

**Attachment to Ordinance #1330-2026  
Amending Management Compensation Plan (MCP) #2713-2013,  
as amended**

Amend Section 4(C) to read as follows:

<b>Grade</b>	<b>Hourly</b>		<b>Bi-Weekly</b>		<b>Annual</b>	
5	\$16.29	- \$22.18	\$1,303	- \$1,774	\$33,883	- \$46,134
6	\$18.28	- \$24.38	\$1,462	- \$1,950	\$38,022	- \$50,710
7	\$18.67	- \$24.69	\$1,494	- \$1,975	\$38,834	- \$51,355
8	\$18.99	- \$25.05	\$1,519	- \$2,004	\$39,499	- \$52,104
9	\$19.29	- \$25.38	\$1,543	- \$2,030	\$40,123	- \$52,790
10	\$19.74	- \$25.77	\$1,579	- \$2,062	\$41,059	- \$53,602
11	\$20.05	- \$26.23	\$1,604	- \$2,098	\$41,704	- \$54,558
12	\$20.50	- \$26.63	\$1,640	- \$2,130	\$42,640	- \$55,390
13	\$21.46	- \$27.73	\$1,717	- \$2,218	\$44,637	- \$57,678
14	\$21.95	- \$28.03	\$1,756	- \$2,242	\$45,656	- \$58,302
15	\$22.40	- \$28.65	\$1,792	- \$2,292	\$46,592	- \$59,592
16	\$22.97	- \$29.33	\$1,838	- \$2,346	\$47,778	- \$61,006
17	\$23.53	- \$29.74	\$1,882	- \$2,379	\$48,942	- \$61,859
18	\$25.11	- \$31.44	\$2,009	- \$2,515	\$52,229	- \$65,395
19	\$25.82	- \$32.26	\$2,066	- \$2,581	\$53,706	- \$67,101
20	\$26.44	- \$32.83	\$2,115	- \$2,626	\$54,995	- \$68,286
21	\$27.09	- \$33.51	\$2,167	- \$2,681	\$56,347	- \$69,701
22	\$27.51	- \$34.09	\$2,201	- \$2,727	\$57,221	- \$70,907
23	\$28.21	- \$34.83	\$2,257	- \$2,786	\$58,677	- \$72,446
24	\$28.99	- \$35.50	\$2,319	- \$2,840	\$60,299	- \$73,840
25	\$29.86	- \$36.43	\$2,389	- \$2,914	\$62,109	- \$75,774
26	\$30.70	- \$37.30	\$2,456	- \$2,984	\$63,856	- \$77,584
27	\$31.51	- \$38.18	\$2,521	- \$3,054	\$65,541	- \$79,414
28	\$32.38	- \$39.12	\$2,590	- \$3,130	\$67,350	- \$81,370
29	\$33.24	- \$40.01	\$2,659	- \$3,201	\$69,139	- \$83,221
30	\$34.18	- \$47.00	\$2,734	- \$3,760	\$71,094	- \$97,760
31	\$39.01	- \$48.70	\$3,121	- \$3,896	\$81,141	- \$101,296
32	\$41.52	- \$51.66	\$3,322	- \$4,133	\$86,362	- \$107,453
33	\$43.21	- \$53.63	\$3,457	- \$4,290	\$89,877	- \$111,550
34	\$44.97	- \$55.66	\$3,598	- \$4,453	\$93,538	- \$115,773

Amend Section 5(D) to read as follows:

**(D) Overtime Eligible Classifications:**

<b>Ord. Sec.</b>	<b>Job Code</b>	<b>Class Title</b>	<b>Range</b>
S013	1718	Safety Manager*	91

Amend Section 5(E) to read as follows:

**(E) Overtime Exempt Classifications:**

<b>Ord. Sec.</b>	<b>Job Code</b>	<b>Class Title</b>	<b>Range</b>
A114	0873	Aging Programs Administrator	97
A115	0887	Aging Programs Assistant Administrator	95
A250	0060	Assistant Director (Sustainability/Regulatory Compliance/ <u>Sustainability/Finance</u> ) (U)	96
<b>C080</b>	<b>0100</b>	<b>Chief Information Officer (CIO) (U)</b>	<b>99</b>
C260	0157	City Treasurer (U)	<del>96</del> 97
<b>M200</b>	<b>0231</b>	<b>Mobility and Parking Services Division Administrator</b>	<b>96</b>
<b>O016</b>	<b>1718</b>	<b>Occupational Safety and Health Manager*</b>	<b>92</b>
<del>P070</del>	<del>0231</del>	<del>Parking Services Division Administrator</del>	<del>96</del>
<del>T010</del>	<del>0100</del>	<del>Technology Director/CIO (U)</del>	<del>99</del>

Amend Section 7(E) to read as follows:

(E) Tuition Reimbursement. All full-time employees shall be eligible for reimbursement of instructional fees, books, and course fees. Annually, full-time employees are eligible for tuition reimbursement up to five thousand two hundred fifty dollars (\$5,250) for undergraduate studies, up to five thousand five hundred dollars (\$5,500) per calendar year for graduate studies, and up to two thousand dollars (\$2,000) for courses for continuing education voluntarily undertaken by the employee which are directly related to the employee's job duties or may lead to career advancement within the City as determined by the Director of Human Resources. The tuition reimbursement program shall be subject to the following conditions:

- (1) No employee on an unpaid leave of absence, unauthorized leave of absence, disability leave, injury leave or workers' compensation shall be eligible to apply for tuition reimbursement under this Article unless

that employee shall be able to return from leave no later than the date the course commences. However, employees on injury leave who had a course approved by the Human Resources Director or designee prior to being injured may apply for tuition reimbursement for that course.

- (2) All undergraduate and graduate courses must be taken at times other than scheduled working hours. Continuing education courses may be taken during scheduled working hours with the approval of the Appointing Authority. All scheduled hours for courses of instruction must be filed with the Appointing Authority or designee and with the Department of Human Resources. There must be a correlation between the employee's duties and responsibilities or courses that may lead to career advancement within the City and the courses taken or the degree program pursued. All scheduled times of courses must be approved by the Appointing Authority or designee. Any situation which, in the discretion of the Appointing Authority or designee, would require an employee's presence on the job shall take complete and final precedence over any time scheduled for courses.
- (3) Courses must be taken at colleges, universities, technical and business institutes or at their established extension centers held within Franklin County or adjoining counties, or online, which shall be accredited by either the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). Online courses may be approved by the Human Resources Department provided the institution meets criteria similar to that for residential education programs.

Seminars, conferences and workshops will only be considered for reimbursement for continuing education.

- (4) The Department of Human Resources shall determine the approved institutions for which reimbursement for instructional fees, books, and course fees may be made under this Section. Only those institutions approved by the Department of Human Resources shall establish eligibility of the employee to receive reimbursement. Additional institutions may be added by forwarding an application for reimbursement to the Department of Human Resources. Application for approval of institutions and courses must be made to the Department of Human Resources not less than fourteen (14) days prior to the first day of the scheduled course(s).
- (5) Any financial assistance from any governmental or private agency available to an employee, whether or not applied for and regardless

of when such assistance may have been received, shall be deducted in the entire amount from the full tuition reimbursement the employee is eligible for under this Section. If an employee's tuition is fully covered by another governmental or private agency, then the employee is not entitled to payment from the City.

- (6) Reimbursement will be made when the employee satisfactorily completes a course and presents an official certificate or its equivalent and an original receipt of payment or unpaid bill from the institution confirming completion of the approved course. The employee must submit this documentation within four (4) weeks of the course completion, unless unable to do so through no fault of their own.
- (7) No reimbursement will be granted for paper, supplies of whatever nature, transportation, meals, or any other expense connected with any course except the cost of instructional fees, books, and course fees. "Distance learning" and similar fees related to enrollment in online courses will not be reimbursed. Deferred payment charges, late fees or any other fees associated with an employee's deferral of tuition payment will not be reimbursed.
- ~~(8) Any employee participating in the tuition reimbursement program who resigns or retires or is discharged for cause must repay the tuition reimbursement paid by the City for undergraduate courses and continuing education courses taken less than two (2) years prior to the date of termination or discharge and for graduate courses taken less than three (3) years prior to the date of termination or discharge. If necessary, this amount will be deducted from the employee's final paycheck. Employees who are separated from the City involuntarily, e.g., laid off, or through no fault of their own, during the time periods set forth above will not be required to reimburse the City.~~
- ~~(9)~~**(8)** The administration of the tuition reimbursement program will require the Director of Human Resources or designee to be responsible for establishing rules, devising forms and keeping records for the program.