



City of Grand Island

Tuesday, December 22, 2015

Council Session

Item F-2

#9570 – Consideration of Proposed Changes to the Salary Ordinance

Staff Contact: Aaron Schmid, Human Resources Director

Council Agenda Memo

From: Aaron Schmid, Human Resources Director
Meeting: December 22, 2015
Subject: Salary Ordinance
Presenter(s): Aaron Schmid, Human Resources Director

Background

The salary ordinance for employees of the City of Grand Island comes before Council when changes are necessary. The following explains the changes to the salary ordinance.

Discussion

On January 1, 2016, the Nebraska minimum wage will increase from the current \$8.00 per hour to \$9.00 per hour. City of Grand Island classifications impacted by this change include; Library Page, Seasonal Worker and Temporary Worker. The minimum wage change has already been accounted for in the 2015-2016 budget.

The second item is to rename the Building and Planning Secretary positions to Administrative Assistants. This item was originally mentioned in the 2015-2016 budget planning process with intent to further review and bring back to council at a later date. Reviews of the positions indicate the duties and responsibilities more accurately match those of administrative assistant positions.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends that the Council approve Salary Ordinance #9570.

Sample Motion

Move to approve Salary Ordinance #9570.



NEBRASKA
DEPARTMENT OF LABOR

NEBRASKA MINIMUM WAGE

Effective **January 1, 2015**
through **December 31, 2015**

Effective **January 1, 2016**

\$8.00 Per hour

\$9.00 Per hour

<u>NOTICE TO EMPLOYEES</u>	<u>MINIMUM WAGE RATES</u>	<u>DEFINITIONS</u>		
<p>Pursuant to and by virtue of authority vested in it by Chapter 48, Article 12, Section 48-1201 to 48-1209, Revised Statutes of Nebraska 1943, and Revised Statutes Supplement 2007 it is declared to be the policy of this state to:</p> <ol style="list-style-type: none"> 1. Establish a minimum wage for all workers at levels consistent with their health, efficiency and general well-being, and 2. Safeguard existing minimum wage compensation standards which are adequate to maintain the health, efficiency and general well-being of workers against the unfair competition of wage and hour standards which do not provide adequate standards of living. 	<p>Every employer as defined, shall pay to each employee effective January 1, 2015, wages at the minimum rate As Stated Above.</p> <p>\$2.13 Per hour: (to waitresses and waiters) provided that employee's wages and gratuities equal or exceed applicable rate as stated above.</p> <p>A Training Wage of 75% of the federal minimum wage may be paid to new employees under age 20 for the first 90 consecutive calendar days of employment</p> <p>Upon approval by the Commissioner of Labor, employers may pay the training wage rate for an additional 90 days provided the employee is participating in an on-the-job training program.</p> <p>*Student-learners employed in a bona fide vocational training program may be paid special hourly rates of no less than 75% of the above applicable rates.</p>	<ol style="list-style-type: none"> 1. Employ shall include to permit to work. 2. Employer shall include any individual, partnership, limited liability company, association, corporation, business trust, legal representative or any organized group of persons employing four or more employees at any one time except for seasonal employment of not more than twenty weeks in any calendar year, acting directly or indirectly in the interest of an employer in relation to an employee. 3. Employee shall include any individual employed by an employer. 4. Wages shall mean all remuneration for personal services, including commissions and bonuses and the cash value of all remunerations in any medium other than cash. 		
<h2><u>EXEMPTIONS</u></h2> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>A. Any individual employed in agriculture;</p> <p>B. Any individual employed as a baby sitter in or about a private home;</p> <p>C. Any individual employed in a bona fide executive, administrative, or professional capacity, or as a superintendent or supervisor;</p> <p>D. Any individual employed by the United States, or by the state or any political subdivision thereof;</p> <p>E. Any individual engaged in the activities of an educational, charitable, religious, or nonprofit organization when the employer-employee relationship does not in fact exist or when the services rendered to such organization are on a voluntary basis;</p> </td> <td style="width: 50%; vertical-align: top;"> <p>F. Apprentices and learners otherwise provided by law;</p> <p>G. Veterans in training under supervision of the United States Department of Veterans Affairs;</p> <p>H. A child in the employment of his or her parent or a parent in the employment of his or her child; or</p> <p>I. Any person who, directly or indirectly, is receiving any form of federal, state, county, or local aid or welfare and who is physically or mentally disabled and employed in a program of rehabilitation, who shall receive a wage at a level consistent with his or her health, efficiency, and general well-being.</p> </td> </tr> </table>			<p>A. Any individual employed in agriculture;</p> <p>B. Any individual employed as a baby sitter in or about a private home;</p> <p>C. Any individual employed in a bona fide executive, administrative, or professional capacity, or as a superintendent or supervisor;</p> <p>D. Any individual employed by the United States, or by the state or any political subdivision thereof;</p> <p>E. Any individual engaged in the activities of an educational, charitable, religious, or nonprofit organization when the employer-employee relationship does not in fact exist or when the services rendered to such organization are on a voluntary basis;</p>	<p>F. Apprentices and learners otherwise provided by law;</p> <p>G. Veterans in training under supervision of the United States Department of Veterans Affairs;</p> <p>H. A child in the employment of his or her parent or a parent in the employment of his or her child; or</p> <p>I. Any person who, directly or indirectly, is receiving any form of federal, state, county, or local aid or welfare and who is physically or mentally disabled and employed in a program of rehabilitation, who shall receive a wage at a level consistent with his or her health, efficiency, and general well-being.</p>
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For further information regarding the Nebraska Wage and Hour Act, contact the Nebraska Department of Labor at the following address.

550 South 16th Street, Lincoln, NE 68508, Telephone: 402-471-2239

dol.nebraska.gov

Keep posted in a conspicuous place.

Equal Opportunity Program/Employer
TDD: 800.833.7352

Auxiliary aids and services are available upon request to individuals with disabilities.



ADMINISTRATIVE ASSISTANT

DEPARTMENT: Building Department

CLASSIFICATION: Non-Exempt

DIVISION:

JOB CLASS: 1030

DEFINITION

Perform a variety of responsible, confidential and complex administrative duties for the Building Department; act as liaison between corresponding department and others; and provide information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building Department Director.

May provide functional or technical supervision over subordinate clerical staff.

ESSENTIAL FUNCTIONS

Screen calls, visitors, and mail; perform errands for immediate supervisor; respond to sensitive requests for information and assistance; provide general information and assistance to City staff and the public; research information.

Participate and assist in the administration of the office to which assigned; research, compile, analyze, and summarize data for special projects and various comprehensive reports; prepare or direct the preparation of various administrative reports; process and check reports for accuracy; send out reports as required.

Prepare requisitions; process purchase orders for department; issue purchase orders to vendors; prepare claims for payment.

Assist in coordinating municipal activities among two or more City departments or offices; coordinate the flow of paperwork between departmental and divisional levels.

Perform a wide variety of complex, responsible, and confidential duties for immediate supervisor; compose and prepare letters, memorandums, bid specifications, travel reimbursement requests, news articles and other material as required by respective department; order and maintain office supplies as required; produce advertising or promotional materials as required.

Maintain appointment schedules and calendars; arrange meetings and conferences as required; plan refreshments for meetings and conferences; post notices of public meetings.

Initiate and maintain a variety of files and records for information including purchase orders, patron registration, payroll, budget, and personnel records; maintain manuals, update resource materials and departmental roster as required.

Attend various meetings; may serve as Secretary to a board or commission; prepare and compile the agenda and

assemble background materials; transcribe minutes of the meetings, and perform related support services.

Prepare and verify a wide variety of reports, letters, memos and statistical charts; compose general correspondence related to responsibilities assigned.

Assist in preparing, coordinating and monitoring the assigned budget; compile annual budget requests; may count and record revenues collected and prepare deposit.

Maintain and prepare Departmental monthly billing to licensed contractors.

Maintain license registration and insurance certificates for contractors within jurisdiction.

Operate a variety of office equipment including a computer; perform routine maintenance on office equipment; input and retrieve data and test; organize and maintain computer information storage and filing.

Maintain a variety of personnel records and files including vacation and medical leave requests, workers' compensation files, and payroll records.

Display honest, trustworthy, and ethical behavior when dealing with internal and external customers.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Regular attendance that is punctual and dependable is required.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic mathematical principles.

Principles and practices of word processing, spreadsheet and database maintenance.

Standardized Microsoft Office products.

Principles and procedures of record keeping and reporting.

English usage, spelling, grammar and punctuation.

Modern office practices, procedures and equipment.

Basic procedures and techniques of budget preparation and accounting.

Principles and techniques of business letter writing.

Ability to:

Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.

Learn, interpret and apply Federal, State, local and department policies, procedures, laws and regulations.

Research, compile, analyze, interpret and prepare a variety of budget, personnel and administrative reports.

Maintain confidential data and information for executive staff.

Independently prepare routine correspondence and memorandums.

Operate a variety of modern office equipment including a computer.

Type at a speed necessary for successful job performance.

Implement and maintain standard filing and accounting systems.

Assist in preparing and monitoring a budget.

Communicate clearly and concisely, both orally and in writing.

License or Certification:

None required.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible secretarial and clerical experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial and clerical training.

PHYSICAL REQUIREMENTS

Activities:

Sitting	Frequent
Standing	Occasional
Walking	Frequent
Reaching	Occasional
Climbing Stairs	Occasional
Bending	Occasional
Squatting	Occasional
Kneeling	Occasional
Twist/Turn	Occasional
Simple Grasping	Occasional
Fine Manipulation	Frequent
Handling	Occasional

Lifting

Waist Level 20#
Chair to Floor 20#
Above Shoulder 20#

Push/Pull 20#

Carry

Right 20# Occasional
Left 20# Occasional

Use of Feet

Left
Right

Foot Controls

Not at all
Not at all

ORDINANCE NO. 9570 (Cont.)

Classification	Hourly Pay Range Min/Max	Overtime Eligibility
Assistant to the City Administrator	22.9200/32.2648	Exempt
Assistant Finance Director	32.9968/47.6559	Exempt
Assistant Public Works Director / Manager of Engineering Services	34.0370/51.6755	Exempt
Assistant Utilities Director – Distribution	48.7903/69.3328	Exempt
Assistant Utilities Director – Production	52.8344/75.1064	Exempt
Assistant Utilities Director – Transmission	52.8344/75.1064	Exempt
Attorney	29.3208/45.2405	Exempt
Biosolids Technician	18.5804/27.3972	40 hrs/week
Building Department Director	34.3474/50.2154	Exempt
CADD Operator	21.0997/30.3529	40 hrs/week
Cemetery Superintendent	21.3846/33.6384	Exempt
City Administrator	69.4139/81.0483	Exempt
City Attorney	41.5086/59.8505	Exempt
City Clerk	28.7959/41.4076	Exempt
Civil Engineer I	28.4483/41.1268	Exempt
Civil Engineer II	32.9968/47.6559	Exempt
Civil Engineering Manager – Utility PCC	35.9394/53.7496	Exempt
Collection System Supervisor	23.5416/33.4641	40 hrs/week
Community Service Officer	15.0188/21.2122	40 hrs/week
Custodian – Library, Police	13.7301/19.7513	40 hrs/week
Customer Service Representative – Part time	9.0721/13.6081	40 hrs/week
Customer Service Team Leader	19.8856/27.1643	Exempt
Electric Distribution Superintendent	36.9413/50.3850	Exempt
Electric Distribution Supervisor	31.1960/42.5738	40 hrs/week
Electric Underground Superintendent	32.8985/44.8796	Exempt
Electrical Engineer I	28.4483/41.1268	Exempt
Electrical Engineer II	32.9968/47.6559	Exempt
Emergency Management Deputy Director	24.4553/36.9584	Exempt
Emergency Management Director	34.8053/52.5845	Exempt
Engineer I – Public Works	30.9998/43.6156	Exempt
Engineer I – WWTP	30.9998/43.6156	Exempt
Engineering Technician - WWTP	20.5756/29.0698	40 hrs/week
Equipment Operator - Solid Waste	17.6593/26.2408	40 hrs/week
Finance Director	40.3733/63.5433	Exempt
Finance Operations Supervisor	21.4328/30.3065	Exempt

ORDINANCE NO. 9570 (Cont.)

Classification	Hourly Pay Range Min/Max	Overtime Eligibility
Fire Chief	38.9843/61.0493	Exempt
Fire EMS Division Chief	34.5645/48.9259	Exempt
Fire Operations Division Chief	34.5645/48.9259	Exempt
Fire Prevention Division Chief	34.4808/46.9413	Exempt
Fleet Services Shop Foreman	23.2034/34.9990	40 hrs/week
GIS Coordinator - PW	25.8244/39.2199	40 hrs/week
Golf Course Superintendent	24.8718/35.8958	Exempt
Grounds Management Crew Chief – Cemetery	19.0220/30.1640	40 hrs/week
Grounds Management Crew Chief – Parks	20.0248/30.3237	40 hrs/week
Human Resources Director	35.1215/52.0396	Exempt
Human Resources Benefits/Risk Mgmt Coordinator	20.8994/33.9014	40 hrs/week
Human Resources Recruiter	20.8994/33.9014	40 hrs/week
Human Resources Specialist	20.8994/33.9014	40 hrs/week
Information Technology Manager	34.8074/55.1841	Exempt
Legal Secretary	20.6847/27.9549	40 hrs/week
Librarian I	18.7455/26.3274	Exempt
Librarian II	20.7590/29.5255	Exempt
Library Assistant I	12.6595/18.2957	40 hrs/week
Library Assistant II	15.6447/22.1478	40 hrs/week
Library Assistant Director	31.5904/49.4024	Exempt
Library Director	39.7504/58.9620	Exempt
Library Page	8.2000/11.6159 9.0000/12.4159	40 hrs/week
Library Secretary	15.7519/22.3860	40 hrs/week
Maintenance Worker – Golf	15.6208/24.9970	40 hrs/week
Meter Reader Supervisor	19.2174/28.0738	Exempt
MPO Program Manager	24.7948/36.8559	Exempt
Office Manager – Police Department	17.9564/26.4955	40 hrs/week
Parks and Recreation Director	38.4511/60.0943	Exempt
Parks Superintendent	27.2713/41.6346	Exempt
Payroll Specialist	18.7997/28.1091	40 hrs/week
Planning Director	37.6723/57.6708	Exempt
Police Captain	34.9429/49.7333	Exempt
Police Chief	42.1654/61.0493	Exempt
Power Plant Maintenance Supervisor	31.5808/44.6375	Exempt
Power Plant Operations Supervisor	35.6296/50.2981	Exempt

ORDINANCE NO. 9570 (Cont.)

Classification	Hourly Pay Range Min/Max	Overtime Eligibility
Power Plant Superintendent – Burdick	38.2626/54.3581	Exempt
Power Plant Superintendent – PGS	44.1110/62.6376	Exempt
Public Information Officer	26.1389/39.4498	Exempt
Public Works Director	40.8216/63.4845	Exempt
Public Works Engineer	32.3635/46.7971	Exempt
Receptionist	15.7641/24.1323	40 hrs/week
Recreation Coordinator	20.5951/30.9711	Exempt
Recreation Superintendent	31.4938/47.9823	Exempt
Regulatory and Environmental Manager	31.0686/45.7759	Exempt
Senior Electrical Engineer	36.1078/52.1496	Exempt
Senior Public Safety Dispatcher	18.8259/24.8656	40 hrs/week
Senior Utility Secretary	16.0493/22.9174	40 hrs/week
Shooting Range Superintendent	25.2951/39.5535	Exempt
Solid Waste Division Clerk - Full Time	18.6018/22.8997	40 hrs/week
Solid Waste Division Clerk - Part Time	16.5628/20.7941	40 hrs/week
Solid Waste Foreman	21.2589/30.4054	40 hrs/week
Solid Waste Superintendent	30.2660/46.2916	Exempt
Street Superintendent	27.9816/42.5650	Exempt
Street Foreman	22.6046/34.1031	40 hrs/week
Turf Management Specialist	22.3531/31.6433	40 hrs/week
Utilities Director	72.3810/96.4843	Exempt
Utility Production Engineer	36.9261/54.4330	Exempt
Utility Warehouse Supervisor	25.1009/35.8566	40 hrs/week
Victim Assistance Unit Coordinator	14.8356/22.1980	40 hrs/week
Victim/Witness Advocate	13.5989/20.3476	40 hrs/week
Wastewater Plant Chief Operator	23.0656/31.4978	40 hrs/week
Wastewater Plant Engineer	33.6168/48.9736	Exempt
Wastewater Plant Operations Engineer	32.3635/46.2278	Exempt
Wastewater Plant Maintenance Supervisor	24.9808/33.6386	40 hrs/week
Wastewater Plant Regulatory Compliance Manager	26.5131/37.8945	Exempt
Water Superintendent	30.5735/45.3774	Exempt
Water Supervisor	24.1795/35.0998	40 hrs/week
Worker / Seasonal	8.0000/20.0000 <u>9.0000/20.0000</u>	Exempt
Worker / Temporary	8.0000/20.0000 <u>9.0000/20.0000</u>	40 hrs/week

ORDINANCE NO. 9570 (Cont.)

A shift differential of \$0.25 per hour shall be added to the base hourly wage for persons in the employee classification Senior Public Safety Dispatcher who work any hours or portion thereof that begins between 3:00 p.m. and 11:00 p.m. Employees who work any hours or portion thereof from 11:00 p.m. to 7:00 a.m. will receive a shift differential of \$0.25 per hour. This does not include persons who work the day shift. Shift differential will only be paid for actual hours worked. Paid leave will not qualify for the shift differential pay.

SECTION 2. The currently occupied classifications of employees of the City of Grand Island included under the AFSCME labor agreement, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classifications, and the number of hours and work period which certain such employees included under the AFSCME labor agreement shall work prior to overtime eligibility are as follows:

Classification	Hourly Pay Range Min/Max	Overtime Eligibility
Equipment Operator – Streets	17.6592/26.1596	40 hrs/week
Fleet Services Mechanic	19.8687/29.4370	40 hrs/week
Horticulturist	19.6840/29.2153	40 hrs/week
Maintenance Worker – Cemetery	16.9683/25.1576	40 hrs/week
Maintenance Worker – Parks	16.7768/24.8881	40 hrs/week
Maintenance Worker – Streets	16.6527/24.6864	40 hrs/week
Senior Equipment Operator – Streets	19.0833/28.3039	40 hrs/week
Senior Maintenance Worker – Streets	18.9955/28.1736	40 hrs/week
Traffic Signal Technician	18.9078/28.0436	40 hrs/week

SECTION 3. The currently occupied classifications of employees of the City of Grand Island included under the IBEW labor agreements, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classifications, and the number of hours and work period which certain such employees included under the IBEW labor agreements shall work prior to overtime eligibility are as follows:

ORDINANCE NO. 9570 (Cont.)

Classification	Hourly Pay Range Min/Max	Overtime Eligibility
Accounting Clerk	16.5539/21.9059	40 hrs/week
Cashier	15.4142/21.0044	40 hrs/week
Custodian	16.8533/19.9014	40 hrs/week
Electric Distribution Crew Chief	32.2470/41.0121	40 hrs/week
Electric Underground Crew Chief	32.2470/41.0121	40 hrs/week
Engineering Technician I	19.7395/28.2435	40 hrs/week
Engineering Technician II	24.4019/33.4582	40 hrs/week
Instrument Technician	29.9500/39.5665	40 hrs/week
Lineworker Apprentice	21.7042/31.8251	40 hrs/week
Lineworker First Class	31.6997/37.4917	40 hrs/week
Materials Handler	23.4211/31.3954	40 hrs/week
Meter Reader	18.1497/23.6678	40 hrs/week
Meter Technician	24.4611/30.2316	40 hrs/week
Payroll Clerk	16.5539/21.9059	40 hrs/week
Power Dispatcher I	28.4126/39.5046	40 hrs/week
Power Dispatcher II	29.8421/41.4857	40 hrs/week
Power Plant Maintenance Mechanic	28.9972/36.1069	40 hrs/week
Power Plant Operator	31.7732/37.0102	40 hrs/week
Senior Accounting Clerk	18.5174/24.2563	40 hrs/week
Senior Engineering Technician	31.7854/38.8983	40 hrs/week
Senior Materials Handler	28.3828/37.0215	40 hrs/week
Senior Meter Reader	21.4958/25.5129	40 hrs/week
Senior Power Dispatcher	35.5564/48.7934	40 hrs/week
Senior Power Plant Operator	34.8313/44.6525	40 hrs/week
Senior Substation Technician	38.6369/40.0443	40 hrs/week
Senior Water Maintenance Worker	23.7409/31.2614	40 hrs/week
Substation Technician	35.7676/37.1874	40 hrs/week
Systems Technician	31.5213/40.0443	40 hrs/week
Tree Trim Crew Chief	29.0629/36.0920	40 hrs/week
Utility Electrician	27.8916/36.6549	40 hrs/week
Utility Technician	26.9776/37.9478	40 hrs/week
Utility Warehouse Clerk	21.0186/25.9320	40 hrs/week
Water Maintenance Worker	19.4013/26.8300	40 hrs/week
Wireworker I	22.8595/32.3233	40 hrs/week
Wireworker II	31.6997/37.4917	40 hrs/week

ORDINANCE NO. 9570 (Cont.)

SECTION 4. The currently occupied classifications of employees of the City of Grand Island included under the FOP labor agreement, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classifications, and the number of hours and work period which certain such employees included under the FOP labor agreement shall work prior to overtime eligibility are as follows:

Classification	Hourly Pay Range Min/Max	
Police Officer	20.3647/31.1988	
Police Sergeant	25.4884/38.2746	

OVERTIME ELIGIBILITY

The City has reserved its right to the utilization of the 207(k) FLSA exemption and will implement this as the hours of work effective the first full pay period following the execution of the labor agreement. The pay period for purposes of calculating overtime shall consist of a fourteen (14) day cycle that runs concurrent with the City's current payroll cycle. For purposes of calculating eligibility for overtime, "hours worked" shall include actual hours worked, vacation, personal leave and holiday hours. Employees shall be eligible for overtime when they exceed their hours scheduled for work in the fourteen (14) day pay cycle with a minimum of eighty (80) hours. There shall also be established for each employee in the bargaining unit a Training and Special Events bank of thirty (30) hours per individual per contract year. Each employee may be scheduled for training or special event duty with a minimum of seven (7) days notice prior to the commencement of the pay period and the training and special events bank hours may be added to the eighty (80) hour, two (2) week pay period up to eighty-six (86) hours and these hours shall not be eligible for overtime. Training and special events hours worked in excess of eighty-six (86) hours in a two week pay period will be eligible for overtime, but will

ORDINANCE NO. 9570 (Cont.)

not be subtracted from the Training and Special Events bank. All work completed after eighty (80) hours in a pay period that is performed for work that is funded by grants from parties outside or other than the City of Grand Island, shall be paid overtime for the time worked after eighty (80) hours, if the time is funded at overtime rates by the grant. Any such grant hours are not deducted from the Training and Special Events bank.

SECTION 5. The currently occupied classifications of employees of the City of Grand Island included under the IAFF labor agreement, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classifications, and the number of hours and work period which certain such employees included under the IAFF labor agreement shall work prior to overtime eligibility are as follows:

Classification	Hourly Pay Range Min/Max	Overtime Eligibility
Fire Captain	19.3620/26.8470	212 hrs/28 days
Firefighter / EMT	14.5913/21.1752	212 hrs/28 days
Firefighter / Paramedic	16.4433/23.2233	212 hrs/28 days
Life Safety Inspector	22.1598/31.4421	40 hrs/week
Shift Commander	23.4973/30.7513	212 hrs/28 days

IAFF employees, with the exception of the Life Safety Inspector, will be eligible for overtime pay for hours worked in excess of 212 hours in each 28-day pay period, unless recall or mandatory overtime is required as specified in the IAFF labor agreement. When an employee is assigned as an Apparatus Operator (not including ambulance or service vehicles) for an entire 24 hour shift, the employee will receive an additional fifty cents (\$.50) per hour.

SECTION 6. The currently occupied classifications of the employees of the City of Grand Island included under the IBEW-WWTP labor agreement, and the ranges of compensation salary and wages, excluding shift differential as provided by contract, to be paid for such classifications, and the number of hours and work period which certain such employees

ORDINANCE NO. 9570 (Cont.)

included under the IBEW-WWTP labor agreement shall work prior to overtime eligibility are as follows:

Classification	Hourly Pay Range Min/Max	Overtime Eligibility
Accounting Technician – WWTP	16.6792/23.4693	40 hrs/week
Equipment Operator – WWTP	17.6458/24.8295	40 hrs/week
Maintenance Mechanic I	18.0428/25.3881	40 hrs/week
Maintenance Mechanic II	20.5493/28.9150	40 hrs/week
Maintenance Worker – WWTP	18.3529/25.8245	40 hrs/week
Wastewater Clerk	14.2480/20.0481	40 hrs/week
Wastewater Plant Laboratory Technician	19.3409/27.2145	40 hrs/week
Wastewater Plant Operator I	16.8551/23.7171	40 hrs/week
Wastewater Plant Operator II	18.8456/26.5178	40 hrs/week

Employees covered under the IBEW Wastewater Treatment Plant labor agreement who are regularly scheduled to work swing shift will receive an additional 15 cents (\$0.15) per hour; employees who are regularly scheduled to work graveyard shift will receive an additional 25 cents (\$0.25) per hour for wages attributable to those shifts. One lead Maintenance Worker covered under the IBEW Wastewater Treatment Plant labor agreement may receive forty dollars (\$40) per pay period stipend.

SECTION 7. The currently occupied classifications of the employees of the City of Grand Island included under the IBEW-Service/Clerical labor agreement, and the ranges of compensation salary and wages to be paid for such classifications, and the number of hours and work period which certain such employees included under the IBEW-Service/Clerical labor agreement shall work prior to overtime eligibility are as follows:

Classification	Hourly Pay Range Min/Max	Overtime Eligibility
Accounting Technician – Streets	17.6953/23.6213	40 hrs/week
Accounts Payable Clerk	16.5436/23.9354	40 hrs/week
Administrative Assistant	17.9647/25.7664	40 hrs/week
Administrative Assistant - Parks	17.4699/24.8277	40 hrs/week

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Audio Video Technician	17.9640/25.3425	40 hrs/week
Building Inspector	21.1769/30.0475	40 hrs/week
Building Secretary	16.2724/23.1257	40 hrs/week
Community Development Administrator	19.5714/28.1399	40 hrs/week
Community Development Specialist	17.9647/25.7664	40 hrs/week
Computer Operator	21.6171/28.4170	40 hrs/week
Computer Programmer	23.2129/34.0191	40 hrs/week
Computer Technician	22.2655/29.2700	40 hrs/week
Crime Analyst	19.7328/28.0138	40 hrs/week
Electrical Inspector	21.1769/30.0475	40 hrs/week
Emergency Management Coordinator	17.4699/24.8277	40 hrs/week
Engineering Technician – Public Works	20.8417/29.3937	40 hrs/week
Evidence Technician	15.9999/23.4138	40 hrs/week
Finance Secretary	16.2724/23.1258	40 hrs/week
GIS Coordinator	25.2853/35.4803	40 hrs/week
Maintenance Worker I – Building, Library	16.1251/21.8229	40 hrs/week
Maintenance Worker II – Building, Police	16.9931/23.0359	40 hrs/week
Planning Secretary	16.2724/23.1258	40 hrs/week
Planning Technician	22.3861/31.4963	40 hrs/week
Plans Examiner	21.6952/30.7830	40 hrs/week
Plumbing Inspector	21.1769/30.0475	40 hrs/week
Police Records Clerk – Full Time	14.5968/20.3181	40 hrs/week
Public Safety Dispatcher	16.0865/23.4979	40 hrs/week
Shooting Range Operator	22.2151/30.1130	40 hrs/week
Stormwater Program Manager	21.0996/29.7575	40 hrs/week
Utility Secretary	16.2724/23.1258	40 hrs/week

A shift differential of \$0.15 per hour shall be added to the base hourly wage for persons in the employee classification Public Safety Dispatcher who work any hours or a portion thereof between 3:00 p.m. and 11:00 p.m. Employees who work any hours or portion thereof from 11:00 p.m. to 7:00 a.m. will receive a shift differential of \$0.25 per hour. This does not include persons who work the day shift. Shift differential will only be paid for actual hours worked. Paid leave will not qualify for the shift differential pay. A shift differential of \$0.25 per hour shall be added to the base hourly wage for persons who work rotating shifts covered by the

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IBEW Utilities labor agreement in the employee classifications of Power Dispatcher I, Power Dispatcher II, Power Plant Operator, Senior Power Dispatcher and Senior Power Plant Operator.

SECTION 8. The classification of employees included under labor agreements with the City of Grand Island, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classifications, and the number of hours and work period which certain such employees shall work prior to overtime eligibility are as stated above. All employees covered by the IAFF labor agreement, except Life Safety Inspector, will be credited five hundred twenty-five dollars (\$525) annual credit to be used for the purchase of the uniform item purchases as needed. New hires will receive four hundred dollars (\$400) credit for the purchase of initial uniforms. After probation they shall receive an additional five hundred dollars (\$500) for the purchase of a Class A uniform or other items as necessary. All employees of the FOP labor agreement shall be paid a clothing and uniform allowance in addition to regular salary of \$25.00 per pay period. If any such employee covered by the FOP labor agreements shall resign, or his or her employment be terminated for any reason whatsoever, the clothing allowance shall be paid on a prorata basis, but no allowance shall be made for a fraction of a month. New employees covered by the IBEW – Utilities labor agreement who are required to wear full fire retardant (FR) clothing will be eligible for a one-time reimbursement up to \$1,200 to purchase or rent required uniforms. All other employees required to wear full FR clothing will be eligible for reimbursement up to \$600 annually. The non-union position of Meter Reader Supervisor who are required to wear full fire retardant clothing will be eligible for an annual stipend of \$600 to purchase or rent required uniforms. Those employees who are required to wear partial fire retardant clothing will be eligible for an annual stipend of \$350. Employees will be reimbursed for said purchases with a receipt showing proof of purchase.

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Fire Chief and Fire Division Chiefs shall be paid a clothing allowance of \$484.08 per year, divided into 24 pay periods. Police Chief and Police Captains shall be paid a clothing allowance of \$650.00 per year, divided into 26 pay periods.

Non-union employees and employees covered by the FOP labor agreement, the IAFF labor agreement, the IBEW Utilities, Finance, Service/Clerical and Wastewater Treatment Plant labor agreements may receive an annual stipend not to exceed \$1,500 for bilingual pay.

Employees covered by the AFSCME labor agreement shall be granted a meal allowance of \$4.50 if they are required to work two (2) hours overtime consecutively with their normal working hours during an emergency situation, and if such overtime would normally interfere with and disrupt the employee's normal meal schedule. Employees covered by the IBEW - Utilities labor agreement shall be allowed a meal allowance for actual cost, or up to \$7.00 per meal, if they are required to work two (2) hours overtime consecutively with their normal working hours and if such overtime would normally interfere with and disrupt the employee's normal meal schedule. Direct supervisors of employees who are covered by labor agreements which allow overtime meal allowance shall be entitled to the same meal allowance benefit.

Non-exempt direct supervisors of employees who are covered by labor agreements which allow stand-by pay shall be entitled to the same stand-by pay benefit.

Utilities Department personnel in the IBEW bargaining unit and the classifications of Meter Reader Supervisor, Power Plant Superintendent, Power Plant Supervisor, Electric Distribution Superintendent, Electric Distribution Supervisor, Water Superintendent, Water Supervisor, and Electric Underground Superintendent shall be eligible to participate in a voluntary uniform program providing an allowance up to \$18.00 per month. When protective clothing is required for Utilities Department and Wastewater Treatment Plant personnel covered

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by the IBEW labor agreements and employees covered by the AFSCME labor agreement, except the Fleet Services Division of the Public Works Department, the City shall pay 60% of the actual cost of providing and cleaning said clothing and the employees 40% of said cost. Full-time Fleet Services personnel shall receive a uniform allowance of \$12 biweekly. Public Works Department personnel in the job classifications of Fleet Services Shop Foreman and Fleet Services Mechanic shall receive a tool allowance of \$15 biweekly. The City will reimburse 60% of the actual cost of providing up to 2 pairs of steel toe or safety toe boots that meets the ANSI standard per contract year for employees covered by the IBEW Wastewater Treatment Plant labor agreement.

SECTION 9. Employees shall be compensated for unused medical leave as follows:

(A) All employees covered in the IBEW Utilities labor agreements shall be paid for forty-seven percent (47%) of their accumulated medical leave at the time of their retirement, early retirement, or death, not to exceed four hundred eighty-eight and one third hours (calculated at $47\% \times 1,039 \text{ hours} = 488.33 \text{ hours}$), the rate of compensation to be based on the employee's salary at the time of retirement or death. Employees covered in the IAFF labor agreement, with the exception of Life Safety Inspector, shall have a contribution to a VEBA made on their behalf in lieu of payment for thirty-eight percent (38%) of their accumulated medical leave at the time of their retirement, not to exceed five hundred ninety-eight and eighty-eight hundredths hours (calculated at $38\% \times 1,576 \text{ hours} = 598.88 \text{ hours}$). The Life Safety Inspector shall have a contribution to a VEBA made on their behalf in lieu of payment for fifty percent (50%) of their accumulated medical leave at the time of their retirement, not to exceed five hundred forty-two hours (calculated at $50\% \times 1,084 = 542$). The amount of

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contribution will be based upon the employee's salary at the time of retirement. Employees covered by the IBEW Service/Clerical, IBEW Finance, and IBEW Wastewater Treatment Plant labor agreements shall have a contribution to a VEBA made on their behalf in lieu of payment for twenty-five percent (25%) of their accumulated medical leave at the time of retirement or death, based on the employee's salary at the time of retirement not to exceed 334.75 hours (calculated at $25\% \times 1,339 \text{ hours} = 334.75 \text{ hours}$.) Non-union employees shall have a contribution to a VEBA made on their behalf in lieu of payment for fifty percent (50%) of their accumulated medical leave at the time of their retirement, not to exceed five hundred forty-two hours (calculated at $50\% \times 1,084 = 542$). The amount of contribution will be based upon the employee's salary at the time of retirement. Employees hired before October 1, 2014 covered by the AFSCME labor agreement shall be paid thirty-five (35%) of their accumulated medical leave bank at the time of their retirement, based on the employee's salary at the time of retirement not to exceed four hundred sixty-eight and sixty-five hundredths hours (calculated at $35\% \times 1339 \text{ hours} = 468.65 \text{ hours}$). Employees hired on or after October 1, 2014, covered by the AFSCME labor agreement will not receive compensation at retirement for unused medical leave. All employees covered under the FOP labor agreement shall be paid thirty-seven and one-half percent (37.5%) of their accumulated medical leave bank at the time of their retirement, not to exceed four hundred eighty hours (calculated at $37.5\% \times 1,280 \text{ hours} = 480 \text{ hrs.}$), based on the employee's salary at the time of retirement. If death occurs while in the line of duty, employees covered under the FOP labor agreement shall be paid fifty percent (50%) of their accumulated medical leave

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bank at the time of their death, not to exceed six hundred forty hours (50% x 1,280 hours = 640 hrs.), based on the employee's salary at the time of their death.

(B) The City Administrator and department heads shall have a contribution made to their VEBA for one-half of their accumulated medical leave, not to exceed 30 days of pay, upon their resignation, the rate of compensation to be based upon the salary at the time of termination. Compensation for unused medical leave at retirement shall be as provided for non-union employees.

(C) The death of an employee shall be treated the same as retirement, and payment shall be made to the employee's beneficiary or estate for one-half of all unused medical leave for non-union employees and as defined in labor agreements for all other employees.

SECTION 10. Non-union employees shall have a contribution made on their behalf to their VEBA account in the amount of \$30.00 per pay period. Employees represented by the IBEW Service/Clerical, IBEW Wastewater Treatment Plant, and IBEW Finance labor agreements shall have a contribution made on their behalf to the VEBA account of \$15 per pay period. Employees represented by the IBEW Utilities labor agreement shall have a contribution made on their behalf to their VEBA account in the amount of \$20.00 per pay period. Employees represented by the IAFF labor agreement shall have a contribution made on their behalf to the VEBA account of \$10 per pay period.

SECTION 11. The validity of any section, subsection, sentence, clause, or phrase of this ordinance shall not affect the validity or enforceability of any other section, subsection, sentence, clause, or phrase thereof.

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SECTION 12. The adjustments identified herein shall be effective on the date of passage and publication in pamphlet form in one issue of the Grand Island Independent as provided by law [effective January 1, 2016](#).

SECTION 13. Those portions of Ordinance No. 9560 and all other parts of ordinances in conflict herewith be, and the same are, hereby repealed.

Enacted: December 22, 2015

Jeremy L. Jensen, Mayor

Attest:

Nicki Stoltenberg
Assistant to the City Administrator