

**Attachment to Ordinance #3595-2023
Amending Management Compensation Plan (MCP) #2713-2013,
as amended**

Amend Section 5(D) to read as follows:

(D) Overtime Eligible Classifications:

Ord. Sec.	Job Code	Class Title	Pay Grade
<u>A195</u>	<u>3185</u>	<u>Aquatics Instructor</u>	<u>\$20.00/hour to \$23.00/hour</u>
<u>C370</u>	<u>1767</u>	<u>Community Clinical Counselor (Social Services)</u>	<u>90</u>
L119	0501	Legislative Assistant I (U)	88
L121	0502	Legislative Assistant II (U)	89

Amend Section 5(E) to read as follows:

(E) Overtime Exempt Classifications:

Ord. Sec.	Job Code	Class Title	Pay Grade
A227	0075	Assistant Director (Fiscal) (U)	95
C180	0044	City Attorney (E)	\$207,606 <u>216,340</u>
C185	0043	City Auditor (E)	\$207,606 <u>216,340</u>
C215	0400	City Council Member (E)	\$74,922 <u>78,074</u>
C220	0405	City Council President (E)	\$90,131 <u>93,923</u>
<u>C373</u>	<u>1624</u>	<u>Community Clinical Supervisor</u>	<u>93</u>
L118	0836	Legislative Analyst I (U)	91
<u>L122</u>	<u>0840</u>	<u>Legislative Analyst II (U)</u>	<u>93</u>
M090	0045	Mayor(E)	\$212,108 <u>221,032</u>

Amend Section 5(F) to read as follows:

(F) Seasonal Classifications.

Ord. Sec.	Job Code	Class Title	Range
L130	3183	Lifeguard (Seasonal)	\$15.00/hour to \$ 20 <u>22</u> .00/hour

Amend Section 12(H) to read as follows:

(H) PTO 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 (Lead Policy Advisor) (U)
- Assistant Director (Sustainability/Regulatory Compliance) (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)
- Senior Executive Assistant (U)

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

The Civil Service Commission Executive Director (U) may be granted PTO with pay at the discretion of the Civil Service Commission but may not accumulate PTO 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 (Lead Policy Advisor) (U)
Assistant Director (Sustainability/Regulatory Compliance) (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)
Senior Executive Assistant (U)

die while in office, PTO 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, PTO 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, PTO may, at the discretion of the Civil Service Commission, be accrued pursuant to the provisions of this Ordinance and payable upon death.

Amend Section 12(l) to read as follows:

- (l) PTO For Part-Time Employees. Effective the beginning of the 2024 PTO year, each part-time employee (non-seasonal and/or non-temporary) **scheduled to work more than eight (8) hours per week up to twenty (20) hours per week will receive twenty (20) hours of paid time off per PTO year. Each part-time employee (non-seasonal and/or non-temporary) scheduled to work more than twenty (20) hours per week will receive ~~twenty (20)~~ fifty-two (52) hours of paid time off per PTO year.**

The number of hours of paid time off will be determined at the time of hire based on the number of hours an employee is scheduled to work each week.

In the event the scheduled number of hours changes from one year to the next, the appointing authority must notify the Office of the City Auditor of that change before the first payperiod of each payroll year.

A part-time employee may request PTO upon reasonable notice to and approval by the Appointing Authority or designee. PTO may be approved in increments of one (1) hour. Any balance of PTO remaining at the end of the PTO year will not be carried over from year-to-year. Paid time off will not be subject to buy-back or cashing in at the end of the PTO year, at the time of separation from City Service, or upon the employee's death.

Amend 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 (Lead Policy Advisor) (U)
Assistant Director (Sustainability/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)
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 (Lead Policy Advisor) (U)
Assistant Director (Sustainability/Regulatory Compliance) (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)
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.