

**Attachment to Ordinance #2063-2022  
Amending Management Compensation Plan (MCP) #2713-2013,  
as amended**

**Section 1.** To amend Ordinance No. 2713-2013, as amended, by enacting Section 5(E) to read as follows:

**(E) Overtime Exempt Classifications:**

<b>Ord. Sec.</b>	<b>Job Code</b>	<b>Class Title</b>	<b>Pay Grade</b>
<b><u>P070</u></b>	<b><u>0231</u></b>	<b><u>Parking Services Division Administrator</u></b>	<b><u>96</u></b>
<b><u>P119</u></b>	<b><u>0902</u></b>	<b><u>Personnel Analyst III</u></b>	<b><u>92</u></b>

**Section 2.** To amend Ordinance No. 2713-2013, as amended, by amending Section 5(E) to read as follows:

**(E) Overtime Exempt Classifications:**

<b>Ord. Sec.</b>	<b>Job Code</b>	<b>Class Title</b>	<b>Pay Grade</b>
A220	0658	Assistant Auditor V (U)	<del>96</del> <b><u>97</u></b>
A222	0657	Assistant Auditor IV (U)	<del>95</del> <b><u>96</u></b>
A250	0060	Assistant Director (Sustainability/ <b><u>Regulatory Compliance</u></b> ) (U)	96
I040	0224	Income Tax Division Administrator	<del>96</del> <b><u>97</u></b>
I041	0225	Income Tax Division Assistant Administrator	<del>94</del> <b><u>95</u></b>
P110	0898	Personnel Administrative Manager	<del>93</del> <b><u>94</u></b>

**Section 3.** To amend Ordinance No. 2713-2013, as amended, by repealing 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>
A226	0058	Assistant Director (Regulatory Compliance) (U)	95

**Section 4.** To amend Ordinance No. 2713-2013, as amended, by amending Section 10(D) to read as follows:

**SECTION 10. SPECIAL LEAVE WITH PAY.**

**(B) Jury Duty Leave.**

- (1) A full-time employee serving upon a jury in any court of record of in any Ohio county shall be paid his/her regular salary for the period of time so served. Time so served upon a jury shall be deemed active service with the City for all purposes. The employee is required to obtain a signed record from the courts to document the time spent on jury duty. Upon receipt of payment for jury service during regular working hours, the employee shall deposit such funds with the City Treasurer.
- (2) When a full-time employee receives notice for jury duty in any court of record in any Ohio county, he/she shall present such notice to his/her immediate supervisor. A copy will be made of the notice and filed and recorded in the employee's personnel file.
  - (a) When notified by the court to report for jury duty on a day certain, a time report shall be completed and signed by the assignment commissioner or appropriate court official for each day during jury service setting forth the time of arrival and departure from the court. Such record shall be presented by the employee to his/her supervisor upon return to work.
  - (b) When released by the court from jury service and such release is more than four (4) hours prior to the end of his/her regular shift, the employee shall be required to report for his/her work assignment within a reasonable time after release. The supervisor in each individual case shall determine that time.

- (C) Examination Leave. Time off with pay shall be allowed employees participating in City Civil Service tests or taking a required examination pertinent to their City employment before a state or federal licensing board with prior notice or proof of same to the Appointing Authority.
- (D) Court Leave.
  - (1) Time off with pay shall be allowed employees who are subpoenaed to attend any legal proceedings as a witness on behalf of the City of Columbus. Vacation leave or leave without pay shall be granted to employees who are subpoenaed for other purposes. The provisions of Subsections **(B)(1) and** (B)(2) above shall apply in such cases. In the event that an employee is required to appear as a witness in a legal proceeding on behalf of a governmental body other than the City, the Director of Human Resources or designee shall consider and may grant leave with pay, if appropriate.
  - (2) Whenever employees are required, as a term of their employment, to appear in court to testify as witnesses, they shall not be required to furnish their home addresses or telephone numbers, unless directed to do so by the court.

**Section 5.** To amend Ordinance No. 2713-2013, as amended, by amending Section 12(H) to read as follows:

**SECTION 12. VACATION LEAVE.**

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

**SECTION 14. SICK LEAVE.**

- (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/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)  
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/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)  
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 7.** That existing Sections 5, 10, 12, and 14 of Ordinance No. 2713-2013, as amended, are hereby repealed.

**Section 8.** 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.