

ORDINANCE NO. 16-179

OFFERED BY: MAYOR BASIL

AN ORDINANCE AMENDING THE CITY'S PAY RANGE STRUCTURE ADOPTED BY ORDINANCE NO. 15-183, AMENDING THE CITY'S PAY RANGE ASSIGNMENTS SCHEDULE ADOPTED BY ORDINANCE NO. 16-121 AND CREATING AN INCENTIVE COMPENSATION PLAN FOR ALL REGULAR FULL-TIME AND PART-TIME EMPLOYEES.

WHEREAS, Chapter 254 of the Codified Ordinances of Hudson, Ohio, provides for an "Employee Handbook and Personnel Rules" that further provides for Council to, from time to time, establish a classification plan and associated compensation plan for City employees including position titles, pay ranges, and steps for City employees, and this Council desires to amend the City's Pay Range Structure and Pay Range Assignments schedule by adjusting the pay ranges and pay range assignments beginning in 2017; and

WHEREAS, this Council desires to authorize an annual salary adjustment for the City's non-bargaining unit employees by a factor of 1.01 over the 2016 "Pay Range Structure" hourly rates and to amend the "Pay Range Assignment" schedule to include the position modifications highlighted on Exhibit B to this Ordinance which reflect the recent reorganization and reassignment of City personnel.

NOW, THEREFORE, BE IT ORDAINED by the Council of Hudson, Summit County, State of Ohio, that:

Section 1. Effective as of January 1, 2017, hourly rates for City non-bargaining unit personnel shall be as set forth in the "Pay Range Structure" attached hereto and incorporated herein by reference as Exhibit A.

Section 2. Effective as of January 1, 2017, the pay ranges provided in the "Pay Range Assignments" schedule attached hereto and fully incorporated by reference herein as Exhibit B is approved and established as the authorized and allowable pay range assignments for all positions in the City that are not included in a collective bargaining unit.

Section 3. Effective as of January 1, 2017, the "Incentive Compensation Plan" attached hereto and fully incorporated by reference herein as Exhibit C is approved.

Section 4. All ordinances and resolutions inconsistent with Sections 1 and 2 of this Ordinance are hereby repealed but only to the extent that they are inconsistent with the provisions of this Ordinance.

Section 5. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 6. This Ordinance shall be in full force and effect from and after the earliest period allowed by law.

PASSED:

David A. Basil, Mayor

ATTEST:

Elizabeth Slagle, Clerk of Council

I certify that the foregoing Ordinance was duly passed by the Council of said Municipality on _____, 2016.

Elizabeth Slagle, Clerk of Council

EXHIBIT A - Ordinance No. 16-179

**2017 - 1.0% Increase
Pay Range Structure**

The hourly rates below represent a 1% increase over the 2016 rates.

| Band | Minimum | Maximum |
|-------------|----------------|----------------|
| 1 | 8.19 | 17.55 |
| 2 | 13.08 | 40.40 |
| 3 | 27.93 | 71.53 |

OHIO STATE MINIMUM WAGE FOR 2017 IS \$8.15 PER HOUR

Effective 1/1/2017

EXHIBIT B - Ordinance No. 16-179

City of Hudson, Ohio
Pay Range Assignments

| CLASS TITLE | PAY BAND |
|--|----------|
| Golf Cart Service Worker Park Booth Worker School Crossing Guard Snack Bar Attendant I Student Intern | 1 |
| Account Clerk I Account Clerk II Accountant Assistant Golf Course Maintenance Superintendent Associate Planner Business Operations Manager Clerical Assistant Clerk of Council Clubhouse Supervisor Code Enforcement Officer Code Inspector Communications Specialist Community Access Coordinator Community Service Officer Construction Coordinator Construction Inspector Construction Technician Court Clerk EMS Instructor EMS Shift Officer EMS Training Coordinator Executive Assistant Executive Assistant to the City Manager & Asst. City Manager Accounting Manager Fire Inspector Fire Training Coordinator GIS/IS Specialist Golf Starter-Ranger Grant Writer Grounds Maintenance Worker I Grounds Maintenance Worker II Grounds Maintenance Worker III HR Coordinator Maintenance Supervisor Network Support Specialist Office Manager Paramedic Planning Technician Police Records Coordinator Pro Shop Attendant Production Assistant Public Safety Dispatcher Snack Bar Attendant II Youth Worker | 2 |

Effective 1/1/17

City of Hudson, Ohio
Pay Range Assignments

| CLASS TITLE | PAY BAND |
|---------------------------------------|----------|
| Administrative Support Supervisor | 3 |
| Arborist | |
| Assistant City Attorney | |
| Assistant City Engineer | |
| Assistant City Manager | |
| Assistant Finance Director | |
| Assistant Fire Chief | |
| Assistant Public Works Director | |
| Assistant Public Works Superintendent | |
| Broadband Manager | |
| City Engineer | |
| City Planner | |
| Civil Engineer/Project Manager | |
| Communications Manager | |
| Community Development Director | |
| Deputy City Manager | |
| Economic Development Director | |
| Electric Systems Supervisor | |
| EMS Deputy Chief | |
| EMS Director | |
| EMS Operations Supervisor | |
| Finance Director | |
| Fire Chief | |
| Fire Marshal | |
| Fire/EMS Chief | |
| Fleet Manager | |
| GIS Manager | |
| GIS Manager/Database Administrator | |
| Golf Course Manager/Superintendent | |
| Golf Course Pro | |
| Human Resources Manager | |
| Human Resources Office Manager | |
| Information Systems Director | |
| Information Systems Manager | |
| Network Systems Administrator | |
| Parks Superintendent | |
| Police Chief | |
| Police Lieutenant | |
| Police Sergeant | |
| Public Works Director | |
| Public Works Superintendent | |
| Station Manager | |

Effective 1/1/17

EXHIBIT C - Ordinance No. 16-179

INCENTIVE COMPENSATION PLAN



Plan Objective

To reward all eligible employees for performance based contributions enhancing the City of Hudson workplace, public image and/or community.

Plan Eligibility

1. All active regular part-time and full-time employees; hourly or salary.
2. Employee must have completed one year of employment with the City of Hudson.
3. City Manager is exempt from participation in this program.

Plan Guidelines & Criteria

An employee's efforts have resulted in the completion of a special project or contribution of significant importance to the City, through a work initiative above and beyond their current job duties, as determined and approved by the Incentive Compensation Plan Review Board. Request for incentive shall be initiated by employee's direct supervisor or department manager.

The criteria for consideration of the incentive will be based on the below criteria:

1. Actions resulting in organizational improvement.
2. Outstanding acts which brings recognition to the City from the public.
3. Outstanding achievements that enhance the professional image of the City's workforce.
4. Efforts to reduce or eliminate City expenditures or generate additional revenue.
5. Streamlining processes and administrative practices and sharing those processes with City departments to increase efficiencies.
6. Actions other than the above which fulfill the objective of this incentive plan.

Plan Approval

An Incentive Compensation Plan Review Board will be appointed by the City Manager at the beginning of each odd numbered fiscal year and may be comprised of up to five (5) representatives.

Plan Payment

The incentive reward will be a minimum of one (1) to a maximum of five (5) vacations days, or the monetary equivalent for full-time employees and correspond proportionally to hours worked for part-time employees. An incentive reward can only be received once per calendar year. Payment of approved incentive, vacation day(s) or monetary equivalent, will be employee's choice.

Effective 1/1/2017