

**Attachment to Ordinance #1093-2022
Amending Management Compensation Plan (MCP) #2713-2013,
as amended**

Section 1. To amend Ordinance No. 2713-2013, as amended, by amending Section 3 to read as follows:

SECTION 3. DEFINITIONS.

“Family” – A spouse, domestic partner provided the terms of Ordinance No. 1077-2010, as amended, are met, son, daughter, brother, sister, parent, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepsister, stepbrother, stepson, stepdaughter, half-brother, half-sister, and legal guardian or other person who stands in the place of a parent. [Note: This definition does not apply to the Family and Medical Leave Act.]

Section 2. To amend Ordinance No. 2713-2013, as amended, by amending Section 4(C) to read as follows:

- (C) Pay Plan For Bargaining Unit Exempt Classifications. The following pay plan is to be used for employees in AFSCME 1632 bargaining unit classifications who are not in the bargaining unit for reasons described in Section 5(C) of this Ordinance.

Grade	Hourly		Bi-Weekly		Annual	
5	13.59	- 18.51	1,087	- 1,481	28,267	- 38,501
6	15.26	- 20.35	1,221	- 1,628	31,741	- 42,328
7	15.58	- 20.61	1,246	- 1,649	32,406	- 42,869
8	15.85	- 20.91	1,268	- 1,673	32,968	- 43,493
9	16.10	- 21.18	1,288	- 1,694	33,488	- 44,054
10	16.47	- 21.51	1,318	- 1,721	34,258	- 44,741
11	16.73	- 21.89	1,338	- 1,751	34,798	- 45,531
12	17.11	- 22.22	1,369	- 1,778	35,589	- 46,218
13	17.91	- 23.14	1,433	- 1,851	37,253	- 48,131
14	18.32	- 23.39	1,466	- 1,871	38,106	- 48,651
15	18.70	- 23.91	1,496	- 1,913	38,896	- 49,733
16	19.17	- 24.48	1,534	- 1,958	39,874	- 50,918
17	19.64	- 24.82	1,571	- 1,986	40,851	- 51,626
18	20.96	- 26.24	1,677	- 2,099	43,597	- 54,579
19	21.55	- 26.93	1,724	- 2,154	44,824	- 56,014
20	22.07	- 27.40	1,766	- 2,192	45,906	- 56,992
21	22.61	- 27.97	1,809	- 2,238	47,029	- 58,178
22	22.96	- 28.45	1,837	- 2,276	47,757	- 59,176
23	23.55	- 29.07	1,884	- 2,326	48,984	- 60,466
24	24.19	- 29.63	1,935	- 2,370	50,315	- 61,630
25	24.92	- 30.41	1,994	- 2,433	51,834	- 63,253
26	25.62	- 31.13	2,050	- 2,490	53,290	- 64,750
27	26.30	- 31.86	2,104	- 2,549	54,704	- 66,269
28	27.02	- 32.65	2,162	- 2,612	56,202	- 67,912
29	27.74	- 33.39	2,219	- 2,671	57,699	- 69,451
30	28.53	- 39.23	2,282	- 3,138	59,342	- 81,598
31	32.56	- 40.65	2,605	- 3,252	67,725	- 84,552
32	34.66	- 43.12	2,773	- 3,450	72,093	- 89,690
33	36.07	- 44.76	2,886	- 3,581	75,026	- 93,101
34	37.54	- 46.45	3,003	- 3,716	78,083	- 96,616

Section 3. To amend Ordinance No. 2713-2013, as amended, by amending Section 4(D) to read as follows:

- (D) Pay Plan for Bargaining Unit Exempt Classifications. The following pay plan is to be used for employees in CWA 4502 bargaining unit classifications who are not in the bargaining unit for reasons described in Section 5(C) of this Ordinance.

Pay Grade	Entry	2nd Quartile	Market	4th Quartile	Maximum
60	46.25	52.02	57.78	63.56	69.33
	\$96,200	\$108,202	\$120,182	\$132,205	\$144,206
59	41.27	46.43	51.58	56.74	61.90
	\$85,842	\$96,574	\$107,286	\$118,019	\$128,752
58	36.85	41.45	46.04	50.66	55.27
	\$76,648	\$86,216	\$95,763	\$105,373	\$114,962
57	32.91	37.02	41.12	45.24	49.36
	\$68,453	\$77,002	\$85,530	\$94,099	\$102,669
56	29.37	33.04	36.70	40.38	44.05
	\$61,090	\$68,723	\$76,336	\$83,990	\$91,624
55	26.20	29.49	32.77	36.03	39.29
	\$54,496	\$61,339	\$68,162	\$74,942	\$81,723
54	23.41	26.34	29.26	32.19	35.12
	\$48,693	\$54,787	\$60,861	\$66,955	\$73,050
53	20.92	23.53	26.14	28.76	31.37
	\$43,514	\$48,942	\$54,371	\$59,821	\$65,250
52	19.00	21.38	23.75	26.15	28.54
	\$39,520	\$44,470	\$49,400	\$54,392	\$59,363
51	17.28	19.46	21.64	23.80	25.95
	\$35,942	\$40,477	\$45,011	\$49,504	\$53,976
50	15.86	17.85	19.83	21.80	23.76
	\$32,989	\$37,128	\$41,246	\$45,344	\$49,421

Section 4. To amend Ordinance No. 2713-2013, as amended, by amending Section 5(E) to read as follows:

(E) Overtime Exempt Classifications:

Ord.	Job		
Sec.	Code	Class Title	Pay Grade
<u>B060</u>	<u>2022</u>	<u>Building and Zoning Administrative Coordinator</u>	<u>94</u>
<u>B064</u>	1770	<u>Building</u> Inspection Supervisor	93
1099	1770	<u>Building</u> Inspection Supervisor	93
H078	0894	Human Resources Manager	93 <u>94</u>

Section 5. To amend Ordinance No. 2713-2013, as amended, by amending Section 10(F) to read as follows:

(F) Personal Business Day.

- (1) Full-time employees in the classified and unclassified service, except for Elected Officials, Directors, unclassified Deputy Directors and Department Assistant Directors, shall receive three (3), eight (8) hour personal business days each vacation year, upon reasonable notice to and approval by their Appointing Authorities or designee. ~~Commencing July 19, 2021, employees will receive an additional eight (8) hour personal business day to be used by the end of the first full pay period beginning in January 2022.~~
- (2) Part-time regular employees in the classified and unclassified services shall receive three (3), four (4) hour personal business days each vacation year, upon reasonable notice to and approval by their Appointing Authorities or designees. ~~Commencing July 19, 2021, employees will receive an additional four (4) hour personal business day to be used by the end of the first full pay period beginning in January 2022.~~
- (3) The personal business days are available to employees who have personal business matters to attend to, and cannot do that business outside of regular working hours.
- (4) Personal Business Days may be used in increments of four (4) hours. The days must be used during the vacation year and may not be carried over from year to year. The personal business days will not be subject to buy-back or cashing in at the end of the vacation year.

Section 6. To amend Ordinance No. 2713-2013, as amended, by amending Section 12(H) to read as follows:

- (H) Vacation Leave for Certain City Officials. Notwithstanding the other provisions of Section 12, Elected Officials, Department Directors, and employees classified as:

Assistant Director (Asset Management) (U)
Assistant Director (Fiscal) (U)
Assistant Director (Parking Solutions) (U)
Assistant Director (Regulatory Compliance) (U)
Assistant Director (Sustainability) (U)
Department Assistant Director (U),
Department Deputy Director (U)
Department Deputy Director (Technology) (U)
Deputy Chief of Staff (U)
Deputy Director (Policy Planning and Economic Development) (U)
Executive Assistant to the Mayor (U)
Executive Director (Office of the Mayor) (U)
Office of Diversity and Inclusion Executive Director (Secretary) (U)
Senior Executive Assistant (U)

may be granted vacation leave with pay at the discretion of the Mayor but may not accumulate any vacation leave during the term of employment in one or more of these positions.

The City Clerk (U), Executive Assistant to the City Council President (U), and the City Treasurer (U) may be granted vacation leave with pay at the discretion of the President of the City Council but may not accumulate vacation leave during the term of employment in one or more of these positions.

The Civil Service Commission Executive Director (U) may be granted vacation leave with pay at the discretion of the Civil Service Commission but may not accumulate vacation leave during the term of employment in this position.

Excepting and providing that in the event Department Directors and employees classified as:

Assistant Director (Asset Management) (U)
Assistant Director (Fiscal) (U)
Assistant Director (Parking Solutions) (U)
Assistant Director (Regulatory Compliance) (U)
Assistant Director (Sustainability) (U)
Department Assistant Director (U),
Department Deputy Director (U)
Department Deputy Director (Technology) (U)
Deputy Chief of Staff (U)

Deputy Director (Policy Planning and Economic Development) (U)
Executive Assistant to the Mayor (U)
Executive Director (Office of the Mayor) (U)
Office of Diversity and Inclusion Executive Director (Secretary) (U)
Senior Executive Assistant (U)

die while in office, vacation leave may, at the discretion of the Mayor, be accrued pursuant to the provisions of this Ordinance and payable upon death, and

Further excepting and providing that in the event that the City Clerk (U), Executive Assistant to the City Council President (U), or City Treasurer (U) dies while in office, vacation leave may, at the discretion of the President of City Council, be accrued pursuant to the provisions of this Ordinance and payable upon death.

Also, further accepting and providing that in the event that the Civil Service Executive Director (U) dies while in office, vacation leave may, at the discretion of the Civil Service Commission, be accrued pursuant to the provisions of this Ordinance and payable upon death.

Section 7. To amend Ordinance No. 2713-2013, as amended, by amending Section 14(l) to read as follows:

- (l) Sick Leave for Certain City Officials. Notwithstanding the other provisions of this Section 14, Elected Officials, Department Directors, and employees classified as:

Assistant Director (Asset Management) (U)
Assistant Director (Fiscal) (U)
Assistant Director (Parking Solutions) (U)
Assistant Director (Regulatory Compliance) (U)
Assistant Director (Sustainability) (U)
Department Assistant Director (U)
Department Deputy Director (U)
Department Deputy Director (Technology) (U)
Deputy Chief of Staff (U)
Deputy Director (Policy Planning and Economic Development) (U)
Executive Assistant to the Mayor (U)
Executive Director (Office of the Mayor) (U)
Office of Diversity and Inclusion Executive Director (Secretary) (U)
Senior Executive Assistant (U)

may be granted sick leave with pay at the discretion of the Mayor but may not accumulate any sick leave during the term of employment in one or more of these positions.

The City Clerk (U), and the City Treasurer (U) may be granted sick leave with pay at the discretion of the President of the City Council but may not accumulate sick leave during the term of employment in one or more of these positions or be paid for any sick leave not taken during the term of employment in one or more of these positions.

The Civil Service Commission Executive Director (U) may be granted sick leave with pay at the discretion of the Civil Service Commission but may not accumulate sick leave during the term of employment in this position or be paid for any sick leave not taken during the term of employment in this position.

Excepting and providing that in the event Department Directors and employees classified as:

Assistant Director (Asset Management) (U)
Assistant Director (Fiscal) (U)
Assistant Director (Parking Solutions) (U)
Assistant Director (Regulatory Compliance) (U)
Assistant Director (Sustainability) (U)
Department Assistant Director (U)
Department Deputy Director (U)
Department Deputy Director (Technology) (U)
Deputy Chief of Staff (U)
Deputy Director (Policy Planning and Economic Development) (U)
Executive Assistant to the Mayor (U)
Executive Director (Office of the Mayor) (U)
Office of Diversity and Inclusion Executive Director (Secretary) (U)
Senior Executive Assistant (U)

die while in office, sick leave may, at the discretion of the Mayor, be accrued pursuant to the provisions of this Ordinance and payable upon death.

Further excepting and providing that in the event the City Clerk (U), or City Treasurer (U) dies while in office, sick leave may, at the discretion of the President of City Council, be accrued pursuant to the provisions of this Ordinance and payable upon death.

Also, further accepting and providing that in the event the Civil Service Commission Executive Director (U) dies while in office, sick leave may, at the discretion of the Civil Service Commission be accrued pursuant to the provisions of this Ordinance and payable upon death.

Section 8. To amend Ordinance No. 2713-2013, as amended, by repealing Section 7(l):

- ~~(l) COVID-19 Vaccine Incentive. The City shall provide every full-time and non-temporary/non-seasonal part-time employee of the Management Compensation Plan hired on or before December 31, 2021 \$500.00, less applicable withholdings, for being fully vaccinated against COVID-19 on or before December 1, 2021.~~

~~To receive the vaccine incentive, employees must demonstrate the receipt of the vaccine by providing a copy of the original CDC COVID-19 Vaccination Record Card demonstrating receipt of one (1) dose of the Johnson & Johnson/Janssen vaccine or two (2) doses of the Pfizer-BioNTech or Moderna vaccines; and~~

- ~~(1) The COVID-19 Vaccination Record Card will be kept in the employee's medical file (separate from the personnel file); and~~
- ~~(2) The provision of the copy of the COVID-19 Vaccination Record Card by the employee to Human Resources is considered the employee's affirmation that the copy is a true representation of the original and that the employee did receive the vaccination.~~

Section 9. That existing Sections 3, 4, 5, 7, 10, 12, and 14 of Ordinance No. 2713-2013, as amended, are hereby repealed.

Section 10. For reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor or ten (10) days after passage if the Mayor neither approves nor vetoes the same.