
- to 403 C or 406 C after a minimum of twelve (12) months at step rate 403 B or 406 B.

Advancement in Pay Grades from 401 to 403 or from 404 to 406 for qualifying performance and attainment of required skills may be granted by the City Manager as follows:

- to 402 A or 405 A after a minimum of six (6) months of service at step rate 401 B or 404 B;
- to 403 A or 406 A after a minimum of twelve (12) months of service at step rate 402 B or 405 B.

**STEP RATES**

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<b><u>PAY GRADE</u></b>	<b><u>BASIS</u></b>	<b><u>A</u></b>	<b><u>B</u></b>	<b><u>C</u></b>
401	Hour (56 hr week sched)	\$18.98	\$19.79	
	Hour (40 hr week sched)	26.57	27.70	
	Year	55,266	57,616	
402	Hour (56 hr week sched)	\$20.68	\$21.53	
	Hour (40 hr week sched)	28.95	30.14	
	Year	60,216	62,691	
403	Hour (56 hr week sched)	\$22.44	\$23.61	\$24.92
	Hour (40 hr week sched)	31.42	33.06	34.89
	Year	65,354	68,765	72,571

<u>PAY GRADE</u>	<u>BASIS</u>	<u>A</u>	<u>B</u>	<u>C</u>
404	Hour (56 hr week sched)	\$19.55	\$20.38	
	Hour (40 hr week sched)	27.37	28.53	
	Year	56,930	59,342	
405	Hour (56 hr week sched)	\$21.30	\$22.17	
	Hour (40 hr week sched)	29.82	31.04	
	Year	62,026	64,563	
406	Hour (56 hr week sched)	\$23.11	\$24.32	\$25.67
	Hour (40 hr week sched)	32.36	34.05	35.94
	Year	67,309	70,824	74,755

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**NOTE:** Rates in this Pay Table are effective from and after 8/29/11.

The City Manager is authorized to waive the minimum service requirements for advancement, as indicated above, to the extent necessary to align Firefighters in the career progression plan in a manner consistent with the above description.

A Firefighter in Pay Grade 402 B, 403 A, 403 B, 405 B, 406 A or 406 B may utilize certain college credit earned in Fire Science, Fire Administration, or Fire and Industrial Safety Technology, or a related field, in lieu of actual service to meet minimum service requirements for advancement within the rank of Firefighter. A Certificate of Fire Science Technology will equal nine (9) months; an Associate Degree in Fire Science Technology will equal one (1) year; an acceptable Baccalaureate Degree will equal eighteen (18) months. In no case shall a Firefighter receive more than a total of two (2) years' credit for educational achievement in lieu of actual service time.

A Firefighter who resigned and subsequently was reinstated in the Kettering Fire Department may receive full credit for service prior to date of resignation to meet minimum service requirements for advancement from Pay Grade 401 up to Pay Grade 403 or from Pay Grade 404 up to Pay Grade 406.

A Firefighter may receive credit for prior service as a Regular Full-Time Firefighter with another municipality to meet minimum service requirements for advancement from Pay Grade 401 up to Pay Grade 403 or from Pay Grade 404 up to Pay Grade 406, depending upon an evaluation of the prior service by the Human Resource Director and the Fire Chief. Prior service with another municipality shall not be utilized to meet minimum service requirements for eligibility to compete in a competitive promotional examination or to obtain added credit for seniority on examinations for promotion to Captain (Pay Grade 605).

No person shall be eligible to receive an original appointment to the Fire Department before the age of 18. Nothing in this section shall prevent the recruitment of personnel for the Fire Cadet program for the purpose of training persons to become Firefighters, provided that such cadets have reached the age of 18 at the time of said appointment.

Firefighters in Pay Grades 401 through 406 regularly assigned to eight (8) hour shifts will receive fifteen cents (15¢) per hour in addition to the regular basic rates for straight time hours worked between 6:00 p.m. and 6:00 a.m.

Section 205. PAY SCHEDULES FOR POSITIONS IN PAY GRADES 504 AND 505.

The following pay tables prescribe the basic hourly and annual rates of pay for police supervisory, command, and administrative management positions. Police Officers normally enter each Pay Grade at Step A.

Step rate increases within pay grades for satisfactory performance and employee development may be granted by the City Manager. Such increases are normally granted after six (6) months of service at each step, however, the City Manager may either accelerate or withhold such advancements based on the officer's performance and development.

Advancement to the rank of Sergeant at Pay Grade 504 may be granted by the City Manager to Patrol Officers as a promotion based on the results of Civil Service competitive examinations and procedures. A Patrol Officer must have three (3) years of service as a Kettering Patrol Officer at the time Civil Service testing is implemented in order to compete and be eligible for promotion to the rank of Sergeant.

Advancement to the rank of Lieutenant at Pay Grade 505 may be granted by the City Manager to Sergeants in Pay Grade 504 as a promotion based on the results of Civil Service competitive examinations and procedures. A Sergeant must have one (1) year of service as a Kettering Police Sergeant at the time Civil Service testing is implemented in order to compete and be eligible for promotion to the rank of Lieutenant.

The rank of Captain is that assigned to the positions of Assistant Chiefs of Police. Assistant Chiefs of Police (Police Captains) are included in the unclassified service and therefore the selection and rights of Assistant Chiefs of Police (Police Captains) are not subject to those rules or laws pertaining to Classified Civil Service employees. The appropriate fringe benefits for Assistant Chiefs of Police (Police Captains) are to be determined by the City Manager.

It shall be at the discretion of the City Manager to either fill or leave vacant positions at the rank of Sergeant, Lieutenant and Captain.

Police Officers in Pay Grades 504 and 505 assigned to a shift in which one-half (½) or more of the working hours are between 3:00 p.m. and 8:00 a.m. shall receive ninety cents (90¢) Shift Differential per hour in addition to the basic rates for those regularly scheduled hours worked between 3:00 p.m. and 8:00 a.m.

**STEP RATES**

<b>PAY GRADE</b>	<b>BASIS</b>	<b>A</b>	<b>B</b>
504	Hour	\$39.26	\$40.25
	Year	81,661	83,720
505	Hour	\$42.25	\$43.27
	Year	87,880	90,002

**NOTE:** Rates in this Pay Table are effective from and after 12/20/10.

**Section 206. PAY SCHEDULES FOR POSITIONS IN PAY GRADE 605.**

The following pay tables prescribe the basic annual rates of pay for positions of Fire Captain. The shown hourly rates are not controlling but are based on a 40 hour workweek schedule for comparison purposes only. Fire Captains may be assigned to either 40 or 56 hour workweek schedules at the discretion of the Fire Chief and shall be paid at the appropriate hourly rate for the regular hours worked on that schedule. Fire Captains enter each Pay Grade at Step A.

A step rate increase to 605 B may be granted by the City Manager after a minimum of six (6) months of service at 605 A.

Step rate increases to 605 C and D may be granted by the City Manager after a minimum of twelve (12) months of service in each step.

Accelerated advancement in Pay Grade 605 may be granted by the City Manager for exceptional performance of duty.

Advancement to Pay Grade 605 A may be granted by the City Manager to Firefighters in Pay Grade 403 or 406, who have four (4) years of actual service as a Kettering Firefighter, as a promotion, based on the results of Civil Service competitive examination and procedures.

**STEP RATES**

<b>PAY GRADE</b>	<b>BASIS</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
605	Hour (56-hr. week schedule)	\$28.60	\$29.31	\$30.02	\$30.79
	Hour (40-hr. week schedule)	\$40.04	\$41.04	\$42.03	\$43.10
	Year	83,283	85,363	87,422	89,648

**NOTE:** Rates in this Pay Table are effective from and after 12/19/11.

Section 207. PAY SCHEDULES FOR POSITIONS IN PAY GRADES 705 THROUGH 724.

The following pay tables prescribe the maximum basic rates of pay for Pay Grades 705 through 724. The City Manager determines the rates of pay provided employees in these pay grades with the restriction that an employee may not receive more than that maximum rate assigned to the position. Hourly rates are controlling for computation.

PAY GRADES

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<u>PAY GRADE</u>	<u>BASIS</u>	<u>MAXIMUM PAY RATE</u>	<u>PAY GRADE</u>	<u>BASIS</u>	<u>MAXIMUM PAY RATE</u>
705	Hour Year	\$24.04 50,003	714	Hour Year	\$36.97 76,898
706	Hour Year	\$25.21 52,437	715	Hour Year	\$38.93 80,974
707	Hour Year	\$26.25 54,600	716	Hour Year	\$40.76 84,781
708	Hour Year	\$27.71 57,637	717	Hour Year	\$42.77 88,962
709	Hour Year	\$29.11 60,549	718	Hour Year	\$44.89 93,371
710	Hour Year	\$30.59 63,627	719	Hour Year	\$47.11 97,989
711	Hour Year	\$32.07 66,706	720	Hour Year	\$49.42 102,794
712	Hour Year	\$33.66 70,013	721	Hour Year	\$51.90 107,952
713	Hour Year	\$35.21 73,237	722	Hour Year	\$54.51 113,381
			724	Hour Year	\$60.05 124,904

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**NOTE:** Rates in this Pay Table are effective from and after 12/19/11.

Section 208. PAY SCHEDULE FOR THE POSITION OF CITY MANAGER AND ASSISTANT CITY MANAGER

- A. The City Manager's "Employment Agreement," expiring December 31, 2011, provides for his compensation and benefits as follows: (i.) for the period commencing December 20, 2010, the City Manager shall be paid an annual base salary of \$143,686.40, as calculated from an "hourly base rate" of \$69.08 per hour; (ii.) for the period commencing January 1, 2011 up through and including December 31, 2011, or any earlier date said Agreement is terminated, the City Manager's then annual base salary may be periodically increased or decreased each time and in the same manner as this Ordinance may uniformly provide for the increase or decrease in the maximum salary levels for all Department Director positions and the position of Assistant City Manager; (iii.) in addition to the City Manager's annual base salary, the City shall contribute an amount equal to eight percent (8.0%) of the Manager's then annual base salary to a qualified deferred compensation plan or compensation based retirement plan as selected by the City Manager; (iv.) the City Manager's annual base salary shall be payable in installments at the same time as other employees of the City are paid; (v.) except as otherwise provided for herein, all other provisions for fringe benefits for Regular Full-Time employees in Pay Grade 714 through Pay Grade 724 shall apply to the City Manager; (vi.) the annual base salary for the City Manager is based on a 2,080 work hour year, regardless of the actual amount of hours worked; and (vii.) the annual base salary and any other benefit which the City Manager will be eligible to receive may be authorized by a valid, written agreement between the City and the City Manager, and in the event of a conflict between this Ordinance and any then valid and duly authorized written agreement between the City and the City Manager as to the annual base salary and/or any other benefit or component thereof, that the Manager is eligible to receive, then the provisions of the written agreement shall prevail as to that particular annual base salary and/or other benefit or component thereof. In the event either this Ordinance or the then valid written agreement is silent regarding the annual base salary and/or any other benefit or component thereof, that the Manager is eligible to receive, however, the other respective document speaks to same, then the provisions of the document that speaks to the annual base salary and/or other benefit or component thereof, shall prevail as to that particular annual base salary and/or other benefit or component thereof.
- B. The City Manager may, once annually, convert up to a maximum of 12 days of his/her accrued vacation leave, in whole hour increments at a ratio of 6:5, to a maximum payment of up to 10-days equivalent in cash. The rules governing this vacation leave conversion program shall be filed with and approved by the Ohio Public Employees Retirement System. Eligibility to convert such leave requires that all of the following apply to the City Manager:
1. Has, at the time of filing a request with the Finance Director to convert leave, an accrued vacation leave balance equal to or greater than the amount of hours requested to be converted;
  2. The amount of vacation leave converted into a cash payment in one calendar year must not exceed the amount of vacation leave accrued in the prior calendar year; and

3. Has a record of at least 25 years of accumulated public service. Evidence of such accumulated public service may include a record of accumulated public service on file with the City of Kettering, as indicated by the employee's "Date of Hire" or "Leave Date" or a record of accumulated or purchased service credit on file with any of the Ohio Retirement Systems.

C. In addition to the Assistant City Manager's salary, the City may, at the discretion of the City Manager, contribute an amount equal to 1.0% of his/her salary to a qualified deferred compensation plan or compensation based retirement plan or, as authorized by motion of City Council, pay all or any portion of the Assistant City Manager's contribution to the Ohio Public Employees Retirement System.

Section 209. PAY SCHEDULES FOR SPECIAL CATEGORIES OF PART-TIME/TEMPORARY AND REGULAR PART-TIME POSITIONS.

The City Manager may determine pay levels for employees filling part-time/temporary and Regular Part-Time positions as appropriate within the pay ranges authorized by the following tables. Positions covered by these pay tables are excluded from the classified Civil Service. Employees in these pay tables are normally employed 40 hours per week or less.

A. PAY TABLES FOR PART-TIME/TEMPORARY POSITIONS

STEP RATES

<u>PAY GRADE</u>	<u>BASIS</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>
809	HOUR	\$7.75	\$7.85	\$7.95	\$8.05	\$8.15	\$8.25	\$8.35	\$8.45	\$8.55	\$8.65	\$8.75
810	HOUR	\$8.05	\$8.15	\$8.25	\$8.35	\$8.45	\$8.55	\$8.65	\$8.75	\$8.85	\$8.95	\$9.05
811	HOUR	\$8.35	\$8.45	\$8.55	\$8.65	\$8.75	\$8.85	\$8.95	\$9.05	\$9.15	\$9.25	\$9.35
812	HOUR	\$8.75	\$8.85	\$8.95	\$9.05	\$9.15	\$9.25	\$9.35	\$9.45	\$9.55	\$9.65	\$9.75
813	HOUR	\$9.05	\$9.15	\$9.25	\$9.35	\$9.45	\$9.55	\$9.65	\$9.75	\$9.85	\$9.95	\$10.05
814	HOUR	\$9.35	\$9.45	\$9.55	\$9.65	\$9.75	\$9.85	\$9.95	\$10.05	\$10.15	\$10.25	\$10.35
815	HOUR	\$9.65	\$9.75	\$9.85	\$9.95	\$10.05	\$10.15	\$10.25	\$10.35	\$10.45	\$10.55	\$10.65
816	HOUR	\$9.95	\$10.05	\$10.15	\$10.25	\$10.35	\$10.45	\$10.55	\$10.65	\$10.75	\$10.85	\$10.95
817	HOUR	\$10.25	\$10.35	\$10.45	\$10.55	\$10.65	\$10.75	\$10.85	\$10.95	\$11.05	\$11.15	\$11.25
818	HOUR	\$10.55	\$10.65	\$10.75	\$10.85	\$10.95	\$11.05	\$11.15	\$11.25	\$11.35	\$11.45	\$11.55
819	HOUR	\$10.85	\$10.95	\$11.05	\$11.15	\$11.25	\$11.35	\$11.45	\$11.55	\$11.65	\$11.75	\$11.85

<b>PAY GRADE</b>	<b>BASIS</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>
820	HOUR	\$11.15	\$11.25	\$11.35	\$11.45	\$11.55	\$11.65	\$11.75	\$11.85	\$11.95	\$12.05	\$12.15
821	HOUR	\$11.45	\$11.55	\$11.65	\$11.75	\$11.85	\$11.95	\$12.05	\$12.15	\$12.25	\$12.35	\$12.45
822	HOUR	\$11.75	\$11.85	\$11.95	\$12.05	\$12.15	\$12.25	\$12.35	\$12.45	\$12.55	\$12.65	\$12.75
823	HOUR	\$12.05	\$12.15	\$12.25	\$12.35	\$12.45	\$12.55	\$12.65	\$12.75	\$12.85	\$12.95	\$13.05
824	HOUR	\$12.35	\$12.45	\$12.55	\$12.65	\$12.75	\$12.85	\$12.95	\$13.05	\$13.15	\$13.25	\$13.35
825	HOUR	\$12.65	\$12.75	\$12.85	\$12.95	\$13.05	\$13.15	\$13.25	\$13.35	\$13.45	\$13.55	\$13.65
826	HOUR	\$12.95	\$13.05	\$13.15	\$13.25	\$13.35	\$13.45	\$13.55	\$13.65	\$13.75	\$13.85	\$13.95
827	HOUR	\$13.25	\$13.35	\$13.45	\$13.55	\$13.65	\$13.75	\$13.85	\$13.95	\$14.05	\$14.15	\$14.25
828	HOUR	\$13.55	\$13.65	\$13.75	\$13.85	\$13.95	\$14.05	\$14.15	\$14.25	\$14.35	\$14.45	\$14.55
829	HOUR	\$13.85	\$13.95	\$14.05	\$14.15	\$14.25	\$14.35	\$14.45	\$14.55	\$14.65	\$14.75	\$14.85
830	HOUR	\$14.15	\$14.25	\$14.35	\$14.45	\$14.55	\$14.65	\$14.75	\$14.85	\$14.95	\$15.05	\$15.15
831	HOUR	\$14.45	\$14.55	\$14.65	\$14.75	\$14.85	\$14.95	\$15.05	\$15.15	\$15.25	\$15.35	\$15.45
832	HOUR	\$14.75	\$14.85	\$14.95	\$15.05	\$15.15	\$15.25	\$15.35	\$15.45	\$15.55	\$15.65	\$15.75
833	HOUR	\$15.05	\$15.15	\$15.25	\$15.35	\$15.45	\$15.55	\$15.65	\$15.75	\$15.85	\$15.95	\$16.05

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**NOTE:** Rates in this Pay Table are effective from and after 12/19/11.

B. PAY TABLES FOR REGULAR PART-TIME POSITIONS

STEP RATES

<u>PAY GRADE</u>	<u>BASIS</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
850	HOUR	\$10.75	\$10.99	\$11.28	\$11.57	\$11.80
851	HOUR	\$11.57	\$11.80	\$12.09	\$12.37	\$12.71
852	HOUR	\$12.37	\$12.71	\$12.89	\$13.20	\$13.45
853	HOUR	\$13.20	\$13.45	\$13.72	\$13.99	\$14.30
854	HOUR	\$13.99	\$14.30	\$14.55	\$14.80	\$15.12
855	HOUR	\$14.80	\$15.12	\$15.38	\$15.62	\$15.91
856	HOUR	\$15.62	\$15.91	\$16.18	\$16.41	\$16.72
857	HOUR	\$16.72	\$16.94	\$17.30	\$17.51	\$17.79
858	HOUR	\$17.51	\$17.79	\$18.08	\$18.35	\$18.60
859	HOUR	\$18.35	\$18.60	\$18.88	\$19.14	\$19.45
860	HOUR	\$19.14	\$19.45	\$19.71	\$19.92	\$20.25
861	HOUR	\$19.92	\$20.25	\$20.53	\$20.83	\$21.03
862	HOUR	\$20.83	\$21.03	\$21.30	\$21.63	\$21.89

**NOTE:** Rates in this Pay Table are effective from and after 12/19/11.

Section 210. PAY SCHEDULES FOR POSITIONS IN PAY GRADE 912.

<u>PAY GRADE</u>	<u>BASIS</u>	<u>PAY RATE</u>
912	Week	\$17.50

Section 211. COMPENSATION AND SUPPLEMENTAL BENEFITS FOR PART-PAID VOLUNTEER FIREFIGHTERS.

The City Manager is authorized to provide compensation and supplemental benefits to Part-Paid Volunteer Firefighters. Part-Paid Volunteer Firefighters shall be compensated at specified pay rates, provided supplemental benefits and paid at such intervals, as deemed by the City Manager to be in the best interest of the City. All pay, pay rates and supplemental benefits referred to in this Section 211, plus the number of Part-Paid Volunteer Firefighter positions, shall all be controlled by budget dollar authorization. Part-Paid Volunteer Firefighters shall receive life insurance benefits as provided for in Section 301, Article III, of this Ordinance.

## Section 212. INDEPENDENT CONTRACTORS AND SPECIAL EMPLOYEES.

- A. The City Manager is authorized to enter into agreements with non-employee Independent Contractors to provide those services that the City Manager determines to be in the best interests of this city. Such agreements shall be limited by budgetary authorization intended for such purposes, be outside the control of this Personnel Ordinance, and shall be consistent with the City Charter and any laws, ordinances, rules and regulations that are applicable in this city.
- B. The City Manager is authorized to enter into agreements to hire individuals as employees so as to obtain their personal services which the City Manager determines are in the best interests of this city. Such employees shall be known as "Special Employees," whose status shall be temporary and whose term of employment shall be set by individual agreement. The compensation and benefits for such Special Employees shall be set and controlled by contractual agreements which shall be limited by budgetary authorization intended for such purposes. The City shall make deductions from the Special Employee's pay as required by law, such as federal, state and local tax withholdings and any contributions to FICA/Medicare or the applicable State of Ohio Retirement System, that may apply.

## Section 213. COMPENSATION FOR OVERTIME WORK.

- A.
  - 1. All full-time, part-time and temporary employees in Pay Grades 3 through 13, 100 through 112, and 200 through 212, with the exception of non-sworn Public Safety Dispatchers and Jailers are eligible for overtime compensation for all authorized hours in excess of eight (8) hours per day or forty (40) hours per week, provided that on the employee's sixth day she/he shall receive overtime pay for only that time worked in excess of forty (40) hours for her/his whole week. An exception to this provision is made when such an employee's work schedule consists of four ten-hour days. In this situation, employees in the above described pay grades are eligible for overtime compensation for all authorized hours in excess of ten (10) hours per day or forty (40) hours per week, provided that on the employee's fifth day she/he shall receive overtime pay for only that time worked in excess of forty (40) hours.
  - 2. All employees in Pay Grades 809 through 862 are eligible for overtime compensation for all authorized hours in excess of forty (40) hours per week.
- B.
  - 1. "Patrol Officers assigned to a watch" means those officers who are assigned to duties which are performed substantially, continuously around the clock every day of the week and ordinarily involve relieving another officer assigned to the same post at the beginning of duty and being relieved by another officer assigned to the same post at the conclusion of the day.
  - 2.
    - a) Normal Work Day. The normal work day is eight (8) hours. Patrol Officers are subject to call during both paid and unpaid meal periods.
    - b) Patrol Officers Assigned to a Watch. As a part of the normal work day Patrol Officers assigned to a watch will: (i) be required to report for roll call fifteen minutes prior to their scheduled shift; (ii) receive a lunch period at a time during the shift as approved by the supervising officer; and, (iii) if, no lunch period can be scheduled, be granted fifteen (15) minutes of overtime

pay. This schedule shall in all cases be deemed to be eight (8) hours worked.

- c) Those Not Assigned To A Watch. Patrol Officers not assigned to a watch (such as detectives, jailer, court officer, academy personnel, uniformed dispatcher, etc.) will be scheduled for an unpaid meal period or not, as determined by the City to be suitable for the duties of the assignment. The total scheduled hours of work in either case will for a normal work day be deemed to be 8 hours worked, and there shall be no more than 9 hours between scheduled starting and quitting times of an eight hour work day.
  - d) Daily Overtime. For each six (6) minute interval worked, beginning after the end of the shift, Patrol Officers will be paid overtime for one-tenth of an hour at the rate of time and one-half the regular rate, except that any Patrol Officer required to work over eight (8) hours on any given holiday will be paid at the rate of two (2) times the regular rate.
  - e) Normal Workweek. The normal workweek consists of an average of 40 hours. Patrol Officers who work a straight 40 hour week shall be paid at time and one-half their straight time rate for all hours worked in excess of 40 straight time hours. Patrol Officers on multiple-week cycles shall be paid at time and one-half their straight time rates for all hours worked in excess of the average of 40 straight time hours per week during the cycle. A Patrol Officer who is scheduled to be off work on a holiday and is then required to work on that holiday will be paid at double his regular rate. No overtime premium pay shall be owing under this or any other section as a result of swapping shifts.
- C. 1. Firefighters in Pay Grades 401 through 406 who are assigned to work schedules which average forty (40) hours per week shall receive overtime compensation only for that time worked in excess of an average forty (40) hour workweek as established by a rotating shift schedule.
2. Firefighters in Pay Grades 401 through 406 assigned to rotating shifts which average fifty-six (56) hours per week shall receive overtime compensation only for the time worked in excess of an average fifty-six (56) hour workweek as established by a rotating shift schedule. Overtime pay shall be based on comparative forty (40) hour workweek rates.
- D. A paid unworked holiday, paid sick leave or paid unworked vacation shall be credited as time worked for the purpose of computing overtime for any work performed in the same workweek.
- E. Pay for overtime work shall be at the rate of one and one-half the regular rate with the following exceptions (police business meetings and training sessions scheduled by Supervisory or Command Police Officers for Police Patrol Officers in Pay Grades 304 through 306 shall not be considered an exception):
- 1. Employees in Pay Grades 3 through 13, 100 through 112, and 200 through 212 (with the exception of non-sworn Public Safety Dispatchers and Jailers) shall receive double their regular rate for work on Sundays and all holidays except Labor Day, unless Sunday or a holiday is a regularly scheduled work day. If

Sunday is a regularly scheduled workday, the seventh day of the workweek shall be treated as Sunday for overtime purposes.

2. Police Patrol Officers in Pay Grades 304 through 306; Police Cadets; non-sworn Public Safety Dispatchers and Jailers; and Firefighters in Pay Grades 401 through 406 assigned to work schedules which average forty (40) hours per week shall receive double their regular rate of pay for work on a holiday in excess of a regular eight (8) hour shift.
  3. Police Officers in Pay Grades 304 through 306 and 504 through 505, and non-sworn Regular Full-Time Public Safety Dispatchers and Jailers, shall receive double their regular rate for overtime hours worked on Easter Sunday. The City Manager may, at his sole discretion, extend similar double-time provisions to Regular Part-Time employees in the Police Department who work on Easter Sunday in excess of their regularly scheduled hours.
  4. Firefighters in Pay Grades 401 through 406 who are assigned to fifty-six (56) hour workweek schedules shall receive double the comparative forty (40) hour rate of pay for work on a holiday in excess of a regular twenty-four (24) hour shift.
- F. Any full-time employee eligible for overtime compensation who is called in for emergency duty shall receive a minimum of two (2) hours compensation at the overtime rate.
- G. When employees, other than Regular Full-Time City employees, are called in as volunteers for emergency duties, they may be employed at rates comparable to those paid to Regular Full-Time employees who regularly perform such tasks and paid from appropriate funds as determined by the City Manager.
- H. Employees in Pay Grades 200 through 212 called for emergencies, such as snow removal, shall be paid one and one-half times the regular rate for hours worked outside normal working hours even though time worked during that workweek does not exceed forty (40) hours. The City Manager may extend this same provision to other hourly paid employees when they are assisting in emergencies normally handled by employees in Pay Grades 200 through 212.
- I. The City Manager may authorize payment from City Funds for overtime work performed by employees who are not considered as Regular Full-Time employees.
- J. The City Manager may authorize a premium payment at one and one-half (1½) times an hourly paid employee's regular hourly rate of pay if it is necessary to substantially adjust such an employee's work schedule without adequate notice. It shall be at the discretion of the City Manager to determine what constitutes a substantial schedule change and adequate notice to the employee.
- K. Emergency standby means the requirement of an off-duty Patrol Officer or Firefighter in an emergency situation as determined by the Police or Fire Chief or his designate, to maintain contact with the Police or Fire Department for possible call-in for immediate reporting for duty. Emergency standby continues until either directed to report for duty or released from emergency standby status. When directed to report, and the employee actually reports within a reasonable time, emergency standby pay will continue until the time of reporting. The Patrol Officer on emergency standby will be paid at 0.2 times the regular rate. Any Patrol Officer or Firefighter who is called in for emergency duty will receive a minimum of two (2) hours pay at time and one-half rate.

- L. Whenever it is necessary for an off-duty Patrol Officer, Firefighter or other hourly paid Police or Fire Department employee or Police Sergeant, Lieutenant or Captain, or Fire Captain, to appear in the Municipal Court, before the prosecutor for a pretrial conference, or in any other court on matters pertaining to City business, a minimum of two (2) hours overtime shall be credited per appearance day at time and one-half the appropriate hourly rate. Notwithstanding, should an off-duty Patrol Officer be required to report for duty on his or her regularly scheduled day off, for one of the above mentioned court-related reasons, he or she shall receive a minimum of four (4) hours overtime per appearance day. If the time required for the appearance shall exceed two (2) hours (or four (4) hours for Patrol Officers, whichever applies), the employee shall be paid for actual time spent at the appropriate overtime rate (time and one-half).
- M. At his option an employee, with the consent of his supervisor, shall have the privilege of taking compensatory time off in lieu of overtime compensation; in which case the employee may have time off at one times, one and one-half times, or double time the overtime hours worked, if for the hours worked he would otherwise be paid one time, one and one-half times, or double time the regular rate.
- N. Employees in Pay Grades 715 through 724 are not eligible for overtime compensation. The City Manager is authorized to establish reasonable standards under which employees in Pay Grades 705 through 714, 504 and 505, and 605 may receive overtime compensation.
- O. The City Manager is authorized to make adjustments in the normal schedule of duty hours for employees in Pay Grades 705 through 724, 504 and 505, and 605 granting time off from normal schedule of duty hours when appropriate, in recognition that employees in bona fide executive, administrative, and professional capacities are often required to follow irregular work schedules which exceed the normal 40 hours per week and in recognition that employees in these capacities are exempt from the provisions for overtime compensation.
- P. Non-sworn Public Safety Dispatchers and Jailers, who are unable to take a 30-minute meal break during their shift, are eligible to receive 30 minutes of overtime compensation with supervisory approval.

Section 214 GENERAL PROVISIONS PERTAINING TO APPOINTMENT ADVANCEMENT AND CONDITIONS OF WORK.

- A. The regular workweek for a Regular Full-Time employee shall consist of five (5) eight hour days. Firefighters shall work either the equivalent of five (5) eight hour shifts per week or two and one-third (2 1/3) twenty-four hour shifts per week in accordance with schedules prepared and announced by the Fire Chief. Reference Section 213 for special provisions pertaining to work schedules for Police Officers and Firefighters as well as for provisions for the four (4) ten-hour day workweek.
- B. The City Manager is authorized to fill Regular Full-Time positions with one or more part-time employees at hourly pay rates not to exceed the normal hourly rate for the full-time position. In cases where a part-time employee is assigned to a pay grade normally utilized for Regular Full-Time employees, it shall be at the City Manager's discretion to determine appropriate levels of fringe benefits.

- C. All employees shall be paid bi-weekly or on a schedule deemed appropriate by the City Manager. The Finance Director is authorized to either compensate hourly paid employees for the actual number of hours worked during a pay period or for the average number of hours they work per pay period plus any overtime compensation earned.
- D. The City Manager may fill a vacant position, as authorized by the Table of Organization and Position Classified Plan, with a person in a different classification and pay grade. The position being filled may not be paid at a higher basic rate than that identified from the Table of Organization. The position being filled may be in another department, division or office from that identified in the Table of Organization, but the total number of positions authorized for the City may not be exceeded.
- E. The number of personnel authorized by Article I of this Ordinance may be varied to provide a training period of four (4) weeks for a new employee. The City Manager may exceed the number of personnel authorized, by more than four (4) weeks, in circumstances where a special training program is required or for other extenuating circumstances. The City Manager may temporarily replace any Regular Full-Time employee on sick leave, vacation or leave of absence. Such replacement shall be compensated in accordance with this Ordinance at the discretion of the City Manager.
- F. The number in a pay grade designation authorized by the Table of Organization and Position Classification Plan in Article I may temporarily be exceeded so that an employee may be placed in a higher pay grade designation because of increased duties and responsibilities. In this respect, the City Manager is bound only by the total authorized positions for the entire Department. Nothing herein contained shall permit transgressions of the rules and regulations as established by the Civil Service Commission.
- G. An employee advanced to a higher position through a permanent promotion or reclassification may, or may not, receive an increase in pay at the sole discretion of the City Manager. The effective date for any such pay increase shall be determined at the sole discretion of the City Manager.
- H. It shall be at the discretion of the City Manager to either fill or leave vacant any positions authorized by this Ordinance.
- I. The City Manager is authorized to exceed the total number of personnel authorized by Article I for any position when he determines it appropriate to do so in order to comply with a directive of, or otherwise satisfy, a court, the Kettering Civil Service Commission, or other review agency. The City Manager may, at his sole discretion, exceed the total number of personnel authorized by Article I, for a temporary or extended period of time, when he identifies circumstances he deems justifies such action.
- J. The City Manager is authorized to establish different rates of pay for positions delineated by this Ordinance. However, such rates of pay may not exceed the maximum rate specified for the position(s) by the designated pay grades.
- K. It is within the City Manager's authority to close any or all City facilities in the event of extreme weather or other emergency situations. It is also at the City Manager's discretion to determine if and how City employees who either work or don't work under such circumstances be compensated.

- L. The City Manager is authorized to set initial accrual rates for vacation leave and initial sick leave balances for employees, with consideration to prior employment and length of service. This authorization confirms the City Manager's authority to continue the practice of crediting service time for vacation leave accrual purposes and transferring unused sick leave balances from prior public service with the State of Ohio or its political subdivisions and other Ohio public agencies, to the extent he deems appropriate. Furthermore, the City Manager is authorized to adopt similar practices for employees having prior public service outside the State of Ohio, or who were previously employed in private sector or federal employment.
- M. In a Payroll Year consisting of more than twenty-six (26) biweekly Pay Periods, the annual salary rates set forth in this Ordinance, as well as the annual sick leave and vacation leave accrual rates, may be exceeded so as to insure that employees' biweekly earnings, and sick leave and vacation leave accrual rates, remain at the same level as in biweekly Pay Periods falling within a twenty-six (26) Pay Period Payroll Year. This provision also applies to the City Manager and members of City Council.
- N. The City Manager is authorized to compensate City employees for the home care of City-owned canines.
- O. For employees that receive City-paid deferred compensation as part of their total annual compensation, the hourly-pay-rate used to compute the conversion of paid-leave-to-cash shall also include the calculable hourly rate for such deferred compensation. Such paid-leave-to-cash conversions include: Terminal pay for accumulated vacation leave or sick leave that is subject to conversion at separation from employment; accumulated leave that is subject to conversion in conjunction with any City-administered leave conversion program; any conversions of paid-leave-to-cash that may be payable to a deceased employee's estate as a final payroll transaction; and any conversions of accumulated sick leave to cash that is payable as a death benefit to a beneficiary or an employee's estate.

Article III. SUPPLEMENTARY BENEFITS FOR REGULAR FULL-TIME EMPLOYEES.

Section 300. EMPLOYEE MEDICAL CARE INSURANCE.

- A. Coverage provided by the employee group health benefit plan includes hospitalization, surgical, medical and related services. The City shall pay its share of the cost of medical insurance coverage for all Regular Full-Time employees who request coverage and subscribe to either the Family Plan or the Single Plan. The City Manager is authorized to make available to and determine the rate of contribution to be paid by Regular Full-Time employees, elected officials and Regular Part-Time employees who desire to acquire medical insurance through the City's group plan.
- B. The City may continue to pay its share of the medical insurance costs for Regular Full-Time employees who are ill but have exhausted all accumulated Sick Leave and Vacation Leave and are being carried in a status of Leave Without Pay. The City Manager may, at his discretion, continue medical insurance coverage for employees seeking a disability retirement for a limited period of time beyond the employee's date of separation; or for the family of a deceased employee for a limited period of time beyond the employee's death.

- C. The City Manager may, at his discretion, authorize that the City contribute to Health Savings Accounts for medical care for City employees in addition to contributing to a medical insurance policy.
- D. The City Manager may authorize payment to an employee or insurance carrier in order to reduce the City's insurance liability for an employee and/or family members.
- E. The City Manager may insure or self-insure, in whole or in part, for insurance plans under this Section when, in his sole determination, doing so would be in the best interest of the City for economic or administrative reasons.
- F. The City Manager may, at his discretion, provide Optional Dental Insurance to eligible employees and elected officials, subject to similar provisions found in this Section for group medical insurance.

Section 301. EMPLOYEE LIFE INSURANCE.

Effective at the earliest time administratively practicable on or following the date of hire and allowed by policy, the City will provide each Regular Full-Time employee in Pay Grades 3 through 13, 100 through 112, 200 through 212, 304 through 306, 401 through 406, 504 and 505, 605, and 705 through 724, with a term life insurance policy in an amount not to exceed the employee's base annual salary at the time of death plus an equal amount for accidental death and dismemberment coverage.

Effective at the earliest time administratively practicable on or following the date of hire and allowed by policy, the City will provide each regular appointed Part-Paid Volunteer Firefighter with a term life insurance policy in the amount of not more than \$15,000 plus \$15,000 accidental death and dismemberment coverage.

Where there are changes in term life insurance coverages above, the amount of term life insurance coverage applicable to eligible employees shall be as provided for in previous Ordinances, until such time as new life insurance coverage is obtained and implemented by the City.

The City Manager may insure or self-insure, in whole or in part, for insurance plans under this Section when, in his sole determination, doing so would be in the best interest of the City for economic or administrative reasons.

Section 302. AUTHORIZED ABSENCE.

A. VACATION LEAVE

- (1) Regular Full-Time employees (excluding Firefighters in Pay Grades 401 through 406, Fire Captains in Pay Grade 605, Patrol Officers in Pay Grades 304 through 306 and Police Sergeants and Lieutenants in Pay Grades 504 and 505) are entitled to Vacation Leave with pay at the following accrual rates in accordance with the length of service criteria as indicated below:

<u>Length of Service</u>	<u>Days per Year</u>	<u>Hours per Year</u>
Up to 5 years	10	80
Over 5 and up to 10 years	12	96
Over 10 and up to 15 years	16	128
Over 15 and up to 20 years	20	160
Over 20 and up to 25 years	23	184
Over 25 years	25	200

Vacation leave shall be accrued on a prorated basis as determined by the City Manager.

- (2) Patrol Officers in Pay Grades 304 through 306 and Police Sergeants and Lieutenants in Pay Grades 504 and 505 are entitled to Vacation Leave with pay at the following accrual rates in accordance with the length of service criteria as indicated below:

<u>Length of Service</u>	<u>Days per Year</u>	<u>Hours per Year</u>
Up to 5 years	10	80
Over 5 and up to 10 years	14	112
Over 10 and up to 15 years	18	144
Over 15 and up to 20 years	21	168
Over 20 years	25	200

Vacation leave shall be accrued on a prorated basis as determined by the City Manager.

- (3) Firefighters in Pay Grades 401 through 406, and Fire Captains in Pay Grade 605, are entitled to Vacation Leave with pay at the following accrual rates in accordance with the length of service criteria as indicated below:

<u>Length of Service</u>	<u>Days per Year</u>	<u>Hours per Year</u>
Up to 5 years	10	80
Over 5 and up to 10 years	13	104
Over 10 and up to 15 years	18	144
Over 15 and up to 20 years	21	168
Over 20 years	25	200

Firefighters and Fire Captains assigned to work schedules which average fifty-six (56) hours per week accrue vacation leave at rates of 1.4 times the hourly rates shown above. When a Firefighter is transferred to a fifty-six (56) hour workweek schedule, any balance of vacation leave is multiplied by 1.4. When a Firefighter is transferred off a fifty-six (56) hour week schedule, any balance of vacation leave will be multiplied by five-sevenths (5/7).

Vacation leave shall be accrued on a prorated basis as determined by the City Manager.

- (4) Regular Part-Time employees accrue Vacation Leave at the same rate as Regular Full-Time employees subject to the vacation leave accrual table in Section 302.A.(1); however, such leave is prorated on actual hours worked. Regular Part-Time employees are identified in the Table of Organization (Article I.) as holding Regular Part-Time positions in contrast to Part-Time/Temporary Positions which are seasonal or intermittent.
- (5) Vacation Leave accrued and Vacation Leave taken shall be accounted for on a Vacation Year basis. The Vacation Year extends from the first day of the pay period closest to October 1st of one calendar year through the last day of the pay period closest to September 30th of the following calendar year, however, the City Manager is authorized to designate alternate Vacation Year periods for employees. The City Manager may also extend Vacation Year Periods for employees on a case-by-case basis. An employee may not use Vacation Leave for a period of ninety (90) days after initial appointment or last break in service, unless special exception is made by the City Manager on an individual basis to waive or reduce this period.
- (6) An employee may carry accumulated Vacation Leave forward to the next Vacation Year. The total amount of accrued Vacation Leave may not exceed thirty (30) days at the beginning of any Vacation year, except that when an employee in Pay Grades 3 through 13, 100 through 112, 304 through 306, 401 through 406, 504 and 505, 605 and 705 through 724 has provided written notice of her/his commitment to retire on a specific date, in which case no limit shall be placed on the accumulation of his/her vacation leave from the date of receipt of such notice of her/his retirement date or for the period of one year preceding her/his retirement date, whichever is shorter. Vacation Leave actually taken during any Vacation Year may be charged to vacation leave accruing during such Vacation Year without regard to the thirty (30) day limitation. Accrued Vacation Leave in excess of thirty (30) days (three hundred thirty-six (336) hours for Firefighters and Fire Captains working fifty-six (56) hour average workweeks) is dropped and lost at the end of the last day of each Vacation Year.
- (7) When an employee reaches an anniversary date entitling him to an increased rate of accumulation, he shall be credited with the increased rate at the start of the pay period closest to the anniversary date. Eligibility to use this additional accumulation begins as soon as accumulation begins.
- (8) To provide flexibility in vacation scheduling, employees with over one year's service shall be permitted, at the discretion of the City Manager, to obtain up to ten (10) days of Vacation Leave credit in advance of accrual. Advance credit, however, shall be covered by Vacation Leave accrual by the end of the Vacation Year, unless special exception is made by the City Manager on an individual basis to extend the allowable time period to cover advance credit by Vacation Leave accrual. The City Manager is authorized to make special exception, on an individual basis, to waive or reduce the one-year service requirement for authorizing an advance of Vacation Leave credit to an employee. The City Manager may authorize employees to contribute earned vacation hours to an account for utilization by other employees or employee groups to fulfill the obligations of collective bargaining agreements.
- (9) The primary purpose of Vacation Leave is to provide employees the opportunity for rest and recuperation. Therefore, it is expected that employees will normally schedule one vacation period per year rather than accumulate Vacation Leave

from year to year. Although scheduling of employee Vacation Leave shall be the responsibility of department directors and chiefs and shall be consistent with an efficient work schedule, the requests and needs of employees shall be given due consideration.

- (10) Whenever an employee shall leave the City's employ, he shall be entitled to remuneration for the amount of unused Vacation Leave he has accumulated except for employees who leave the City's employment before completing six (6) months of service.

**B. SICK LEAVE**

- (1) Regular Full-Time employees accrue Sick Leave at the rate of 15 days, or 120 hours per year on a prorated basis as determined by the City Manager. Firefighters and Fire Captains assigned to fifty-six (56) hour workweek schedules accrue Sick Leave at 1.4 times the normal rate or 168 hours per year. When a Firefighter or Fire Captain is transferred to a fifty-six (56) hour workweek schedule any balance of Sick Leave will be multiplied by 1.4. When a Firefighter or Fire Captain is transferred off a fifty-six (56) hour workweek schedule, any balance of Sick Leave will be multiplied by five-sevenths (5/7). The total amount of accrued Sick Leave for Fire Captains in Pay Grade 605 or Firefighters in Pay Grades 401 through 406 on a fifty-six (56) hour workweek schedule may not exceed 2,912 hours. The total amount of accrued Sick Leave for employees on a 40 hour workweek schedule in Pay Grades 3 through 13, 100 through 112, 200 through 212, 304 through 306, 401 through 406, 504, 505, 605 and 705 through 724 may not exceed 2,080 hours. Regular Part-Time employees accrue Sick Leave at the same rate as Regular Full-Time employees; however, the amount of leave accrued is prorated based upon actual hours worked. Employees who are ill and have exhausted all accrued Sick Leave may be granted, at the discretion of the City Manager, up to ten (10) days of Sick Leave credit in advance of accrual. Advance credit, however, shall be covered by Sick Leave accrual within one 12-month period, unless special exception is made by the City Manager on an individual basis to extend the allowable time period to cover advance credit by Sick Leave accrual or to waive the requirement for repayment of advanced Sick Leave.
- (2) Sick Leave is not to be used as vacation or time off. The City Manager or his representative may at any time request a doctor's certificate as proof of illness before Sick Leave compensation is paid.
- (3) One-half of all accumulated Sick Leave shall be paid to a designated beneficiary upon the death of a current employee, except that no more than 260 days sick leave accumulation shall be counted in computing death benefits for the beneficiary of an employee eligible to accrue sick leave. Such payment will be in a lump sum based upon the employee's hourly rate of pay at the time of death (excluding any premium pay). If there is no valid written designation of beneficiary on file, or if the designation is for any reason ineffective, the payment shall be made to the employee's estate except that the City may authorize the payment of such amount to any one or more of the surviving spouse, adoptive parents, lineal descendants by adoption, or blood relatives of the employee, or a beneficiary to receive payments after the death of the employee under the State Retirement System, and any such payment shall be in complete discharge of liability with respect to the amount so paid.

- (4) At retirement an employee who has accumulated fifty (50) or more Sick Leave days may convert one-third of all accumulated Sick Leave days in excess of fifty (50), but not more than 260 days, to a lump sum payment. A Firefighter's or Fire Captain's Sick Leave will be computed on a forty (40) hour workweek basis at retirement so as to apply these provisions. These provisions do not apply to service separations other than retirements.

C. INJURY LEAVE

1. Leave with pay may be granted by the City Manager for service connected occupational illness or injury. Compensation for lost time received by the employee from the Industrial Commission shall be paid to the Finance Director for such times as the employee received full wages from the City.
2. The City Manager may authorize the Finance Director to advance payment to a Part-Paid Volunteer Firefighter, who was injured in the line of duty, in an amount approximating what the City projects Workers Compensation coverage should be.
3. Injury Leave provisions also apply to Regular Part-time employees.

D. FUNERAL LEAVE

Up to three (3) days Funeral Leave may be granted when a death occurs in the immediate family of an employee, except that up to five (5) days may be granted in the event of the death of an employee's spouse, child, stepchild, parent or parent-in-law. For the purposes of this ordinance, an immediate family is interpreted to include spouse, parent, child, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandparent-in-law, stepchild, grandchild, half-brother, half-sister, or other relative living in the same household. One (1) day's funeral leave may be granted when the death is of a more distant relative. The City Manager may establish different Funeral Leave schedules to accommodate special work schedules or circumstances. Funeral Leave provisions also apply to Regular Part-Time employees.

E. MILITARY LEAVE

1. Short Term Military Leave
  - a. All Regular Full-Time employees are entitled to leave to perform military duty in the uniformed services, either state or federal, for up to 22 eight-hour work days or 176 hours in any calendar year. An employee taking such military leave shall receive the difference between his/her military pay and his/her regular pay for the period of military duty upon presentation to the Finance Director of satisfactory evidence of military pay. The City shall continue to provide group medical insurance and group life insurance coverage during the employee's military leave. During such Short Term Military Leave, an employee shall be considered to be on a leave of absence without separating the employee from their public service position.

- b. These Short Term Military Leave provisions also apply to Regular Part-Time employees on a prorated basis.

2. Extended Military Leave

- a. All Regular Full-Time employees are entitled to leave to perform military duty in the uniformed services, either state or federal. Any absence beyond that provided for in Paragraph E. 1. a. of this Subsection, that is not otherwise covered by a City approved paid leave of absence, may result in a separation from the employee's public service position until he or she returns to employment with the City of Kettering. Such leave shall be known as "Extended Military Leave."
- b. Regular Full-Time employees called to begin active service in the uniformed services pursuant to an Order by the President of the United States, an Act of Congress or by action of the Governor, shall receive the following Extended Military Leave benefits, subject to the following limitations:
  - i. Any questions regarding an employee's eligibility for Extended Military Leave benefits or the procedures to followed, shall be subject to the City Manager's authority.
  - ii. An eligible employee's Extended Military Leave benefits, paid leave and City-provided group medical insurance coverage, will continue throughout the duration of their active military duty, not to exceed a period of 24 months from the commencement of his/her Extended Military Leave. The extension of City-provided group medical insurance coverage may be subject to restrictions by the insurance carrier, insurance contract or other medical plan documents.
  - iii. Payment of paid "Military Leave" to an eligible employee on Extended Military Leave, shall be in an amount equal to the difference between the employee's regular wage as a City of Kettering public employee and the sum of the employee's gross military pay and allowances received for the period of military duty, contingent upon presentation to the Finance Director of satisfactory evidence of military pay. The Finance Director is authorized to make estimated advance Military Leave payments in the administration of this provision.

- iv. Eligible employees may elect to receive continuation of City provided group health insurance coverage, including eligible dependent coverage; however, such coverages are subject to the same exclusions and limitations currently in effect by the carrier or as may be placed in effect by the carrier subsequent to the passage of this Ordinance. In a similar manner, the City Manager may, at his discretion, authorize eligible employees to receive the continuation of other insurance benefits. The premium cost for such coverage shall be paid by the City, to the same extent such premium costs are paid for by the City for other similarly classed employees.
  - c. Except for as provided in Section 302. Authorized Absence, Subsection E. Military Leave, no other Extended Military Leave benefits are provided.
- 3. Authority - The provisions of Section 302. Authorized Absence, Subsection E. Military Leave, are intended to entirely replace the provisions of O.R.C. Section 5923.05.

F. AUTHORIZED LEAVE-WITHOUT-PAY

- (1) MATERNITY LEAVE. Maternity Leave with full pay and benefits may be granted by the City Manager for that period of time a female employee is temporarily disabled due to her pregnancy. Such leave shall be treated as, and charged to, Sick Leave. Should an employee require additional time off beyond her accrued sick leave or desire time off beyond her actual period of disability, the provisions for "Special Leave" may apply. An employee will be granted Maternity Leave and reinstated to her job without any break in service provided she had informed the City, prior to her leaving, of her intent to return to her job and providing she has notified the City within thirty (30) days after delivery of the date upon which she intends to return to work and does return to work within ninety (90) days after delivery. Maternity Leave provisions also apply to Regular Part-Time employees.
- (2) SPECIAL LEAVE. Leave-Without-Pay for personal reasons may be granted by the City Manager upon request for periods not in excess of ninety (90) calendar days. Employees absent due to illness may be granted such leave after Sick Leave has expired. Such leave may be extended or renewed beyond a total of ninety (90) calendar days with the approval of the City Manager. Upon return from such leave, the employee will be reinstated to his old position, if it is available, or to one of equal grade. The City may, at the employee's request, continue to pay its share of the premium for the employee's medical care and life insurance.

G. JURY DUTY

When an employee is called to serve as a juror in any court, the City Manager may authorize that the employee continue to receive her or his regular City pay during that period she or he serves as a juror. Jury Duty provisions also apply to Regular Part-Time employees.

- H. The City Manager has the authority to grant paid administrative leave when in his discretion no other type of leave is appropriate.

Section 303. HOLIDAYS.

- A. The following ten (10) days shall be holidays for which all Regular Full-Time and Regular Part-Time employees shall receive their regular compensation:

New Year's Day	
Dr. Martin Luther King, Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	
December 24	
Christmas Day	

- B. For employees in Pay Grades 304 through 306, and Pay Grades 504 and 505, December 31st is designated as a holiday in lieu of the Day After Thanksgiving.
- C. The City Manager is authorized to make adjustments in the holidays designated in "A" and "B" above, particularly when any of the above designated days falls on a Saturday or Sunday, providing that there shall be a total of ten (10) paid holidays recognized for any one calendar year.
- D. Coop students shall receive their regular compensation when any of the above holidays falls within their work period. Safety Supervisors shall receive their regular compensation when school is dismissed for Presidents' Day, Memorial Day and Thanksgiving Day.
- E. Full-time employees eligible for overtime compensation, except those described in paragraph G, shall receive two (2) times their regular rate in addition to their regular compensation (holiday pay) for work performed on the day observed as the holiday, or for Firefighters, on the actual holiday, unless the holiday is a regular scheduled work day. An exception is that the City Manager may stipulate that one and one half times the regular rate be paid for such overtime on Labor Day.
- F. Firefighters or Fire Captains working a 4 10-hour day/work schedule will receive 10 hours holiday pay if the recognized holiday falls on the employee's normally scheduled work day; if the recognized holiday does not fall on a Firefighter's or Fire Captain's normally scheduled work day, the Firefighter or Fire Captain will receive no holiday pay. The City Manager may make adjustments in a Firefighter's or Fire Captain's holiday hours/pay to avoid potential inequities resulting due to a Firefighter's or Fire Captain's schedule.
- G. Police Department and Fire Department personnel assigned to rotating or other shifts which require an employee to regularly work a full work schedule during the week in which a holiday occurs will be paid an extra day's pay for each such holiday. Such Regular Full-Time employees who are regularly eligible for overtime pay shall receive double their regular rate for work on a holiday in excess of a regular eight (8) hour shift or twenty-four (24) hour shift for Firefighters assigned to a fifty-six (56) hour average workweek schedule. The City Manager may, at his sole discretion, extend similar double-time provisions to Regular Part-Time employees in the Police Department who work on a holiday in excess of their regularly scheduled hours. A

sworn Police Officer may trade one (1) day or two (2) days off per year for the extra holiday pay he/she would receive for one or two holidays. Such a trade must have the advance approval by the Chief of Police.

- H. Patrol Officer, Police Sergeant or Police Lieutenant who is scheduled to work on a holiday, will be paid at a premium rate of time and one-half his or her base hourly rate for all scheduled hours worked.

I. PERSONAL LEAVE AND EARNED DAYS OFF

- (1) In addition to the ten (10) paid holidays indicated above in this Section, each Regular Full-Time employee may be granted three (3) days (24 hours) of paid Personal Leave annually. Regular Full-Time non-sworn Public Safety Dispatchers and Police Department Uniformed Deputy Bailiffs and Jailers may be granted four (4) days (32 hours) of paid Personal Leave annually. Police Officers may be granted five (5) days (40 hours) of paid Personal Leave annually. Regular Full-Time employees in Firefighting positions, working a 40 hour per week schedule, may be granted forty (40) hours of paid Personal Leave annually. Paid Personal Leave must be scheduled in advance and be approved by the department director.
- (2) Personal Leave will be accounted for on an annual basis, as determined by the City Manager, with no accumulation or carryover from one year to the next. An employee is entitled to his or her Personal Leave Credit for the year during which he or she received an initial appointment, provided employment commenced prior to October 1st, except that an employee may not receive credit for his or her third, fourth or fifth day of paid Personal Leave unless employment commenced prior to July 1st. An employee is not entitled to a Personal Leave day until a minimum of thirty (30) days have elapsed after initial appointment or last break in service, unless special exception is made by the City Manager on an individual basis to waive or reduce this period.
- (3) A Firefighter or Fire Captain assigned to a fifty-six (56) average hour workweek schedule shall not receive Personal Leave days but instead shall receive twelve (12) EDOs annually. EDOs must be scheduled in advance in compliance with Fire Department procedures and approved by the Fire Chief. The Fire Chief will determine the smallest increments in which EDOs are accounted for, with no accumulation or carryover from one year to the next.

Section 304. EDUCATIONAL ASSISTANCE.

- A. The City will pay 80% of the tuition costs, necessary fees and texts for courses related to a permanent employee's current position or her/his preparation for career advancement. The maximum payment for all Regular Full-Time employees shall be \$1,000 per calendar year.
- B. Requests for educational assistance must be submitted by an employee to the City Manager through division and department directors and the Director of Human Resources.
- C. If the employee's service with the City is terminated for any reason within two (2) years of completion of the course, the City Manager may require that he or she return the City's outlay on a pro rata basis.

- D. The City Manager may authorize the advance of educational assistance for an employee from future years and formulate an equitable arrangement for pay back to the City should the employee terminate their service with the City.

Section 305. UNIFORM ALLOWANCE.

- A. Upon appointment, Regular Full-Time employees in the positions of Police Chief, Fire Chief, Police Captain, Assistant Fire Chief, Fire Captain, Police Lieutenant, Police Sergeant, Patrol Officer and Firefighter shall be furnished minimum uniform requirements which remain City property until the individual has served one (1) year. All of the above employees issued uniforms shall receive an annual uniform allowance to be distributed in four (4) equal payments at the beginning of each quarter (for Patrol Officers such payments will be included with the pay for the second Pay Period of each quarter); except that the uniform maintenance allowance is only paid to an eligible employee after the employee's completion of one (1) year of service. In the event that an employee leaves the City's employment prior to the end of the quarter, no refund on uniform allowance shall be required. The Police Chief, Police Captains, Police Lieutenants, Police Sergeants and Police Patrol Officers shall receive an annual uniform maintenance allowance of \$1,000. The Fire Chief, Assistant Fire Chiefs, Fire Captains and Firefighters shall receive an annual uniform maintenance allowance of \$200, in conjunction with their participation in a Quartermaster Program.
- B. The City Manager is authorized to provide a uniform allowance or purchase or rent uniforms, including safety/work shoes, for those employees for whom he determines such an arrangement is appropriate. The extent and provision of such arrangement shall be at the discretion of the City Manager. All clothing furnished shall remain the property of the City.
- C. In lieu of, or in combination with, the annual uniform allowances specifically provided for in Section 305.A., the City Manager is authorized to purchase or rent uniforms, including safety/work shoes, as provided for in Section 305.B. When using this provision, the City Manager may reduce or eliminate such allowances and vary the amount and interval of any allowance to be paid to an employee.

Section 306. ANNUAL PHYSICAL EXAMINATION OF CITY MANAGER, DEPARTMENT AND DIVISION DIRECTORS.

The City Manager may authorize payment to an appropriate medical facility or physician, for the administration of an annual physical examination to employees and/or officials at the level of City Manager, Assistant City Manager, Department Director and Division Director.

Section 307. GROUP INSURANCE PREMIUM ACCOUNTS, FLEXIBLE SPENDING ACCOUNTS AND HEALTH SAVINGS ACCOUNTS

- A. Regular Full-Time employees, Regular Part-Time employees, elected officials and other employees, as determined appropriate by the City Manager, may participate in Group Insurance Premium Accounts, Flexible Spending Accounts (FSAs), Health Savings Accounts (HSAs) and other benefit arrangements qualifying under Section 125 and Section 223 of the Internal Revenue Code. Such accounts are provided for under a Plan Document (the "Plan") and allow eligible employees to take advantage of tax-effective opportunities to pay for certain benefits with before-tax dollars.

- B. On behalf of the City of Kettering, the City Manager is authorized to sign Plan Documents (the “Plan”) adopting, implementing, maintaining and revising Flexible Spending Accounts, Health Savings Accounts, Group Insurance Premium Accounts and other accounts; all such accounts qualifying under Section 125 and Section 223 of the Internal Revenue Code.
- C. On behalf of the City of Kettering, the City Manager is authorized to sign agreements, and amendments to same, with a third party administrator in order to provide for the administration of the Plan or portions thereof. The City Manager is authorized to set Plan Year effective dates for each Plan Account, and to set eligibility dates for various employee groups to begin Plan participation.
- D. The Plan’s design may include the following Accounts (illustrative only), which are subject to the provisions of the Plan and IRS regulations:
  - 1. Group Insurance Premium Accounts — Employees may pay for their portion of the premium for certain employer-sponsored group insurance plans on a before-tax basis. Eligible employees electing to participate in certain employer-sponsored insurance plans may automatically be required to participate in such Accounts.
  - 2. Dependent Care – Flexible Spending Account — Employees may pay for qualifying dependent/child care expenses on a before-tax basis.
  - 3. Medical Reimbursement – Flexible Spending Account and Health Savings Accounts — Employees may pay for qualifying unreimbursed health care expenses incurred for themselves and eligible dependents, that are not otherwise covered by any insurance plan, on a before-tax basis.

Article IV. ADMINISTRATIVE AND PROCEDURAL MATTERS.

Section 400. The Finance Director may expend City funds as approved by the City Manager for supplies, food, beverages and staff support at meetings, work sessions or other gatherings of City employees, Council, Boards, Commissions, Committees, Volunteers and guests.

The City Manager is authorized, and at his sole discretion, may approve the purchase of alcoholic beverages for the functions stated in Sections 400 and 401, especially where he deems such purchase and consumption is consistent with the promotion of the general business of the City, the welfare of the municipality, and recognition determined to be in the best interests of the City.

Section 401. In recognition of years of service and in recognition of special contributions made by members of City Council, City Employees, Part-Paid Volunteer Firefighters, members of boards and commissions and other volunteers, the City Manager may authorize the expenditure of City funds, as appropriate, for service awards, recognition awards, items of monetary value and to assume/offset payroll withholdings that an award recipient might otherwise be obligated for, in a manner consistent with such recognition.

Section 402. CLAIMS FOR LOSS OF EMPLOYEE PROPERTY.

- A. The City will not accept responsibility for any loss of employee's personal property incurred either on or off of duty except when an employee has been suddenly and unexpectedly called out for emergency duty without an opportunity to divest himself of personal property attached to his body, such as apparel, fountain pens, watches, dentures or inexpensive jewelry. In no case will the City assume responsibility for expensive watches, jewelry, or other costly items which should be insured by the owners.
  
- B. No reimbursement will be made to employees for articles that are not normally worn or attached to the body or for articles that are deliberately taken to work by them for their own satisfaction. Nor will any reimbursement be made to employees by the City for losses sustained as a result of their misconduct. In those cases where reimbursement is authorized, it will be limited to no more than the actual cost of repairs or to the original cost of the items.

Section 403. PERSONNEL BONDS.

The following personnel shall be separately bonded for amounts not less than indicated:

Finance Director	\$25,000
Clerk of Courts (set by judges)	6,000
All other employees as deemed necessary by the City Manager	

All employees not covered by separate bond shall be included in the "Public Employees Blanket Coverage Endorsement." All such bonds shall be faithful performance bonds.

Section 404. POLICE PROFESSIONAL LIABILITY INSURANCE.

The City will provide Police Professional Liability Compensatory Damage Insurance Coverage for each full-time Police Officer while acting within the scope of his or her employment.

Section 405. LEGAL SERVICES FOR KETTERING SCHOOL BOARD.

The Law Director, although it is determined and provided not to be required as part of his normal duties, may contract with the Kettering City Board of Education to provide it legal services.

Section 406.

The City will pay the Ohio Supreme Court registration fees for all full-time City Attorneys.

Section 407.

In recognition of rules governing the Ohio Police and Fire Pension Fund which exclude Kettering's Chief of Police from participating in that plan; the City Manager may authorize payment, in addition to the Police Chief's regular salary, to a qualified deferred compensation plan or compensation based retirement plan. The amount of such payment is not to exceed the difference between what the City's contribution would be to the Ohio Police and Fire Pension Fund for the Chief of Police and what the City's actual contribution is to the Ohio Public Employees Retirement System for the Chief of Police.

Section 408. CAR ALLOWANCE.

The City Manager, at his sole discretion, may authorize payment of a car allowance in the amount of not more than \$375 per month, in lieu of providing City vehicles, to certain staff.

Section 409. RESOLUTIONS REAFFIRMED.

Resolution No. 2017-70 is hereby incorporated into this ordinance as if the Resolution were fully rewritten here.

Section 410. EFFECTIVE DATE OF COMPUTATIONS.

Any changes in Article I Table of Organization and Position Classification Plan or the benefits for full-time, part-time and temporary employees, shall be computed from and after the earliest date provided by law, unless otherwise provided.

The effective date of computations for pay schedules and compensation for Regular Full-Time employees shall be computed from and after December 19, 2011, unless otherwise provided.

The effective date of computations for the pay schedule for non-sworn Public Safety Dispatchers in Pay Grade 8-1, Section 200, shall be computed from and after June 6, 2011.

The compensation for the Mayor and other Council Members shall be computed from and after December 19, 2011.

The effective date of computations for pay schedules in Section 202 shall be computed from and after March 14, 2011.

The effective date of computations for pay schedules in Section 203 shall be computed from and after February 28, 2011.

The effective date of computations for pay schedules in Section 204 shall be computed from and after August 29, 2011.

The effective date of computations for pay schedules in Section 205 shall be computed from and after December 20, 2010.

The effective date of computations for pay schedules for part-time and temporary employees in Section 209, paragraph A, and Regular Part-Time employees in Section 209, paragraph B, shall be computed from and after December 19, 2011.

Employees shall be compensated as provided for in previous Ordinances until the effective date of these new pay schedules.

Section 411. ORDINANCES REPEALED.

Ordinance No. 4175-11 is hereby repealed in its entirety.

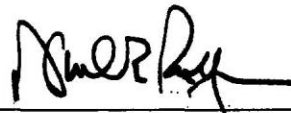
Section 412. GRANTING OF PAY INCREASES AND OTHER SUPPLEMENTAL BENEFITS.

Nothing in the pay schedules or supplemental benefits authorized by this Ordinance shall be construed to require the City to grant increases in pay or benefits above the rates or levels as were authorized in previous Ordinances. Increases in pay or benefits are at the discretion of the City Manager. Similarly, at the sole discretion of the City Manager, any one or more employees (including employees who separated employment after the effective date of pay or benefit increases, however, before such increases are calculated, paid or realized) may or may not receive part or all of any general or across-the-board pay increases or increases in benefits authorized by the City Council, or may receive it at whatever date is determined by the City Manager.

Section 413. EFFECTIVE DATE OF ORDINANCE.

This ordinance shall take full force and effect from and after the earliest period provided by law.

Passed this 20th day of December, 2011.



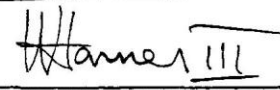
\_\_\_\_\_  
DONALD E. PATTERSON, Mayor

ATTEST:



\_\_\_\_\_  
CONNIE S. GAW  
Clerk of Council

CERTIFICATE OF APPROVAL



\_\_\_\_\_  
THEODORE A. HAMER, III  
Acting Law Director

(Requested by Human Resource Department)