

July 14, 2016

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, July 21, 2016
1:30 p.m., Council Chambers
County-City Building

A G E N D A

- ITEM 1: Request an ordinance reflecting a pay increase of 2.5% to be effective August 11, 2016 for pay ranges prefixed by 'X'.
- ITEM 2: Request an ordinance reflecting a pay increase of 2.5% to be effective August 11, 2016 for pay ranges prefixed by 'E'.
- ITEM 3: Request an ordinance to revise Chapter 2.76 of the Lincoln Municipal Code.
- ITEM 4: Request an ordinance to create the Excluded W pay plan.
- ITEM 5: Request to delete the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	
0616	Employment Manager	W01
2025	Public Utilities Administrator	W04
2033	Public Utilities Coordinator	W03
2048	Antelope Valley Project Manager	W03
2051	Traffic Engineer	W03
2114	Assistant Planning Director	W04

ITEM 6: Miscellaneous Discussion

PC: Teresa Meier, City Clerk
Directors

ACCOMMODATION NOTICE

The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402 441-7624 as soon as possible before the scheduled meeting date in order to make your request.

EXCLUDED PAY PLAN - X RANGES

Reflects a 2.5% increase
Effective August 11, 2016

CLASS CODE	CLASS TITLE	PAY RANGE									
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H		
0024	PROSECUTION ASSISTANT	X20	17.533	18.205	18.904	19.628	20.383	21.164	21.976	22.821	
0025	LEGAL SECRETARY I	X16	17.159	17.782	18.427	19.096	19.787	20.503	21.247	22.018	
0026	LEGAL SECRETARY II	X47	20.522	21.306	22.122	22.967	23.848	24.760	25.706	26.690	
0028	PARALEGAL	X47	20.522	21.306	22.122	22.967	23.848	24.760	25.706	26.690	
0030	EXCLUDED OFFICE ASSISTANT	X03	13.711	14.270	14.852	15.458	16.087	16.743	17.427	18.136	
0032	EXCLUDED SR OFFICE ASSISTANT	X09	15.612	16.170	16.747	17.345	17.967	18.608	19.275	19.963	
0034	EXCLUDED OFFICE SPECIALIST	X19	17.904	18.501	19.118	19.755	20.415	21.096	21.801	22.527	
0120	EXCLUDED ACCOUNT CLERK I	X12	16.103	16.759	17.438	18.148	18.887	19.654	20.452	21.283	
0121	EXCLUDED ACCOUNT CLERK II	X20	17.533	18.205	18.904	19.628	20.383	21.164	21.976	22.821	
0122	EXCLUDED ACCOUNT CLERK III	X31	18.940	19.590	20.265	20.962	21.685	22.430	23.202	24.000	
0608	EMPLOYMENT CLERK	X11	16.597	17.164	17.751	18.356	18.985	19.630	20.300	20.995	
0611	BENEFITS CLERK	X30	17.228	18.064	18.940	19.856	20.820	21.830	22.889	23.997	
0612	HUMAN RESOURCES CLERK	X20	17.533	18.205	18.904	19.628	20.383	21.164	21.976	22.821	

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PAY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	
X01	ANNUAL	26,617.76	27,790.88	29,011.84	30,291.04	31,628.48	33,026.24	34,480.16	36,004.80
	MONTHLY	2,218.15	2,315.91	2,417.65	2,524.25	2,635.71	2,752.19	2,873.35	3,000.40
	BIWEEKLY	1,023.76	1,068.88	1,115.84	1,165.04	1,216.48	1,270.24	1,326.16	1,384.80
	HOURLY	12.797	13.361	13.948	14.563	15.206	15.878	16.577	17.310
X02	ANNUAL	27,547.52	28,760.16	30,028.96	31,353.92	32,737.12	34,184.80	35,686.56	37,265.28
	MONTHLY	2,295.63	2,396.68	2,502.41	2,612.83	2,728.09	2,848.73	2,973.88	3,105.44
	BIWEEKLY	1,059.52	1,106.16	1,154.96	1,205.92	1,259.12	1,314.80	1,372.56	1,433.28
	HOURLY	13.244	13.827	14.437	15.074	15.739	16.435	17.157	17.916
X03	ANNUAL	28,518.88	29,681.60	30,892.16	32,152.64	33,460.96	34,825.44	36,248.16	37,722.88
	MONTHLY	2,376.57	2,473.47	2,574.35	2,679.39	2,788.41	2,902.12	3,020.68	3,143.57
	BIWEEKLY	1,096.88	1,141.60	1,188.16	1,236.64	1,286.96	1,339.44	1,394.16	1,450.88
	HOURLY	13.711	14.270	14.852	15.458	16.087	16.743	17.427	18.136
X04	ANNUAL	30,590.56	31,574.40	32,593.60	33,648.16	34,736.00	35,852.96	37,015.68	38,209.60
	MONTHLY	2,549.21	2,631.20	2,716.13	2,804.01	2,894.67	2,987.75	3,084.64	3,184.13
	BIWEEKLY	1,176.56	1,214.40	1,253.60	1,294.16	1,336.00	1,378.96	1,423.68	1,469.60
	HOURLY	14.707	15.180	15.670	16.177	16.700	17.237	17.796	18.370
X05	ANNUAL	28,512.64	29,771.04	31,085.60	32,458.40	33,887.36	35,380.80	36,942.88	38,571.52
	MONTHLY	2,376.05	2,480.92	2,590.47	2,704.87	2,823.95	2,948.40	3,078.57	3,214.29
	BIWEEKLY	1,096.64	1,145.04	1,195.60	1,248.40	1,303.36	1,360.80	1,420.88	1,483.52
	HOURLY	13.708	14.313	14.945	15.605	16.292	17.010	17.761	18.544

EXCLUDED - X RANGES

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PAY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	
X06	ANNUAL	30,559.36	31,630.56	32,743.36	33,891.52	35,081.28	36,312.64	37,585.60	38,906.40
	MONTHLY	2,546.61	2,635.88	2,728.61	2,824.29	2,923.44	3,026.05	3,132.13	3,242.20
	BIWEEKLY	1,175.36	1,216.56	1,259.36	1,303.52	1,349.28	1,396.64	1,445.60	1,496.40
	HOURLY	14.692	15.207	15.742	16.294	16.866	17.458	18.070	18.705
X07	ANNUAL	30,405.44	31,495.36	32,624.80	33,791.68	35,002.24	36,260.64	37,558.56	38,908.48
	MONTHLY	2,533.79	2,624.61	2,718.73	2,815.97	2,916.85	3,021.72	3,129.88	3,242.37
	BIWEEKLY	1,169.44	1,211.36	1,254.80	1,299.68	1,346.24	1,394.64	1,444.56	1,496.48
	HOURLY	14.618	15.142	15.685	16.246	16.828	17.433	18.057	18.706
X08	ANNUAL	33,415.20	34,446.88	35,509.76	36,608.00	37,737.44	38,904.32	40,106.56	41,346.24
	MONTHLY	2,784.60	2,870.57	2,959.15	3,050.67	3,144.79	3,242.03	3,342.21	3,445.52
	BIWEEKLY	1,285.20	1,324.88	1,365.76	1,408.00	1,451.44	1,496.32	1,542.56	1,590.24
	HOURLY	16.065	16.561	17.072	17.600	18.143	18.704	19.282	19.878
X09	ANNUAL	32,472.96	33,633.60	34,833.76	36,077.60	37,371.36	38,704.64	40,092.00	41,523.04
	MONTHLY	2,706.08	2,802.80	2,902.81	3,006.47	3,114.28	3,225.39	3,341.00	3,460.25
	BIWEEKLY	1,248.96	1,293.60	1,339.76	1,387.60	1,437.36	1,488.64	1,542.00	1,597.04
	HOURLY	15.612	16.170	16.747	17.345	17.967	18.608	19.275	19.963
X10	ANNUAL	37,377.60	38,099.36	38,833.60	39,580.32	40,339.52	41,119.52	41,909.92	42,716.96
	MONTHLY	3,114.80	3,174.95	3,236.13	3,298.36	3,361.63	3,426.63	3,492.49	3,559.75
	BIWEEKLY	1,437.60	1,465.36	1,493.60	1,522.32	1,551.52	1,581.52	1,611.92	1,642.96
	HOURLY	17.970	18.317	18.670	19.029	19.394	19.769	20.149	20.537

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X11	ANNUAL	34,521.76	35,701.12	36,922.08	38,180.48	39,488.80	40,830.40	42,224.00	43,669.60
	MONTHLY	2,876.81	2,975.09	3,076.84	3,181.71	3,290.73	3,402.53	3,518.67	3,639.13
	BIWEEKLY	1,327.76	1,373.12	1,420.08	1,468.48	1,518.80	1,570.40	1,624.00	1,679.60
	HOURLY	16.597	17.164	17.751	18.356	18.985	19.630	20.300	20.995
X12	ANNUAL	33,494.24	34,858.72	36,271.04	37,747.84	39,284.96	40,880.32	42,540.16	44,268.64
	MONTHLY	2,791.19	2,904.89	3,022.59	3,145.65	3,273.75	3,406.69	3,545.01	3,689.05
	BIWEEKLY	1,288.24	1,340.72	1,395.04	1,451.84	1,510.96	1,572.32	1,636.16	1,702.64
	HOURLY	16.103	16.759	17.438	18.148	18.887	19.654	20.452	21.283
X13	ANNUAL	35,077.12	36,304.32	37,579.36	38,896.00	40,260.48	41,676.96	43,135.04	44,653.44
	MONTHLY	2,923.09	3,025.36	3,131.61	3,241.33	3,355.04	3,473.08	3,594.59	3,721.12
	BIWEEKLY	1,349.12	1,396.32	1,445.36	1,496.00	1,548.48	1,602.96	1,659.04	1,717.44
	HOURLY	16.864	17.454	18.067	18.700	19.356	20.037	20.738	21.468
X14	ANNUAL	36,140.00	37,346.40	38,598.56	39,888.16	41,221.44	42,602.56	44,023.20	45,497.92
	MONTHLY	3,011.67	3,112.20	3,216.55	3,324.01	3,435.12	3,550.21	3,668.60	3,791.49
	BIWEEKLY	1,390.00	1,436.40	1,484.56	1,534.16	1,585.44	1,638.56	1,693.20	1,749.92
	HOURLY	17.375	17.955	18.557	19.177	19.818	20.482	21.165	21.874
X15	ANNUAL	40,048.32	40,820.00	41,606.24	42,407.04	43,224.48	44,058.56	44,905.12	45,770.40
	MONTHLY	3,337.36	3,401.67	3,467.19	3,533.92	3,602.04	3,671.55	3,742.09	3,814.20
	BIWEEKLY	1,540.32	1,570.00	1,600.24	1,631.04	1,662.48	1,694.56	1,727.12	1,760.40
	HOURLY	19.254	19.625	20.003	20.388	20.781	21.182	21.589	22.005

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X16	ANNUAL	35,690.72	36,986.56	38,328.16	39,719.68	41,156.96	42,646.24	44,193.76	45,797.44
	MONTHLY	2,974.23	3,082.21	3,194.01	3,309.97	3,429.75	3,553.85	3,682.81	3,816.45
	BIWEEKLY	1,372.72	1,422.56	1,474.16	1,527.68	1,582.96	1,640.24	1,699.76	1,761.44
	HOURLY	17.159	17.782	18.427	19.096	19.787	20.503	21.247	22.018
X17	ANNUAL	36,227.36	37,489.92	38,798.24	40,146.08	41,545.92	42,997.76	44,495.36	46,047.04
	MONTHLY	3,018.95	3,124.16	3,233.19	3,345.51	3,462.16	3,583.15	3,707.95	3,837.25
	BIWEEKLY	1,393.36	1,441.92	1,492.24	1,544.08	1,597.92	1,653.76	1,711.36	1,771.04
	HOURLY	17.417	18.024	18.653	19.301	19.974	20.672	21.392	22.138
X18	ANNUAL	36,986.56	38,249.12	39,555.36	40,907.36	42,303.04	43,748.64	45,242.08	46,785.44
	MONTHLY	3,082.21	3,187.43	3,296.28	3,408.95	3,525.25	3,645.72	3,770.17	3,898.79
	BIWEEKLY	1,422.56	1,471.12	1,521.36	1,573.36	1,627.04	1,682.64	1,740.08	1,799.44
	HOURLY	17.782	18.389	19.017	19.667	20.338	21.033	21.751	22.493
X19	ANNUAL	37,240.32	38,482.08	39,765.44	41,090.40	42,463.20	43,879.68	45,346.08	46,856.16
	MONTHLY	3,103.36	3,206.84	3,313.79	3,424.20	3,538.60	3,656.64	3,778.84	3,904.68
	BIWEEKLY	1,432.32	1,480.08	1,529.44	1,580.40	1,633.20	1,687.68	1,744.08	1,802.16
	HOURLY	17.904	18.501	19.118	19.755	20.415	21.096	21.801	22.527
X20	ANNUAL	36,468.64	37,866.40	39,320.32	40,826.24	42,396.64	44,021.12	45,710.08	47,467.68
	MONTHLY	3,039.05	3,155.53	3,276.69	3,402.19	3,533.05	3,668.43	3,809.17	3,955.64
	BIWEEKLY	1,402.64	1,456.40	1,512.32	1,570.24	1,630.64	1,693.12	1,758.08	1,825.68
	HOURLY	17.533	18.205	18.904	19.628	20.383	21.164	21.976	22.821

EXCLUDED - X RANGES

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PAY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
X21	40,917.76	41,801.76	42,706.56	43,628.00	44,572.32	45,539.52	46,525.44	47,530.08
ANNUAL								
MONTHLY	3,409.81	3,483.48	3,558.88	3,635.67	3,714.36	3,794.96	3,877.12	3,960.84
BIWEEKLY	1,573.76	1,607.76	1,642.56	1,678.00	1,714.32	1,751.52	1,789.44	1,828.08
HOURLY	19,672	20,097	20,532	20,975	21,429	21,894	22,368	22,851
X22	39,409.76	40,480.96	41,583.36	42,710.72	43,871.36	45,063.20	46,290.40	47,548.80
ANNUAL								
MONTHLY	3,284.15	3,373.41	3,465.28	3,559.23	3,655.95	3,755.27	3,857.53	3,962.40
BIWEEKLY	1,515.76	1,556.96	1,599.36	1,642.72	1,687.36	1,733.20	1,780.40	1,828.80
HOURLY	18,947	19,462	19,992	20,534	21,092	21,665	22,255	22,860
X23	37,261.12	38,596.48	39,977.60	41,400.32	42,883.36	44,416.32	46,003.36	47,648.64
ANNUAL								
MONTHLY	3,105.09	3,216.37	3,331.47	3,450.03	3,573.61	3,701.36	3,833.61	3,970.72
BIWEEKLY	1,433.12	1,484.48	1,537.60	1,592.32	1,649.36	1,708.32	1,769.36	1,832.64
HOURLY	17,914	18,556	19,220	19,904	20,617	21,354	22,117	22,908
X24	38,078.56	39,413.92	40,795.04	42,224.00	43,707.04	45,242.08	46,827.04	48,468.16
ANNUAL								
MONTHLY	3,173.21	3,284.49	3,399.59	3,518.67	3,642.25	3,770.17	3,902.25	4,039.01
BIWEEKLY	1,464.56	1,515.92	1,569.04	1,624.00	1,681.04	1,740.08	1,801.04	1,864.16
HOURLY	18,307	18,949	19,613	20,300	21,013	21,751	22,513	23,302
X25	36,275.20	37,878.88	39,549.12	41,292.16	43,116.32	45,017.44	47,001.76	49,079.68
ANNUAL								
MONTHLY	3,022.93	3,156.57	3,295.76	3,441.01	3,593.03	3,751.45	3,916.81	4,089.97
BIWEEKLY	1,395.20	1,456.88	1,521.12	1,588.16	1,658.32	1,731.44	1,807.76	1,887.68
HOURLY	17,440	18,211	19,014	19,852	20,729	21,643	22,597	23,596

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X26	ANNUAL	42,342.56	43,261.92	44,195.84	45,150.56	46,130.24	47,126.56	48,149.92	49,189.92
	MONTHLY	3,528.55	3,605.16	3,682.99	3,762.55	3,844.19	3,927.21	4,012.49	4,099.16
	BIWEEKLY	1,628.56	1,663.92	1,699.84	1,736.56	1,774.24	1,812.56	1,851.92	1,891.92
	HOURLY	20.357	20.799	21.248	21.707	22.178	22.657	23.149	23.649
X27	ANNUAL	34,758.88	36,524.80	38,382.24	40,335.36	42,390.40	44,543.20	46,810.40	49,192.00
	MONTHLY	2,896.57	3,043.73	3,198.52	3,361.28	3,532.53	3,711.93	3,900.87	4,099.33
	BIWEEKLY	1,336.88	1,404.80	1,476.24	1,551.36	1,630.40	1,713.20	1,800.40	1,892.00
	HOURLY	16.711	17.560	18.453	19.392	20.380	21.415	22.505	23.650
X28	ANNUAL	39,095.68	40,410.24	41,766.40	43,172.48	44,626.40	46,126.08	47,675.68	49,277.28
	MONTHLY	3,257.97	3,367.52	3,480.53	3,597.71	3,718.87	3,843.84	3,972.97	4,106.44
	BIWEEKLY	1,503.68	1,554.24	1,606.40	1,660.48	1,716.40	1,774.08	1,833.68	1,895.28
	HOURLY	18.796	19.428	20.080	20.756	21.455	22.176	22.921	23.691
X29	ANNUAL	38,889.76	40,252.16	41,668.64	43,126.72	44,645.12	46,207.20	47,829.60	49,510.24
	MONTHLY	3,240.81	3,354.35	3,472.39	3,593.89	3,720.43	3,850.60	3,985.80	4,125.85
	BIWEEKLY	1,495.76	1,548.16	1,602.64	1,658.72	1,717.12	1,777.20	1,839.60	1,904.24
	HOURLY	18.697	19.352	20.033	20.734	21.464	22.215	22.995	23.803
X30	ANNUAL	35,834.24	37,573.12	39,395.20	41,300.48	43,305.60	45,406.40	47,609.12	49,913.76
	MONTHLY	2,986.19	3,131.09	3,282.93	3,441.71	3,608.80	3,783.87	3,967.43	4,159.48
	BIWEEKLY	1,378.24	1,445.12	1,515.20	1,588.48	1,665.60	1,746.40	1,831.12	1,919.76
	HOURLY	17.228	18.064	18.940	19.856	20.820	21.830	22.889	23.997

EXCLUDED - X RANGES

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X31	ANNUAL	39,395.20	40,747.20	42,151.20	43,600.96	45,104.80	46,654.40	48,260.16	49,920.00
	MONTHLY	3,282.93	3,395.60	3,512.60	3,633.41	3,758.73	3,887.87	4,021.68	4,160.00
	BIWEEKLY	1,515.20	1,567.20	1,621.20	1,676.96	1,734.80	1,794.40	1,856.16	1,920.00
	HOURLY	18.940	19.590	20.265	20.962	21.685	22.430	23.202	24.000
X32	ANNUAL	37,918.40	39,455.52	41,063.36	42,733.60	44,474.56	46,284.16	48,166.56	50,125.92
	MONTHLY	3,159.87	3,287.96	3,421.95	3,561.13	3,706.21	3,857.01	4,013.88	4,177.16
	BIWEEKLY	1,458.40	1,517.52	1,579.36	1,643.60	1,710.56	1,780.16	1,852.56	1,927.92
	HOURLY	18.230	18.969	19.742	20.545	21.382	22.252	23.157	24.099
X33	ANNUAL	39,106.08	40,532.96	42,016.00	43,553.12	45,142.24	46,793.76	48,505.60	50,275.68
	MONTHLY	3,258.84	3,377.75	3,501.33	3,629.43	3,761.85	3,899.48	4,042.13	4,189.64
	BIWEEKLY	1,504.08	1,558.96	1,616.00	1,675.12	1,736.24	1,799.76	1,865.60	1,933.68
	HOURLY	18.801	19.487	20.200	20.939	21.703	22.497	23.320	24.171
X34	ANNUAL	44,878.08	45,649.76	46,427.68	47,226.40	48,037.60	48,861.28	49,699.52	50,552.32
	MONTHLY	3,739.84	3,804.15	3,868.97	3,935.53	4,003.13	4,071.77	4,141.63	4,212.69
	BIWEEKLY	1,726.08	1,755.76	1,785.68	1,816.40	1,847.60	1,879.28	1,911.52	1,944.32
	HOURLY	21.576	21.947	22.321	22.705	23.095	23.491	23.894	24.304
X35	ANNUAL	42,298.88	43,395.04	44,518.24	45,674.72	46,858.24	48,075.04	49,323.04	50,600.16
	MONTHLY	3,524.91	3,616.25	3,709.85	3,806.23	3,904.85	4,006.25	4,110.25	4,216.68
	BIWEEKLY	1,626.88	1,669.04	1,712.24	1,756.72	1,802.24	1,849.04	1,897.04	1,946.16
	HOURLY	20.336	20.863	21.403	21.959	22.528	23.113	23.713	24.327

EXCLUDED - X RANGES

Reflects a 2.5% increase
Effective August 11, 2016

PAY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	
X36	ANNUAL	37,745.76	39,361.92	41,048.80	42,812.64	44,651.36	46,567.04	48,559.68	50,645.92
	MONTHLY	3,145.48	3,280.16	3,420.73	3,567.72	3,720.95	3,880.59	4,046.64	4,220.49
	BIWEEKLY	1,451.76	1,513.92	1,578.80	1,646.64	1,717.36	1,791.04	1,867.68	1,947.92
	HOURLY	18.147	18.924	19.735	20.583	21.467	22.388	23.346	24.349
X37	ANNUAL	35,975.68	37,806.08	39,732.16	41,749.76	43,873.44	46,109.44	48,451.52	50,916.32
	MONTHLY	2,997.97	3,150.51	3,311.01	3,479.15	3,656.12	3,842.45	4,037.63	4,243.03
	BIWEEKLY	1,383.68	1,454.08	1,528.16	1,605.76	1,687.44	1,773.44	1,863.52	1,958.32
	HOURLY	17.296	18.176	19.102	20.072	21.093	22.168	23.294	24.479
X38	ANNUAL	41,785.12	43,004.00	44,258.24	45,545.76	46,872.80	48,239.36	49,643.36	51,091.04
	MONTHLY	3,482.09	3,583.67	3,688.19	3,795.48	3,906.07	4,019.95	4,136.95	4,257.59
	BIWEEKLY	1,607.12	1,654.00	1,702.24	1,751.76	1,802.80	1,855.36	1,909.36	1,965.04
	HOURLY	20.089	20.675	21.278	21.897	22.535	23.192	23.867	24.563
X39	ANNUAL	40,158.56	41,589.60	43,060.16	44,586.88	46,167.68	47,806.72	49,497.76	51,255.36
	MONTHLY	3,346.55	3,465.80	3,588.35	3,715.57	3,847.31	3,983.89	4,124.81	4,271.28
	BIWEEKLY	1,544.56	1,599.60	1,656.16	1,714.88	1,775.68	1,838.72	1,903.76	1,971.36
	HOURLY	19.307	19.995	20.702	21.436	22.196	22.984	23.797	24.642
X40	ANNUAL	44,886.40	45,747.52	46,627.36	47,523.84	48,436.96	49,366.72	50,315.20	51,278.24
	MONTHLY	3,740.53	3,812.29	3,885.61	3,960.32	4,036.41	4,113.89	4,192.93	4,273.19
	BIWEEKLY	1,726.40	1,759.52	1,793.36	1,827.84	1,862.96	1,898.72	1,935.20	1,972.24
	HOURLY	21.580	21.994	22.417	22.848	23.287	23.734	24.190	24.653

EXCLUDED - X RANGES

Reflects a 2.5% increase
Effective August 11, 2016

PAY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	
X41	ANNUAL	43,286.88	44,482.88	45,710.08	46,976.80	48,274.72	49,612.16	50,987.04	52,397.28
	MONTHLY	3,607.24	3,706.91	3,809.17	3,914.73	4,022.89	4,134.35	4,248.92	4,366.44
	BIWEEKLY	1,664.88	1,710.88	1,758.08	1,806.80	1,856.72	1,908.16	1,961.04	2,015.28
	HOURLY	20.811	21.386	21.976	22.585	23.209	23.852	24.513	25.191
X42	ANNUAL	43,286.88	44,634.72	46,022.08	47,453.12	48,932.00	50,454.56	52,027.04	53,649.44
	MONTHLY	3,607.24	3,719.56	3,835.17	3,954.43	4,077.67	4,204.55	4,335.59	4,470.79
	BIWEEKLY	1,664.88	1,716.72	1,770.08	1,825.12	1,882.00	1,940.56	2,001.04	2,063.44
	HOURLY	20.811	21.459	22.126	22.814	23.525	24.257	25.013	25.793
X43	ANNUAL	43,365.92	44,832.32	46,346.56	47,912.80	49,528.96	51,205.44	52,933.92	54,722.72
	MONTHLY	3,613.83	3,736.03	3,862.21	3,992.73	4,127.41	4,267.12	4,411.16	4,560.23
	BIWEEKLY	1,667.92	1,724.32	1,782.56	1,842.80	1,904.96	1,969.44	2,035.92	2,104.72
	HOURLY	20.849	21.554	22.282	23.035	23.812	24.618	25.449	26.309
X44	ANNUAL	42,473.60	44,085.60	45,760.00	47,494.72	49,296.00	51,163.84	53,108.64	55,120.00
	MONTHLY	3,539.47	3,673.80	3,813.33	3,957.89	4,108.00	4,263.65	4,425.72	4,593.33
	BIWEEKLY	1,633.60	1,695.60	1,760.00	1,826.72	1,896.00	1,967.84	2,042.64	2,120.00
	HOURLY	20.420	21.195	22.000	22.834	23.700	24.598	25.533	26.500
X45	ANNUAL	39,728.00	41,652.00	43,673.76	45,793.28	48,012.64	50,340.16	52,780.00	55,340.48
	MONTHLY	3,310.67	3,471.00	3,639.48	3,816.11	4,001.05	4,195.01	4,398.33	4,611.71
	BIWEEKLY	1,528.00	1,602.00	1,679.76	1,761.28	1,846.64	1,936.16	2,030.00	2,128.48
	HOURLY	19.100	20.025	20.997	22.016	23.083	24.202	25.375	26.606

EXCLUDED - X RANGES

Reflects a 2.5% increase
Effective August 11, 2016

PAY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	
X46	ANNUAL	45,855.68	47,124.48	48,426.56	49,764.00	51,138.88	52,547.04	54,000.96	55,494.40
	MONTHLY	3,821.31	3,927.04	4,035.55	4,147.00	4,261.57	4,378.92	4,500.08	4,624.53
	BIWEEKLY	1,763.68	1,812.48	1,862.56	1,914.00	1,966.88	2,021.04	2,076.96	2,134.40
	HOURLY	22.046	22.656	23.282	23.925	24.586	25.263	25.962	26.680
X47	ANNUAL	42,685.76	44,316.48	46,013.76	47,771.36	49,603.84	51,500.80	53,468.48	55,515.20
	MONTHLY	3,557.15	3,693.04	3,834.48	3,980.95	4,133.65	4,291.73	4,455.71	4,626.27
	BIWEEKLY	1,641.76	1,704.48	1,769.76	1,837.36	1,907.84	1,980.80	2,056.48	2,135.20
	HOURLY	20.522	21.306	22.122	22.967	23.848	24.760	25.706	26.690
X48	ANNUAL	42,504.80	44,258.24	46,082.40	47,985.60	49,965.76	52,027.04	54,173.60	56,405.44
	MONTHLY	3,542.07	3,688.19	3,840.20	3,998.80	4,163.81	4,335.59	4,514.47	4,700.45
	BIWEEKLY	1,634.80	1,702.24	1,772.40	1,845.60	1,921.76	2,001.04	2,083.60	2,169.44
	HOURLY	20.435	21.278	22.155	23.070	24.022	25.013	26.045	27.118
X49	ANNUAL	49,770.24	50,727.04	51,702.56	52,694.72	53,703.52	54,739.36	55,787.68	56,858.88
	MONTHLY	4,147.52	4,227.25	4,308.55	4,391.23	4,475.29	4,561.61	4,648.97	4,738.24
	BIWEEKLY	1,914.24	1,951.04	1,988.56	2,026.72	2,065.52	2,105.36	2,145.68	2,186.88
	HOURLY	23.928	24.388	24.857	25.334	25.819	26.317	26.821	27.336
X50	ANNUAL	45,691.36	47,149.44	48,655.36	50,207.04	51,810.72	53,462.24	55,169.92	56,933.76
	MONTHLY	3,807.61	3,929.12	4,054.61	4,183.92	4,317.56	4,455.19	4,597.49	4,744.48
	BIWEEKLY	1,757.36	1,813.44	1,871.36	1,931.04	1,992.72	2,056.24	2,121.92	2,189.76
	HOURLY	21.967	22.668	23.392	24.138	24.909	25.703	26.524	27.372

EXCLUDED - X RANGES

Reflects a 2.5% increase
Effective August 11, 2016

PAY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	
X51	ANNUAL	43,436.64	45,167.20	46,964.32	48,832.16	50,776.96	52,792.48	54,895.36	57,077.28
	MONTHLY	3,619.72	3,763.93	3,913.69	4,069.35	4,231.41	4,399.37	4,574.61	4,756.44
	BIWEEKLY	1,670.64	1,737.20	1,806.32	1,878.16	1,952.96	2,030.48	2,111.36	2,195.28
	HOURLY	20.883	21.715	22.579	23.477	24.412	25.381	26.392	27.441
X52	ANNUAL	55,026.40	55,323.84	55,623.36	55,929.12	56,232.80	56,538.56	56,846.40	57,154.24
	MONTHLY	4,585.53	4,610.32	4,635.28	4,660.76	4,686.07	4,711.55	4,737.20	4,762.85
	BIWEEKLY	2,116.40	2,127.84	2,139.36	2,151.12	2,162.80	2,174.56	2,186.40	2,198.24
	HOURLY	26.455	26.598	26.742	26.889	27.035	27.182	27.330	27.478
X53	ANNUAL	46,367.36	47,810.88	49,298.08	50,833.12	52,416.00	54,048.80	55,733.60	57,468.32
	MONTHLY	3,863.95	3,984.24	4,108.17	4,236.09	4,368.00	4,504.07	4,644.47	4,789.03
	BIWEEKLY	1,783.36	1,838.88	1,896.08	1,955.12	2,016.00	2,078.80	2,143.60	2,210.32
	HOURLY	22.292	22.986	23.701	24.439	25.200	25.985	26.795	27.629
X54	ANNUAL	43,507.36	45,275.36	47,122.40	49,036.00	51,032.80	53,110.72	55,269.76	57,524.48
	MONTHLY	3,625.61	3,772.95	3,926.87	4,086.33	4,252.73	4,425.89	4,605.81	4,793.71
	BIWEEKLY	1,673.36	1,741.36	1,812.40	1,886.00	1,962.80	2,042.72	2,125.76	2,212.48
	HOURLY	20.917	21.767	22.655	23.575	24.535	25.534	26.572	27.656
X55	ANNUAL	39,426.40	41,620.80	43,931.68	46,379.84	48,956.96	51,681.76	54,554.24	57,588.96
	MONTHLY	3,285.53	3,468.40	3,660.97	3,864.99	4,079.75	4,306.81	4,546.19	4,799.08
	BIWEEKLY	1,516.40	1,600.80	1,689.68	1,783.84	1,882.96	1,987.76	2,098.24	2,214.96
	HOURLY	18.955	20.010	21.121	22.298	23.537	24.847	26.228	27.687

EXCLUDED - X RANGES

Reflects a 2.5% increase
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PAY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	
X56	ANNUAL	43,507.36	45,296.16	47,161.92	49,102.56	51,120.16	53,220.96	55,411.20	57,686.72
	MONTHLY	3,625.61	3,774.68	3,930.16	4,091.88	4,260.01	4,435.08	4,617.60	4,807.23
	BIWEEKLY	1,673.36	1,742.16	1,813.92	1,888.56	1,966.16	2,046.96	2,131.20	2,218.72
	HOURLY	20.917	21.777	22.674	23.607	24.577	25.587	26.640	27.734
X57	ANNUAL	49,622.56	50,743.68	51,893.92	53,067.04	54,265.12	55,494.40	56,746.56	58,029.92
	MONTHLY	4,135.21	4,228.64	4,324.49	4,422.25	4,522.09	4,624.53	4,728.88	4,835.83
	BIWEEKLY	1,908.56	1,951.68	1,995.92	2,041.04	2,087.12	2,134.40	2,182.56	2,231.92
	HOURLY	23.857	24.396	24.949	25.513	26.089	26.680	27.282	27.899
X58	ANNUAL	48,543.04	49,805.60	51,095.20	52,422.24	53,784.64	55,176.16	56,609.28	58,077.76
	MONTHLY	4,045.25	4,150.47	4,257.93	4,368.52	4,482.05	4,598.01	4,717.44	4,839.81
	BIWEEKLY	1,867.04	1,915.60	1,965.20	2,016.24	2,068.64	2,122.16	2,177.28	2,233.76
	HOURLY	23.338	23.945	24.565	25.203	25.858	26.527	27.216	27.922
X59	ANNUAL	48,582.56	49,863.84	51,172.16	52,517.92	53,896.96	55,315.52	56,769.44	58,260.80
	MONTHLY	4,048.55	4,155.32	4,264.35	4,376.49	4,491.41	4,609.63	4,730.79	4,855.07
	BIWEEKLY	1,868.56	1,917.84	1,968.16	2,019.92	2,072.96	2,127.52	2,183.44	2,240.80
	HOURLY	23.357	23.973	24.602	25.249	25.912	26.594	27.293	28.010
X60	ANNUAL	46,454.72	48,023.04	49,645.44	51,324.00	53,060.80	54,847.52	56,702.88	58,618.56
	MONTHLY	3,871.23	4,001.92	4,137.12	4,277.00	4,421.73	4,570.63	4,725.24	4,884.88
	BIWEEKLY	1,786.72	1,847.04	1,909.44	1,974.00	2,040.80	2,109.52	2,180.88	2,254.56
	HOURLY	22.334	23.088	23.868	24.675	25.510	26.369	27.261	28.182

EXCLUDED - X RANGES

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PAY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	
X61	ANNUAL	56,950.40	57,260.32	57,570.24	57,882.24	58,196.32	58,516.64	58,832.80	59,153.12
	MONTHLY	4,745.87	4,771.69	4,797.52	4,823.52	4,849.69	4,876.39	4,902.73	4,929.43
	BIWEEKLY	2,190.40	2,202.32	2,214.24	2,226.24	2,238.32	2,250.64	2,262.80	2,275.12
	HOURLY	27.380	27.529	27.678	27.828	27.979	28.133	28.285	28.439
X62	ANNUAL	50,244.48	51,544.48	52,884.00	54,256.80	55,667.04	57,108.48	58,587.36	60,109.92
	MONTHLY	4,187.04	4,295.37	4,407.00	4,521.40	4,638.92	4,759.04	4,882.28	5,009.16
	BIWEEKLY	1,932.48	1,982.48	2,034.00	2,086.80	2,141.04	2,196.48	2,253.36	2,311.92
	HOURLY	24.156	24.781	25.425	26.085	26.763	27.456	28.167	28.899
X63	ANNUAL	49,522.72	51,093.12	52,717.60	54,387.84	56,118.40	57,896.80	59,735.52	61,634.56
	MONTHLY	4,126.89	4,257.76	4,393.13	4,532.32	4,676.53	4,824.73	4,977.96	5,136.21
	BIWEEKLY	1,904.72	1,965.12	2,027.60	2,091.84	2,158.40	2,226.80	2,297.52	2,370.56
	HOURLY	23.809	24.564	25.345	26.148	26.980	27.835	28.719	29.632
X64	ANNUAL	55,186.56	56,247.36	57,324.80	58,425.12	59,548.32	60,690.24	61,850.88	63,042.72
	MONTHLY	4,598.88	4,687.28	4,777.07	4,868.76	4,962.36	5,057.52	5,154.24	5,253.56
	BIWEEKLY	2,122.56	2,163.36	2,204.80	2,247.12	2,290.32	2,334.24	2,378.88	2,424.72
	HOURLY	26.532	27.042	27.560	28.089	28.629	29.178	29.736	30.309
X65	ANNUAL	48,661.60	50,695.84	52,821.60	55,032.64	57,335.20	59,735.52	62,235.68	64,841.92
	MONTHLY	4,055.13	4,224.65	4,401.80	4,586.05	4,777.93	4,977.96	5,186.31	5,403.49
	BIWEEKLY	1,871.60	1,949.84	2,031.60	2,116.64	2,205.20	2,297.52	2,393.68	2,493.92
	HOURLY	23.395	24.373	25.395	26.458	27.565	28.719	29.921	31.174

EXCLUDED - X RANGES

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PAY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	
X66	ANNUAL	49,924.16	51,954.24	54,071.68	56,270.24	58,560.32	60,944.00	63,425.44	66,004.64
	MONTHLY	4,160.35	4,329.52	4,505.97	4,689.19	4,880.03	5,078.67	5,285.45	5,500.39
	BIWEEKLY	1,920.16	1,998.24	2,079.68	2,164.24	2,252.32	2,344.00	2,439.44	2,538.64
	HOURLY	24.002	24.978	25.996	27.053	28.154	29.300	30.493	31.733
X67	ANNUAL	53,537.12	55,192.80	56,900.48	58,662.24	60,482.24	62,354.24	64,282.40	66,277.12
	MONTHLY	4,461.43	4,599.40	4,741.71	4,888.52	5,040.19	5,196.19	5,356.87	5,523.09
	BIWEEKLY	2,059.12	2,122.80	2,188.48	2,256.24	2,326.24	2,398.24	2,472.40	2,549.12
	HOURLY	25.739	26.535	27.356	28.203	29.078	29.978	30.905	31.864
X68	ANNUAL	53,903.20	55,594.24	57,341.44	59,136.48	60,996.00	62,909.60	64,885.60	66,919.84
	MONTHLY	4,491.93	4,632.85	4,778.45	4,928.04	5,083.00	5,242.47	5,407.13	5,576.65
	BIWEEKLY	2,073.20	2,138.24	2,205.44	2,274.48	2,346.00	2,419.60	2,495.60	2,573.84
	HOURLY	25.915	26.728	27.568	28.431	29.325	30.245	31.195	32.173
X69	ANNUAL	52,291.20	54,342.08	56,469.92	58,680.96	60,979.36	63,371.36	65,852.80	68,429.92
	MONTHLY	4,357.60	4,528.51	4,705.83	4,890.08	5,081.61	5,280.95	5,487.73	5,702.49
	BIWEEKLY	2,011.20	2,090.08	2,171.92	2,256.96	2,345.36	2,437.36	2,532.80	2,631.92
	HOURLY	25.140	26.126	27.149	28.212	29.317	30.467	31.660	32.899
X70	ANNUAL	55,124.16	56,929.60	58,784.96	60,708.96	62,689.12	64,731.68	66,851.20	69,035.20
	MONTHLY	4,593.68	4,744.13	4,898.75	5,059.08	5,224.09	5,394.31	5,570.93	5,752.93
	BIWEEKLY	2,120.16	2,189.60	2,260.96	2,334.96	2,411.12	2,489.68	2,571.20	2,655.20
	HOURLY	26.502	27.370	28.262	29.187	30.139	31.121	32.140	33.190

EXCLUDED PAY PLAN - E RANGES

Reflects 2.5% increase

Effective August 11, 2016

2.75% Between Steps

CLASS CODE	CLASS TITLE	PAY RANGE										
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	
0607	HUMAN RESOURCES GENERALIST	E05	21.305	21.893	22.493	23.112	23.749	24.400	25.073	25.761	26.471	27.199
0609	COMPENSATION TECHNICIAN I	E05	21.305	21.893	22.493	23.112	23.749	24.400	25.073	25.761	26.471	27.199
0610	COMPENSATION TECHNICIAN II	E15	27.946	28.714	29.504	30.317	31.151	32.007	32.888	33.790	34.720	35.675
0613	EMPLOYMENT TECHNICIAN I	E05	21.305	21.893	22.493	23.112	23.749	24.400	25.073	25.761	26.471	27.199
0614	EMPLOYMENT TECHNICIAN II	E15	27.946	28.714	29.504	30.317	31.151	32.007	32.888	33.790	34.720	35.675
0630	EXECUTIVE SECRETARY	E09	23.749	24.400	25.073	25.761	26.471	27.199	27.946	28.714	29.504	30.317
0631	EXECUTIVE AIDE	E02	19.640	20.180	20.735	21.305	21.893	22.493	23.112	23.749	24.400	25.073
0634	HUMAN RESOURCES OPERATIONS SPECIALIST	E15	27.946	28.714	29.504	30.317	31.151	32.007	32.888	33.790	34.720	35.675
0655	OMBUDSMAN	E12	25.761	26.471	27.199	27.946	28.714	29.504	30.317	31.151	32.007	32.888
1130	PAYROLL ADMINISTRATOR	E19	31.151	32.007	32.888	33.790	34.720	35.675	36.657	37.665	38.701	39.766
1133	PAYROLL SPECIALIST	E09	23.749	24.400	25.073	25.761	26.471	27.199	27.946	28.714	29.504	30.317
1321	WORKERS' COMPENSATION CLAIMS SPEC	E07	22.493	23.112	23.749	24.400	25.073	25.761	26.471	27.199	27.946	28.714
1550	GRANT COORDINATOR I	E04	20.735	21.305	21.893	22.493	23.112	23.749	24.400	25.073	25.761	26.471
1551	GRANT COORDINATOR II	E09	23.749	24.400	25.073	25.761	26.471	27.199	27.946	28.714	29.504	30.317

EXCLUDED - E RANGES

Reflects 2.5% increase
Effective August 11, 2016
2.75% Between Steps

PAY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	
E01	ANNUAL	39,759.20	40,851.20	41,974.40	43,128.80	44,314.40	45,537.44	46,785.44	48,072.96	49,397.92	50,752.00
	MONTHLY	3,313.27	3,404.27	3,497.87	3,594.07	3,692.87	3,794.79	3,898.79	4,006.08	4,116.49	4,229.33
	BIWEEKLY	1,529.20	1,571.20	1,614.40	1,658.80	1,704.40	1,751.44	1,799.44	1,848.96	1,899.92	1,952.00
	HOURLY	19.115	19.640	20.180	20.735	21.305	21.893	22.493	23.112	23.749	24.400
E02	ANNUAL	40,851.20	41,974.40	43,128.80	44,314.40	45,537.44	46,785.44	48,072.96	49,397.92	50,752.00	52,151.84
	MONTHLY	3,404.27	3,497.87	3,594.07	3,692.87	3,794.79	3,898.79	4,006.08	4,116.49	4,229.33	4,345.99
	BIWEEKLY	1,571.20	1,614.40	1,658.80	1,704.40	1,751.44	1,799.44	1,848.96	1,899.92	1,952.00	2,005.84
	HOURLY	19.640	20.180	20.735	21.305	21.893	22.493	23.112	23.749	24.400	25.073
E03	ANNUAL	41,974.40	43,128.80	44,314.40	45,537.44	46,785.44	48,072.96	49,397.92	50,752.00	52,151.84	53,582.88
	MONTHLY	3,497.87	3,594.07	3,692.87	3,794.79	3,898.79	4,006.08	4,116.49	4,229.33	4,345.99	4,465.24
	BIWEEKLY	1,614.40	1,658.80	1,704.40	1,751.44	1,799.44	1,848.96	1,899.92	1,952.00	2,005.84	2,060.88
	HOURLY	20.180	20.735	21.305	21.893	22.493	23.112	23.749	24.400	25.073	25.761
E04	ANNUAL	43,128.80	44,314.40	45,537.44	46,785.44	48,072.96	49,397.92	50,752.00	52,151.84	53,582.88	55,059.68
	MONTHLY	3,594.07	3,692.87	3,794.79	3,898.79	4,006.08	4,116.49	4,229.33	4,345.99	4,465.24	4,588.31
	BIWEEKLY	1,658.80	1,704.40	1,751.44	1,799.44	1,848.96	1,899.92	1,952.00	2,005.84	2,060.88	2,117.68
	HOURLY	20.735	21.305	21.893	22.493	23.112	23.749	24.400	25.073	25.761	26.471
E05	ANNUAL	44,314.40	45,537.44	46,785.44	48,072.96	49,397.92	50,752.00	52,151.84	53,582.88	55,059.68	56,573.92
	MONTHLY	3,692.87	3,794.79	3,898.79	4,006.08	4,116.49	4,229.33	4,345.99	4,465.24	4,588.31	4,714.49
	BIWEEKLY	1,704.40	1,751.44	1,799.44	1,848.96	1,899.92	1,952.00	2,005.84	2,060.88	2,117.68	2,175.92
	HOURLY	21.305	21.893	22.493	23.112	23.749	24.400	25.073	25.761	26.471	27.199

EXCLUDED - E RANGES

Reflects 2.5% increase
Effective August 11, 2016
2.75% Between Steps

PAY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	
E06	ANNUAL MONTHLY BIWEEKLY HOURLY	45,537.44 3,794.79 1,751.44 21.893	46,785.44 3,898.79 1,799.44 22.493	48,072.96 4,006.08 1,848.96 23.112	49,397.92 4,116.49 1,899.92 23.749	50,752.00 4,229.33 1,952.00 24.400	52,151.84 4,345.99 2,005.84 25.073	53,582.88 4,465.24 2,060.88 25.761	55,059.68 4,588.31 2,117.68 26.471	56,573.92 4,714.49 2,175.92 27.199	58,127.68 4,843.97 2,235.68 27.946
E07	ANNUAL MONTHLY BIWEEKLY HOURLY	46,785.44 3,898.79 1,799.44 22.493	48,072.96 4,006.08 1,848.96 23.112	49,397.92 4,116.49 1,899.92 23.749	50,752.00 4,229.33 1,952.00 24.400	52,151.84 4,345.99 2,005.84 25.073	53,582.88 4,465.24 2,060.88 25.761	55,059.68 4,588.31 2,117.68 26.471	56,573.92 4,714.49 2,175.92 27.199	58,127.68 4,843.97 2,235.68 27.946	59,725.12 4,977.09 2,297.12 28.714
E08	ANNUAL MONTHLY BIWEEKLY HOURLY	48,072.96 4,006.08 1,848.96 23.112	49,397.92 4,116.49 1,899.92 23.749	50,752.00 4,229.33 1,952.00 24.400	52,151.84 4,345.99 2,005.84 25.073	53,582.88 4,465.24 2,060.88 25.761	55,059.68 4,588.31 2,117.68 26.471	56,573.92 4,714.49 2,175.92 27.199	58,127.68 4,843.97 2,235.68 27.946	59,725.12 4,977.09 2,297.12 28.714	61,368.32 5,114.03 2,360.32 29.504
E09	ANNUAL MONTHLY BIWEEKLY HOURLY	49,397.92 4,116.49 1,899.92 23.749	50,752.00 4,229.33 1,952.00 24.400	52,151.84 4,345.99 2,005.84 25.073	53,582.88 4,465.24 2,060.88 25.761	55,059.68 4,588.31 2,117.68 26.471	56,573.92 4,714.49 2,175.92 27.199	58,127.68 4,843.97 2,235.68 27.946	59,725.12 4,977.09 2,297.12 28.714	61,368.32 5,114.03 2,360.32 29.504	63,059.36 5,254.95 2,425.36 30.317
E10	ANNUAL MONTHLY BIWEEKLY HOURLY	50,752.00 4,229.33 1,952.00 24.400	52,151.84 4,345.99 2,005.84 25.073	53,582.88 4,465.24 2,060.88 25.761	55,059.68 4,588.31 2,117.68 26.471	56,573.92 4,714.49 2,175.92 27.199	58,127.68 4,843.97 2,235.68 27.946	59,725.12 4,977.09 2,297.12 28.714	61,368.32 5,114.03 2,360.32 29.504	63,059.36 5,254.95 2,425.36 30.317	64,794.08 5,399.51 2,492.08 31.151

EXCLUDED - E RANGES

Reflects 2.5% increase
Effective August 11, 2016
2.75% Between Steps

PAY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	
E11	ANNUAL	52,151.84	53,582.88	55,059.68	56,573.92	58,127.68	59,725.12	61,368.32	63,059.36	64,794.08	66,574.56
	MONTHLY	4,345.99	4,465.24	4,588.31	4,714.49	4,843.97	4,977.09	5,114.03	5,254.95	5,399.51	5,547.88
	BIWEEKLY	2,005.84	2,060.88	2,117.68	2,175.92	2,235.68	2,297.12	2,360.32	2,425.36	2,492.08	2,560.56
	HOURLY	25.073	25.761	26.471	27.199	27.946	28.714	29.504	30.317	31.151	32.007
E12	ANNUAL	53,582.88	55,059.68	56,573.92	58,127.68	59,725.12	61,368.32	63,059.36	64,794.08	66,574.56	68,407.04
	MONTHLY	4,465.24	4,588.31	4,714.49	4,843.97	4,977.09	5,114.03	5,254.95	5,399.51	5,547.88	5,700.59
	BIWEEKLY	2,060.88	2,117.68	2,175.92	2,235.68	2,297.12	2,360.32	2,425.36	2,492.08	2,560.56	2,631.04
	HOURLY	25.761	26.471	27.199	27.946	28.714	29.504	30.317	31.151	32.007	32.888
E13	ANNUAL	55,059.68	56,573.92	58,127.68	59,725.12	61,368.32	63,059.36	64,794.08	66,574.56	68,407.04	70,283.20
	MONTHLY	4,588.31	4,714.49	4,843.97	4,977.09	5,114.03	5,254.95	5,399.51	5,547.88	5,700.59	5,856.93
	BIWEEKLY	2,117.68	2,175.92	2,235.68	2,297.12	2,360.32	2,425.36	2,492.08	2,560.56	2,631.04	2,703.20
	HOURLY	26.471	27.199	27.946	28.714	29.504	30.317	31.151	32.007	32.888	33.790
E14	ANNUAL	56,573.92	58,127.68	59,725.12	61,368.32	63,059.36	64,794.08	66,574.56	68,407.04	70,283.20	72,217.60
	MONTHLY	4,714.49	4,843.97	4,977.09	5,114.03	5,254.95	5,399.51	5,547.88	5,700.59	5,856.93	6,018.13
	BIWEEKLY	2,175.92	2,235.68	2,297.12	2,360.32	2,425.36	2,492.08	2,560.56	2,631.04	2,703.20	2,777.60
	HOURLY	27.199	27.946	28.714	29.504	30.317	31.151	32.007	32.888	33.790	34.720
E15	ANNUAL	58,127.68	59,725.12	61,368.32	63,059.36	64,794.08	66,574.56	68,407.04	70,283.20	72,217.60	74,204.00
	MONTHLY	4,843.97	4,977.09	5,114.03	5,254.95	5,399.51	5,547.88	5,700.59	5,856.93	6,018.13	6,183.67
	BIWEEKLY	2,235.68	2,297.12	2,360.32	2,425.36	2,492.08	2,560.56	2,631.04	2,703.20	2,777.60	2,854.00
	HOURLY	27.946	28.714	29.504	30.317	31.151	32.007	32.888	33.790	34.720	35.675

EXCLUDED - E RANGES

Reflects 2.5% increase
Effective August 11, 2016
2.75% Between Steps

PAY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
E16	ANNUAL 59,725.12	61,368.32	63,059.36	64,794.08	66,574.56	68,407.04	70,283.20	72,217.60	74,204.00	76,246.56
	MONTHLY 4,977.09	5,114.03	5,254.95	5,399.51	5,547.88	5,700.59	5,856.93	6,018.13	6,183.67	6,353.88
	BIWEEKLY 2,297.12	2,360.32	2,425.36	2,492.08	2,560.56	2,631.04	2,703.20	2,777.60	2,854.00	2,932.56
	HOURLY 28.714	29.504	30.317	31.151	32.007	32.888	33.790	34.720	35.675	36.657
E17	ANNUAL 61,368.32	63,059.36	64,794.08	66,574.56	68,407.04	70,283.20	72,217.60	74,204.00	76,246.56	78,343.20
	MONTHLY 5,114.03	5,254.95	5,399.51	5,547.88	5,700.59	5,856.93	6,018.13	6,183.67	6,353.88	6,528.60
	BIWEEKLY 2,360.32	2,425.36	2,492.08	2,560.56	2,631.04	2,703.20	2,777.60	2,854.00	2,932.56	3,013.20
	HOURLY 29.504	30.317	31.151	32.007	32.888	33.790	34.720	35.675	36.657	37.665
E18	ANNUAL 63,059.36	64,794.08	66,574.56	68,407.04	70,283.20	72,217.60	74,204.00	76,246.56	78,343.20	80,498.08
	MONTHLY 5,254.95	5,399.51	5,547.88	5,700.59	5,856.93	6,018.13	6,183.67	6,353.88	6,528.60	6,708.17
	BIWEEKLY 2,425.36	2,492.08	2,560.56	2,631.04	2,703.20	2,777.60	2,854.00	2,932.56	3,013.20	3,096.08
	HOURLY 30.317	31.151	32.007	32.888	33.790	34.720	35.675	36.657	37.665	38.701
E19	ANNUAL 64,794.08	66,574.56	68,407.04	70,283.20	72,217.60	74,204.00	76,246.56	78,343.20	80,498.08	82,713.28
	MONTHLY 5,399.51	5,547.88	5,700.59	5,856.93	6,018.13	6,183.67	6,353.88	6,528.60	6,708.17	6,892.77
	BIWEEKLY 2,492.08	2,560.56	2,631.04	2,703.20	2,777.60	2,854.00	2,932.56	3,013.20	3,096.08	3,181.28
	HOURLY 31.151	32.007	32.888	33.790	34.720	35.675	36.657	37.665	38.701	39.766
E20	ANNUAL 66,574.56	68,407.04	70,283.20	72,217.60	74,204.00	76,246.56	78,343.20	80,498.08	82,713.28	84,986.72
	MONTHLY 5,547.88	5,700.59	5,856.93	6,018.13	6,183.67	6,353.88	6,528.60	6,708.17	6,892.77	7,082.23
	BIWEEKLY 2,560.56	2,631.04	2,703.20	2,777.60	2,854.00	2,932.56	3,013.20	3,096.08	3,181.28	3,268.72
	HOURLY 32.007	32.888	33.790	34.720	35.675	36.657	37.665	38.701	39.766	40.859

ORDINANCE NO. _____

1 AN ORDINANCE amending Chapter 2.76 of the Lincoln Municipal Code relating to
 2 Personnel System by amending Sections 2.76.040, 2.76.130, 2.76.155, 2.76.160, 2.76.175, 2.76.200,
 3 2.76.370, 2.76.380, 2.76.385, 2.76.395, and 2.76.450; and repealing Sections 2.76.040, 2.76.130,
 4 2.76.155, 2.76.160, 2.76.175, 2.76.200, 2.76.370, 2.76.380, 2.76.385, 2.76.395, and 2.76.450 as hitherto
 5 existing.

6 BE IT ORDAINED by the City Council of the City of Lincoln, Nebraska:

7 Section 1. That Section 2.76.040 be amended to read as follows:

8 **2.76.040 Definitions.**

9 Whenever in this chapter the following terms are used, they shall have the meanings
 10 respectively ascribed to them in this section.

11 **Allocation** shall mean the assignment of a position to a class on the basis of the kind,
 12 difficulty, and responsibility of work of the position.

13 **Appointing authority** shall mean the officer or any person having the power by virtue of
 14 the charter or other lawfully delegated authority to make appointment to positions in the city service.

15 **Appointment** shall mean the designation to a position in the classified service of a
 16 person who has qualified for the appointment through appropriate examination or determination of
 17 fitness.

18 **Board** shall mean Personnel Board.

19 **Certification** shall mean the act of the Human Resources Director in supplying an
 20 appointing authority with the names of applicants who are eligible, in accordance with the provisions of
 21 these rules, for appointment to a position for which certification is requested.

22 **Charter** shall mean the Home Rule Charter of the City of Lincoln.

1 **Class or classification** shall mean a position or group of positions that involve similar
2 duties and responsibilities, require similar qualifications, and designated by a single title indicative of the
3 kind of work.

4 **Class specification** shall mean the written description of a class including the title,
5 statements of the duties and responsibilities, and the minimum requirements of education and experience
6 appropriate upon entrance for satisfactory performance in a position of the class.

7 **Demotion** shall mean the movement of an employee from a position in one class to a
8 position in another class having a lower maximum salary rate.

9 **Department** shall mean a major operating functional unit of the executive branch of the
10 city government established in or pursuant to the charter.

11 **Department head** shall mean the officially appointed head of any department.

12 **Director** shall mean the Human Resources Director.

13 **Eligible** shall mean a person whose name is on an active reemployment, promotion, or
14 eligible list and who may, under these rules, be certified for appointment to a position in the classified
15 service.

16 **Eligible list** shall mean a list of persons arranged in descending order of their ratings on
17 examinations for classes of positions and to which they are qualified for appointment.

18 **Full-time employment** shall mean employment in a position which does not normally
19 require less than forty hours work per week.

20 **Immediate family** is defined to be husband, wife, child, father, mother, sister, brother,
21 father-in-law, and mother-in-law.

22 **Layoff** shall mean the separation of an employee from the classified service which has
23 been made necessary by lack of work or funds or other reasons not related to fault, delinquency, or
24 misconduct on the part of the employee.

25 **Leave of absence** shall mean an approved period of time during which the employee is
26 not physically present for work.

1 **Original appointment** shall mean appointment to a position in the city service of a
2 person who is not a present employee of the city and who is not being reinstated from a reemployment
3 list.

4 **Overtime** shall mean authorized time worked in excess of the individual's regular work
5 day and/or regular work week, or at a time other than the normally scheduled work hours.

6 **Part-time employment** shall mean employment in a position which normally requires
7 less than forty hours work per week.

8 **Pay period** shall mean payroll payments normally made to employees on a bi-weekly
9 basis.

10 **Performance test** shall mean a test that measures the applicant's skill in performing a
11 specified type of work by evaluating the actual performance of such work.

12 **Probationary employee** shall mean an employee who has not completed his
13 probationary period after original employment.

14 **Probationary period** shall mean a working test period during which an employee, newly
15 appointed from a list, is required to demonstrate his fitness for a position to which said employee is
16 appointed by actual performance of the duties of the position. The probationary period shall not exceed
17 six months.

18 **Promotion** shall mean the movement of an employee from a position of one class to a
19 position of another class having a higher maximum salary rate.

20 **Promotion list** shall mean a list of persons arranged in descending order of their final
21 ratings on examinations for classes of positions for which they have competed in promotional examina-
22 tions and to which they are qualified for appointment.

23 **Promotional examination** shall mean an examination for positions in a particular class,
24 admission to which is limited to employees in the classified service who meet the qualifications set forth
25 in the announcement of the examination.

1 **Provisional appointment** shall mean an appointment not to exceed ninety calendar days
2 to a classified position pending the establishment of an appropriate list or the return of a classified
3 employee from an extended leave of absence.

4 **Reallocation** shall mean the official determination of the Human Resources Director that
5 a position be assigned to a class different from the one to which it was previously assigned.

6 **Reemployment** list shall mean a list of persons who have been but are no longer regular
7 employees in a particular class and who are entitled to have their names certified for appointment to a
8 position in that class without examination.

9 **Regular employee** shall mean an employee who has been appointed to a position in the
10 classified service in accordance with these rules after successful completion of a probationary period.

11 **Reprimand** shall mean a formal written notice to an employee informing the employee
12 of the specific manner in which the employee's conduct or work performance does not meet prescribed
13 standards.

14 **Seasonal employment** shall mean appointment of persons whose employment is
15 expected to be of a seasonal nature and when it is expected that the services of such persons will be no
16 longer necessary at the close of the season for which they have been appointed.

17 **Supervisor** shall mean any person responsible to a superior for directing the work of
18 others.

19 **Temporary employment** shall mean:

- 20 (1) Employment in non-career service positions in the unclassified service, or
21 (2) Employment in career service positions for a specific purpose and limited length of
22 time not to exceed one year.

23 **Transfer** shall mean the movement of an employee from one position to another position
24 of the same class or of another class having the same maximum salary rate involving the performance of
25 similar duties, and requiring essentially the same basic qualifications.

1 **Unassembled examination** shall mean an examination which does not require all
2 candidates to assemble at the same place.

3 **Vacancy** shall mean a duly created position which is not occupied and for which funds
4 have been provided.

5 **Veteran** shall mean a citizen of the United States who has been a member of the Armed
6 Forces of the United States of America and in active service for more than ninety consecutive days in
7 time of any war in which this country has been or shall hereafter be engaged; including the periods
8 between April 6, 1917 and November 11, 1918; between December 7, 1941 and December 31, 1946;
9 between June 25, 1950 and January 31, 1955; and between August 5, 1964 and May 7, 1975, (and any
10 other legally designated periods), and who has been discharged or released therefrom under honorable
11 conditions; provided, however, that attendance at a school under military orders, except schooling
12 incident to an active enlistment or regular tour of duty, or normal military training as a reserve officer or
13 member of an organized reserve or national guard unit shall not be considered active service within the
14 meaning of this definition; and provided, further, that any such citizen otherwise eligible, who was
15 discharged or released under honorable conditions on account of service-connected injury or illness prior
16 to completion of such ninety-day service shall nevertheless be deemed to be a veteran.

17 **Work day or working day** shall mean any one shift during which a department is open
18 for business or on which an employee is scheduled work.

19 **Work week** shall mean the number of hours regularly scheduled to be worked during any
20 seven consecutive days commencing on a Thursday and ending on the following Wednesday by an
21 individual employee.

22 **Career service** positions shall mean budgeted, full- and part-time positions in the
23 classified service. Employees who occupy career service positions and have status are eligible for
24 benefits.

25 **Non-career service positions** shall mean a temporary, seasonal, intermittent, full- or
26 part-time position in the unclassified service. The term of employment in these positions will either be of

1 a specific duration of time or for a specific purpose or on an as-needed basis. Remuneration for
2 employees in this category will be limited to pay for time actually worked with no eligibility for other
3 employee benefits, except for police trainees and fire trainees who shall be eligible to participate in the
4 group health and dental plans.

5 **Excluded employee** shall mean an employee who is not represented by a bargaining unit
6 due to the confidential nature of work performed. Employees assigned to a pay range prefixed by the
7 letter “E”, or “X”, and ~~certain designated classifications prefixed by the letter “M” or “W”~~ are considered
8 to be “excluded”. (Ord. 19969 §10; December 16, 2013: prior Ord. 19317 §1; October 12, 2009: Ord.
9 18595 §1; August 8, 2005: Ord. 18319 §1; March 15, 2004: Ord. 16301 §1; February 1, 1993: Ord. 15696
10 §1; August 20, 1990: Ord. 15662 §1; July 16, 1990: Ord. 15488 §8; March 12, 1990: P.C. §2.58.070: Ord.
11 15407; January 22, 1990: Ord. 15124 §1; March 13, 1989: Ord. 14738 §1; September 8, 1987: Ord.
12 14173 §1; August 19, 1985: Ord. 12338 §§1, 2, 3, 4, 5; July 17, 1978: Ord. 12168 §1; December 27,
13 1977: Ord. 10559 §1; September 11, 1972: Ord. 7208 §9; June 20, 1960).

14 Section 2. That Section 2.76.130 be amended to read as follows:

15 **2.76.130 Compensation Plan; Position and Pay Range Allocation.**

16 (a) In those cases where a classification prefixed by “M” or “W” is allocated to a
17 higher pay range, the employee in the classification shall be paid at the minimum rate of the new pay
18 range or at his current rate of pay if it is within the new pay range, whichever is greater. The Mayor may,
19 with the recommendation of the Human Resources Director and at the request of a department head,
20 adjust pay when it is consistent with the spirit and purpose of the merit system. There shall be no change
21 in the employee’s eligibility date as a result of such allocation.

22 In those cases where a classification prefixed by “M” or “W” is allocated to a lower pay
23 range, an employee in such classification shall be paid at the same rate of pay in the lower pay range;
24 provided, however, if the employee’s rate of pay exceeds the maximum rate of pay in the lower pay
25 range, the employee’s rate of pay shall be frozen until such maximum rate of pay in such lower pay range
26 is increased so that it exceeds the employee’s rate of pay. When the maximum rate meets or exceeds the

1 employee's frozen rate, the employee's frozen rate of pay shall then be increased to the maximum rate,
2 but if the maximum rate does not meet or exceed the employee's frozen rate of pay within one year after
3 such allocation, the employee's rate of pay will be reduced four and one-half percent or to the maximum
4 rate, whichever results in the smallest decrease in pay, and each year thereafter, the employee's rate of
5 pay shall be similarly reduced until the employee's rate of pay equals the maximum rate.

6 (b) In those cases where a classification prefixed by "N", "X" or "E" is allocated to a
7 higher pay range, the employee in the classification shall be paid at the minimum rate of the new pay
8 range, or at the next higher step in the new range above his present rate of pay, whichever is applicable.
9 There shall be no change in the employee's eligibility date as a result of such allocation.

10 In those cases where a classification prefixed by "N", "X" or "E" is allocated to a lower
11 pay range, the employee in the classification shall be paid at the same rate until the pay range is increased
12 to include the employee's rate of pay. However, if after one year the employee's rate of pay continues to
13 exceed the maximum rate for the classification as reallocated, he shall begin receiving the maximum rate
14 for that classification.

15 (c) In those cases where a position is reallocated to a classification prefixed by "M"
16 or "W" with a higher maximum pay range, the reallocated employee shall be paid at the minimum rate of
17 the new pay range, or five percent above his rate of pay prior to reallocation, whichever is greater. The
18 effective date of the reallocation shall be used to establish a new eligibility date, which shall be one year
19 from the date of the reallocation.

20 In those cases where a position is reallocated to a classification prefixed by "M" or "W"
21 with a lower maximum pay range, the same provisions shall apply as have been established for the
22 allocation of a classification to a lower pay range pursuant to subsection (a) of this section.

23 (d) In those cases where a position is reallocated to a classification prefixed by "N",
24 "X" or "E" with a higher maximum pay range, the rate of the reallocated employee shall be increased to
25 that step in the new pay range next above his rate of pay prior to reallocation. The effective date of the

1 reallocation shall be used to establish a new eligibility date, which shall be one year from the date of the
2 reallocation.

3 In those cases where a position is reallocated to a classification prefixed by “N”, “X” or
4 “E” with a lower maximum pay range, the same provisions shall apply as have been established for the
5 allocation of a classification to a lower pay range pursuant to subsection (b) of this section.

6 (e) In those cases where a position is reallocated to a classification with the same
7 maximum pay range, the rate of the reallocated employee shall remain unchanged and there shall be no
8 change in eligibility date. (Ord. 19969 §20; December 16, 2013; prior Ord. 19317 §1; October 12, 2009:
9 Ord. 17708 §1; August 7, 2000: Ord. 16661 §1; August 22, 1994: Ord. 16531 §2; December 13, 1993:
10 Ord. 16448 §1; August 23, 1993: 15698 §1; August 20, 1990: Ord. 15488 §25; March 12, 1990: P.C.
11 §2.58.231; Ord. 14958 §1; August 22, 1988: Ord. 12168 §3; December 27, 1977: Ord. 10589 §§4, 6;
12 October 9, 1972: Ord. 9029 §1; June 6, 1966).

13 Section 3. That Section 2.76.155 be amended to read as follows:

14 **2.76.155 Compensation Plan; Longevity Pay.**

15 (a) Employees with a pay range prefixed by the letter “E” shall annually receive
16 longevity pay based upon the total length of service with the city. Such pay shall be effective beginning
17 with the first full pay period following completion of the specified years of service. Payment shall be
18 made on a prorated basis on each regular payday. The longevity schedule shall be as follows:

<u>Completed Years of Service</u>	<u>Annual Pay</u>
10 years	\$1,167.00
15 years	\$1,727.00
20 years	\$2,343.00
25 years	\$2,764.00
30 years	\$2,876.00

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25 Employees receiving longevity pay at the five year mark (\$739.00) as of August 15, 2012
26 shall continue to receive such pay until reaching the ten year mark.

27 Employees with a pay range prefixed by the letter “E”, hired August 29, 1991 or after,
28 shall annually receive longevity pay based upon total continuous length of service with the city. For the

1 purpose of longevity pay, any employee who terminates employment and who is later reemployed shall
2 be treated as a new employee.

3 (b) Employees with a pay range prefixed by the letter "X" or "N" shall annually
4 receive longevity pay based upon the total length of service with the city. Such pay shall be effective
5 beginning with the first full pay period following completion of the specified years of service. Payment
6 shall be made on a prorated basis on each regular pay day. Employees with a pay range prefixed by "X"
7 or "N" who are scheduled to work less than forty but at least twenty hours per week shall receive
8 longevity pay based on the number of hours worked each pay period. The longevity schedule shall be as
9 follows:

<u>Completed Years of Service</u>	<u>Annual Pay</u>
10 10 years	\$ 954.00
11 15 years	\$1,406.00
12 20 years	\$1,874.00
13 25 years	\$2,253.00
14 30 years	\$2,366.00

15
16 Employees with a pay range prefixed by the letter "X" or "N", hired August 29, 1991 or
17 after, shall annually receive longevity pay based upon total continuous length of service with the city. For
18 the purpose of longevity pay, any employee who terminates employment and who is later reemployed
19 shall be treated as a new employee.

20 (c) Employees with a pay range prefixed by the letter "M" or "W" shall annually
21 receive longevity pay based upon the total length of continuous service with the city. Such pay shall be
22 effective beginning with the first full pay period following completion of the specified years of service.
23 Payment shall be made on a prorated basis on each regular pay day. Employees with a pay range prefixed
24 by "M" or "W" who are scheduled to work less than forty (40) but at least thirty-two (32) hours per week
25 shall receive longevity pay based on the number of hours worked each pay period. The longevity
26 schedule shall be as follows:

<u>Completed Years of Service</u>	<u>Annual Pay</u>
27 10 Years	\$1,202.00

1	15 Years	\$1,622.00
2	20 Years	\$2,175.00
3	25 Years	\$2,564.00
4	30 Years	\$2,664.00

5 For the purpose of longevity pay, any employee who terminates employment and who is
6 later re-employed shall be treated as a new employee. (Ord. 20064 §; August 11, 2014; prior Ord. 19975
7 §1; January 6, 2014: Ord. 19802 §1; November 19, 2012: Ord. 19599 §1; August 15, 2011: Ord. 19540
8 §1; May 16, 2011: Ord. 19317 §6; October 12, 2009: Ord. 18808 §1; September 25, 2006: Ord. 18595 §6;
9 August 8, 2005: Ord. 18486 §1; December 20, 2004: Ord. 17789 §1; February 5, 2001: Ord. 16448 §5;
10 August 23, 1993: Ord. 15968 §3; September 16, 1991: Ord. 15699 §1; August 20, 1990: Ord. 15488 §30;
11 March 12, 1990: P.C. §2.58.248: Ord. 15274 §1; August 28, 1989).

12 Section 4. That Section 2.76.160 be amended to read as follows:

13 **2.76.160 Compensation Plan & Variable Merit Pay Plan - M or W Pay Ranges.**

14 Notwithstanding any other section of the Lincoln Municipal Code to the contrary, the
15 compensation plan for employees in classifications with pay ranges prefixed by the letter “M” or “W”
16 shall provide for the awarding of merit increases within established pay ranges based upon the
17 employee’s level of performance and shall be entitled “the variable merit pay plan.” The specific method
18 of implementing and administering this plan shall be set out in an executive order of the Mayor which
19 shall, among other things, provide for:

20 (a) Variable merit increases of between zero and five percent. Merit increases shall
21 be effective beginning the first full pay period following the established eligibility date;

22 (b) A three percent increase upon successful completion of the original probationary
23 period;

24 (c) Temporary exceptional service awards not to exceed two percent of the
25 employee’s current annualized salary to be paid in two, four, or six pay periods;

1 Such increases shall be paid only on recommendation of the department head supported
2 by a convincing showing in writing of exceptional service or unusual circumstances as related to specific
3 criteria to be recommended by each department and approved by the Human Resources Director;

4 The Human Resources Director shall annually send a written report to the Mayor listing
5 employees approved for exceptional service pay increases.

6 (d) The Human Resources Director, with the approval of the Mayor, may grant
7 permanent salary increases within the employee’s pay range that are consistent with the spirit and purpose
8 of the merit system provisions of the City Charter if a department head presents written evidence of
9 unusual circumstances. The effective date of any increase granted in accordance with this subparagraph
10 (d) shall be used to establish a new eligibility date, which shall be one year from the effective date of such
11 increase.

12 (e) The eligibility date for evaluating performance of employees will be determined
13 by completion of the original probationary period, and the effective date of promotion, demotion,
14 reallocation, or layoff;

15 Employees in pay ranges prefixed by the letter “M” or “W” may have their eligibility
16 dates adjusted when necessary or appropriate for proper operation of any goal-oriented employee
17 evaluation program implemented by any department. The department head shall forward a written
18 request for such an adjustment to the Human Resources Director who may, at his discretion, approve the
19 request. The eligibility date of an employee shall not be adjusted under this subsection more often than
20 once in any twelve-month period;

21 (f) Establishment of a committee to review and approve all merit increases in excess
22 of four percent. (Ord. 20065 §1; August 11, 2014; prior Ord. 19975 §2; January 6, 2014).

23 Section 5. That Section 2.76.175 be amended to read as follows:

24 **2.76.175 Compensation Plan; Promotion, Transfer, Demotion, or Temporary Promotion.**

25 (a) In the case of promotion for an employee with a pay range prefixed by “N”, “X”
26 or “E”, the rate of the promoted employee shall be increased to that step in the higher range next above

1 his rate of pay prior to promotion. In the case of promotion for an employee with a pay range prefixed by
2 “M” or “W”, such increase is intended to be at least five percent. In the case of transfer, the employee’s
3 rate will remain unchanged at the time of transfer. In the case of an involuntary demotion for an em-
4 ployee with a pay range prefixed by “M” or “W”, the rate of pay shall be reduced at least four and one-
5 half percent. Under no circumstances shall the new rate exceed the maximum rate for the lower class in
6 the variable merit pay plan.

7 In the case of a voluntary demotion for an employee with a pay range prefixed by “M” or
8 “W”, the employee concerned shall normally be paid at the same rate in the lower pay range. If the
9 employee’s rate of pay exceeds the maximum rate of the lower pay range, the employee’s rate of pay
10 shall be frozen (red-circled) until such time that the maximum rate, through general increases, makes
11 sufficient upward movement so that it exceeds the employee’s rate of pay. When the maximum rate
12 meets or exceeds the employee’s frozen (red-circled) rate through general increases, the employee’s
13 frozen rate of pay shall then increase to the maximum rate. However, if after one year the maximum rate
14 does not meet or exceed the employee’s frozen (red-circled) rate of pay, the employee’s rate of pay will
15 be reduced four and one-half percent (4.5%) or to the maximum rate, whichever results in the smallest
16 decrease in pay. Each year thereafter, the employee’s rate of pay shall be reduced an additional four and
17 one-half percent (4.5%) or to the maximum rate, whichever results in the smallest decrease in pay.

18 (b) In the case of demotion for an employee with a pay range prefixed by “N”, “X”,
19 or “E”, the rate of the demoted employee shall be reduced to the next lower step for the lower class and
20 under no circumstances shall the new rate exceed the maximum rate for the lower class in the merit pay
21 plan.

22 (c) A promotion of any employee during such employee’s probationary period shall
23 have the effect of ending the probationary period for that employee and making such employee a regular
24 employee. However, a reclassification of a probationary employee to a position in a newly created class
25 with a higher pay range will not terminate the probationary period.

1 (d) Any regular employee with a pay range prefixed by “M”, ~~or~~ “P”, or “W” may be
2 temporarily promoted to fill a budgeted position which is temporarily vacant and has a higher maximum
3 salary than provided by such employee’s current pay range. Such temporary promotion must first be
4 approved in writing by the director only after the department head demonstrates that the employee is
5 qualified for the vacant position. Once granted, the employee must actually perform the duties of the
6 vacant position and shall be paid at the rate of at least five percent above the employee’s current base
7 salary, or at the minimum rate of the established range of the vacant position, whichever is greater, but
8 any increase in pay greater than five percent must be approved in writing by the Director. No temporary
9 promotion shall be granted for less than forty hours or continue longer than one year from the date of the
10 original assignment and approval by the Director.

11 (e) Any regular employee, with a pay range prefixed by “A” may be temporarily
12 promoted to fill a budgeted position which is temporarily vacant and has a higher maximum salary than
13 provided by such employee’s current pay range. Such temporary promotion must first be approved in
14 writing by the director only after the department head demonstrates that the employee is qualified for the
15 vacant position. Once granted, the employee must actually perform the duties of the vacant position and
16 shall be paid at the rate of at least the next higher step above the employee’s current rate of pay which
17 results in at least a 3.25% increase, or at the minimum rate of the established range of the vacant position,
18 whichever is greater, but any increase in pay greater than two steps must be approved in writing by the
19 Director. No temporary promotion shall be granted for less than forty hours or continue longer than one
20 year from the date of the original assignment unless specifically authorized by the Human Resources
21 Director for a longer period of time. (Ord. 19969 §23; December 16, 2013: prior Ord. 19317 §8; October
22 12, 2009: Ord. 18647 §1; November 28, 2005: Ord. 17708 §3; August 7, 2000: Ord. 16747 §1; March 13,
23 1995: Ord. 16661 §4; August 22, 1994: Ord. 16448 §7; August 23, 1993: Ord. 16217 §1; September 14,
24 1992: Ord. 15701 §1; August 20, 1990: Ord. 15488 §34; March 12, 1990: P.C. §2.58.253: Ord. 14958 §8;
25 August 22, 1988: Ord. 14744 §1; September 8, 1987: Ord. 14318 §6; February 10, 1986: Ord. 14174 §1;

1 August 19, 1985: Ord. 12168 §8; December 27, 1977: Ord. 9281 §1; July 28, 1967: Ord. 8619 §16;
2 December 21, 1964).

3 Section 6. That Section 2.76.200 be amended to read as follows:

4 **2.76.200 Compensation Plan; Temporary Assignment in a Higher Classification.**

5 (a) Any regular employee in a pay range prefixed by “C” who is temporarily assigned to
6 work in a budgeted position in a class with a higher maximum salary than the maximum salary of such
7 employee’s regularly assigned class and who actually works at least eight or more consecutive hours in
8 the higher classification shall be compensated at the minimum rate established for the higher class, or at
9 the next higher step in the higher class above the employee’s current rate of pay which results in at least a
10 2.75% increase, whichever is greater. The employee who is temporarily assigned to serve, and actually
11 does serve in a higher level position, must be fully qualified to perform the full range of duties of the
12 higher level position, even though he may not actually perform the full range of duties during the time he
13 is temporarily assigned to the higher classification. In the event an employee is temporarily assigned to a
14 higher classification and requests and receives approval for paid leave, such paid leave shall be
15 compensated at the employee's rate of pay prior to being temporarily assigned to the higher classification.

16 (b) Any regular employee, in a pay range prefixed by “N” or “X” who is temporarily
17 assigned to work in a permanent position in a class with a higher maximum salary than the maximum
18 salary of such employee’s regularly assigned class and who actually works a minimum of eight or more
19 consecutive hours in the higher classification shall receive at least a step increase or if the employee is at
20 the maximum of the pay range, they shall receive a 3.5% increase in pay for the original eight consecutive
21 hours worked plus any additional consecutive hours worked in the higher classification. The employee
22 who is temporarily assigned to serve, and actually does serve in a higher level position, must be fully
23 qualified to perform the full range of duties of the higher level position, even though he may not actually
24 perform the full range of duties during the time he is temporarily assigned to the higher classification. In
25 the event an employee is temporarily assigned to a higher classification and requests and receives
26 approval for paid leave, such paid leave shall be compensated at the employee’s rate of pay prior to being

1 temporarily assigned to the higher classification.

2 (c) Any regular employee, in a pay range prefixed by "E" who is temporarily assigned to
3 work in a permanent position in a class with a higher maximum salary than the maximum salary of such
4 employee's regularly assigned class and who actually works a minimum of eight or more consecutive
5 hours in the higher classification shall receive at least a step increase or if the employee is at the
6 maximum of the pay range, they shall receive a 2.75% increase in pay for the original eight consecutive
7 hours worked plus any additional consecutive hours worked in the higher classification. The employee
8 who is temporarily assigned to serve, and actually does serve in a higher level position, must be fully
9 qualified to perform the full range of duties of the higher level position, even though he or she may not
10 actually perform the full range of duties during the time he or she is temporarily assigned to the higher
11 classification. In the event an employee is temporarily assigned to a higher classification and requests
12 and receives approval for paid leave, such paid leave shall be compensated at the employee's rate of pay
13 prior to being temporarily assigned to the higher classification.

14 (d) Project Leader. When an employee is required to perform duties outside of his normal
15 job duties due to special or unusual circumstances, a department head or his designated representative
16 may appoint such employee to serve as a project leader. The appointment shall last no longer than the
17 length of the project, or for one year, whichever is less. If an employee with a pay range prefixed by "M"
18 or "W" is appointed as a project leader they shall receive an increase in compensation of up to ten percent
19 while in the status of project leader. If an employee with a pay range prefixed by "A", "C", or "E" is
20 appointed as a project leader, he shall receive an increase in compensation of two steps above his current
21 rate of pay while in the status of project leader. The appointment must be approved by the Director in
22 whatever form he may require.

23 (e) Crew Leader. A department head or his designated representative may appoint any
24 employee to serve as crew leader. The appointment shall be for the purpose of performing duties outside
25 of his normal job duties as they relate to a special project assignment or performing duties outside of his
26 normal job duties for the purpose of performing work that needs to be done to accomplish the daily work

1 of the department or division. The appointment may last up to one year and may be extended, with
2 review by the Director, due to special circumstances. If an employee with a pay range prefixed by an "X"
3 or "N" is appointed as a new crew leader, he shall receive an increase in compensation of one step above
4 his current rate of pay, or three and one-half percent if at the maximum of the pay range. The appointment
5 must be approved by the Director in whatever form he may require. (Ord. 19631 §1; October 10, 2011:
6 prior Ord. 19575 §1; July 18, 2011: Ord. 19317 §9; October 12, 2009: Ord. 18595 §8; August 8, 2005:
7 Ord. 18421 §1; August 9, 2004: Ord. 18225 §2; August 11, 2003: Ord. 18076 §3; October 21, 2002: Ord.
8 18046 §2; August 5, 2002: Ord. 17396 §2; August 10, 1998: Ord. 16661 §5; August 22, 1994: Ord. 16448
9 §8; August 23, 1993: Ord. 15488 §39; March 12, 1990: P.C. §2.58.258: Ord. 11811 §1; October 18, 1976:
10 Ord. 11489 §1; October 20, 1975: Ord. 8619 §21; December 21, 1964).

11 Section 7. That Section 2.76.370 be amended to read as follows:

12 **2.76.370 Authorized Holidays.**

13 (a) The following and, in addition, any other days that may be designated by the
14 Mayor are paid holidays for probationary and regular employees not represented by a bargaining unit:
15 New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Fourth of July,
16 Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.

17 (b) In addition, eligible employees will be entitled to two noncumulative personal
18 holidays each payroll fiscal year for employees with a pay range prefixed by "A", "C", "E", "M", "N",
19 "W", or "X".

20 (c) These holidays may be taken at any time during the payroll fiscal year, provided
21 the days selected by the employees have the prior approval of the appointing authority.

22 (d) Part-time employees shall earn personal holidays on a prorated schedule based
23 upon the scheduled hours per work week.

24 (e) Personal holiday hours may be taken in any increment of not less than two hour
25 blocks for those employees with a pay range prefixed by "A", "C", "E", ~~or~~ "W", or "W".

1 (f) Personal holiday hours may be taken in any increment of not less than one hour
2 blocks for those employees with a pay range prefixed by "N" or "X".

3 (g) Whenever a holiday falls on a Sunday, the following Monday shall be considered
4 a holiday; whenever a holiday falls on a Saturday, the preceding Friday shall be considered a holiday.
5 Holidays which occur during a vacation, sick, funeral, or injury leave shall not be charged against that
6 leave. (Ord. 20295 §1; February 29, 2016: prior Ord. 20066 §1; August 11, 2014: Ord. 19539 §1; May
7 16, 2011: Ord. 19122 §2; August 8, 2008: Ord. 18271 §1; November 17, 2003: Ord. 17396 §3; August
8 10, 1998: Ord. 17115 §1; December 16, 1996: Ord. 16661 §6; August 22, 1994: Ord. 16448 §9; August
9 23, 1993: Ord. 15488 §73; March 12, 1990: P.C. §2.58.320: Ord. 14745 §1; September 8, 1987: Ord.
10 14175 §1; August 19, 1985: Ord. 13476 §1; October 11, 1982: Ord. 12168 §16; December 27, 1977: Ord.
11 9607 §1; October 14, 1968: Ord. 9030 §1; June 6, 1966: Ord. 8619 §50; December 21, 1964: Ord. 7208
12 §32; June 20, 1960).

13 Section 8. That Section 2.76.380 be amended to read as follows:

14 **2.76.380 Sick Leave with Pay.**

15 Subsections (a) through (i) shall apply to employees not represented by a bargaining unit.

16 (a) Amount. For employees with a pay range prefixed by "A", "C", "E", "F", "M",
17 ~~or "P", or "W"~~, sick leave shall be earned by each employee at the factored hourly equivalent of 3.69
18 hours per pay period, or 5.54 hours per pay period for an employee with a pay range prefixed by "F" or
19 "M" who works a fifty-six hour work week. Earnings shall be computed only for those hours when an
20 eligible employee is in a pay status, excluding overtime.

21 (b) Amount. For employees with a pay range prefixed by "N" or "X", sick leave
22 shall be earned by each employee at the factored hourly equivalent of 101 hours per year. Earnings shall
23 be computed only for those hours when an eligible employee is in a pay status, excluding overtime.

24 (c) When taken. Sick leave will be paid only when an employee is unable to
25 perform work duties due to actual personal illness, noncompensable bodily injury, pregnancy, or disease,
26 exposure to contagious disease under circumstances in which the health of other employees or the public

1 would be endangered by attendance on duty, or to keep a medical or dental appointment and for no other
2 reason. A sick leave pay account will be established and funds appropriated for that reason only. Sick
3 leave with pay is intended to be paid on account of sickness rather than a continuation of salary.

4 Sick leave must be earned before it can be granted, and advancing sick leave is
5 prohibited. An employee may utilize no more than his accrued balance of sick leave. When an employee
6 finds it necessary to be absent for any of the reasons specified herein, the employee shall cause the facts
7 to be reported to his department head in accordance with departmental rules and regulations.

8 Sick leave shall be earned, but not be granted, during the probationary period occurring
9 after original appointment. An employee must keep his department head informed of his condition. This
10 shall be on a daily basis unless waived by the department head or designated representative. An em-
11 ployee may be required by the Human Resources Director to submit a medical certificate for any absence.
12 Failure to fulfill these requirements may result in denial of sick leave. No refund of vacation time shall be
13 allowed due to illness incurred while on vacation leave. Sick leave shall not accrue during any period of
14 leave of absence without pay.

15 (d) Accumulated sick leave. The accumulation of unused sick leave is unlimited.

16 (e) Unused sick leave. Upon retirement, death or reduction in force, an employee
17 with a pay range prefixed by "M" or "W" shall have sixty-five percent (65%) of his accumulated sick
18 leave balance paid into the employee's PEHP premium account. The rate of payment shall be based upon
19 the employee's regular hourly rate of pay at the time the employee retires, is laid off, or at the time of the
20 employee's death.

21 Upon retirement, death or reduction in force, an employee with a pay range prefixed by
22 "E", "N" or "X", or the employee's beneficiary, shall be paid one-half of his accumulated sick leave in
23 accordance with the applicable terms of the City of Lincoln Human Resources Department policies. The
24 rate of payment shall be based upon the employee's regular hourly rate of pay at the time the employee
25 retires, is laid off, or at the time of the employee's death.

1 Upon resignation, a regular employee with a pay range prefixed by “N” or “X” shall be
2 paid 33% of his accumulated sick leave. The rate of payment shall be based upon the employee’s regular
3 hourly rate of pay at the time the employee resigns.

4 Upon retirement, death or reduction in force, an employee with a pay range prefixed by
5 “A” or “C”, or the employee’s beneficiary, shall be paid 25% of the employee’s accumulated unused sick
6 leave in cash, and an additional 25% of the employee’s accumulated unused sick leave into the
7 employee’s PEHP premium account. The rate of payment shall be based upon the employee’s regular
8 hourly rate of pay at the time the employee retires, is laid off, or at the time of the employee’s death.

9 Upon resignation, a regular employee with a pay range prefixed by a “A”, “C” or “E”
10 shall be paid 35% of his accumulated sick leave in cash. The rate of payment shall be based upon the
11 employee’s regular hourly rate of pay at the time the employee resigns.

12 (f) An employee with a pay range prefixed by “A” or “C” may be granted time off
13 for a maximum of eighty hours in each calendar year, commencing with the first pay period beginning in
14 January, for illness in the employee’s immediate family. Immediate family will also include any other
15 family member, whether it be by blood, marriage, legal adoption, or foster children, residing in the
16 household. Family sick leave may also be granted to an employee who has been appointed by a court of
17 competent jurisdiction as legal guardian of any person, with proper documentation. Such time off will be
18 deducted from the employee’s accumulated sick leave. Upon written request from an employee in the
19 above-referenced pay ranges, the Human Resources Director may waive the eighty hour limit after
20 reviewing the individual circumstances in support of the request.

21 (g) An employee with a pay range prefixed by “N” or “X” may be granted time off
22 for a maximum of sixty hours in each calendar year, commencing with the first pay period beginning in
23 January, for illness in the employee’s immediate family. For purposes of this subsection (g), the term
24 immediate family shall include the employee’s mother, father, sister, brother, husband, wife, child, foster
25 child, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepmother, stepfather, stepchild,
26 stepgrandchild, grandparent, grandchild, and the grandparent of the employee’s spouse, or any other

1 relative residing in the household. Family sick leave may also be granted to an employee who has been
2 appointed by a court of competent jurisdiction as legal guardian of any person, with proper
3 documentation. Such time off will be deducted from the employee's accumulated sick leave. Upon
4 written request from an employee in the above-referenced pay ranges, the Human Resources Director
5 may waive the sixty hour limit after reviewing the individual circumstances in support of the request.

6 (h) An employee with a pay range prefixed by "E" may be granted time off for a
7 maximum of eighty hours in each calendar year, commencing with the first pay period beginning in
8 January, for illness in the employee's immediate family. For purposes of this subsection (h), the term
9 immediate family shall include the employee's mother, father, sister, brother, husband, wife, child, foster
10 child, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepmother, stepfather, stepchild,
11 stepgrandchild, grandparent, grandchild, and the grandparent of the employee's spouse. Immediate
12 family will also include any other family member, whether it be by blood, marriage, legal adoption, or
13 foster children, residing in the household. Family sick leave may also be granted to an employee who has
14 been appointed by a court of competent jurisdiction as legal guardian of any person, with proper
15 documentation. Such time off will be deducted from the employee's accumulated sick leave. Upon
16 written request from an employee in the above-referenced pay ranges, the Human Resources Director
17 may waive the eighty hour limit after reviewing the individual circumstances in support of the request.

18 (i) An employee with a pay range prefixed by "M" or "W" may be granted time off
19 for a maximum of eighty hours in each calendar year, commencing with the first pay period beginning in
20 January, for illness in the employee's immediate family. For purposes of this subsection (i), the term
21 immediate family shall include the employee's mother, father, sister, brother, husband, wife, child, foster
22 child, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepmother, stepfather, stepchild, step-
23 grandchild, grandparent, grandchild, and the grandparent of the employee's spouse. Immediate family
24 will also include any other family member, whether it be by blood, marriage, legal adoption, or foster
25 children, residing in the household. Family sick leave may also be granted to an employee who has been
26 appointed by a court of competent jurisdiction as legal guardian of any person, with proper

1 documentation. Such time off will be deducted from the employee's accumulated sick leave. Upon
2 written request from an employee in the above-referenced pay range, the Human Resources Director may
3 waive the eighty hour limit after reviewing the individual circumstances in support of the request. (Ord.
4 19969 §35; December 16, 2013: prior Ord. 19803 §1; November 19, 2012: prior Ord. 19632 §1; October
5 10, 2011: Ord. 19619 §1; September 19, 2011: Ord. 19538 §1; May 16, 2011: Ord. 19452 §3; September
6 20, 2010: Ord. 19366 §1; April 5, 2010: Ord. 19317 §10; October 12, 2009: Ord. 19145 §1; September
7 22, 2008: Ord. 19122 §3; August 11, 2008: Ord. 18975 §1; August 6, 2007: Ord. 18647 §2; November
8 28, 2005: Ord. 18595 §9; August 8, 2005: Ord. 18404 §1; July 19, 2004: Ord. 18225 §3; August 11,
9 2003: Ord. 18046 §3; August 5, 2002: Ord. 17891 §4; August 13, 2001: Ord. 17708 §4; August 7, 2000:
10 Ord. 17041 §1; August 12, 1996: Ord. 16661 §8; August 22, 1994: Ord. 16448 §11; August 23, 1993:
11 Ord. 15968 §5; September 16, 1991: Ord. 15703 §1; August 20, 1990: Ord. 15488 §75; March 12, 1990:
12 P.C. §2.58.330: Ord. 15277 §1; August 28, 1989: Ord. 14958 §9; August 22, 1988: Ord. 14747 §1;
13 September 8, 1987: Ord. 14177 §1; August 19, 1985: Ord. 13970 §1; October 2, 1984: Ord. 13013 §1;
14 October 13, 1980: Ord. 12406 §1; October 23, 1978: Ord. 12168 §17; December 27, 1977: Ord. 10560
15 §1; September 11, 1972: Ord. 8619 §51; December 21, 1964: Ord. 7208 §33; June 20, 1960).

16 Section 9. That Section 2.76.385 be amended to read as follows:

17 **2.76.385 Funeral Leave.**

18 This section does not apply to employees with a pay range prefixed by "A" or "C".

19 A probationary or regular employee not represented by a bargaining unit shall be granted
20 funeral leave as follows:

21 (a) For employees with a pay range prefixed by "E", "F", "M", ~~or "P"~~, or "W", in
22 the case of the death of the employee's mother, father, brother, sister, husband, wife, child, mother-in-
23 law, father-in-law, stepmother, stepfather, stepchild, grandparent, grandchild, or in the case of death of
24 any other relative residing in the immediate household of an employee, the employee shall be allowed
25 twenty-four hours funeral leave with regular pay without deduction from pay or accumulated sick leave.

1 (b) For employees with a pay range prefixed by “N” or “X”, in the case of the death
2 of the employee's mother, father, brother, sister, husband, wife, child, mother-in-law, father-in-law,
3 stepmother, stepfather, stepchild, grandparent, grandparent of spouse, grandchild, or in the case of death
4 of any other relative residing in the immediate household of an employee, the employee shall be allowed
5 forty (40) hours funeral leave with regular pay without deduction from pay or accumulated sick leave.
6 The leave may be used to attend the funeral or to bereave the death of the relative. The leave may be
7 taken non-consecutively with approval from the department head or Human Resources Director when
8 circumstances warrant.

9 (c) In the case of the death of an employee’s sister-in-law, brother-in-law, daughter-
10 in-law, son-in-law, aunt, uncle, nephew, niece, or a grandparent of an employee’s spouse, or a foster child
11 residing in the immediate household of an employee, the employee shall be allowed sixteen hours funeral
12 leave with regular pay without deduction from pay or accumulated sick leave.

13 (d) For employees with a pay range prefixed by “E”, “F”, “M”, ~~or “P”~~, or “W”, in
14 addition, the employee may also be allowed to use up to twenty-four hours of accumulated sick leave in
15 the case of death of any of the above-designated persons.

16 (e) A regular employee may be granted up to two hours funeral leave with regular
17 pay by such employee’s department head or his or her designated representative to attend the funeral of a
18 fellow employee who was employed by the City at the time of his or her death. (Ord. 20067 §1; August
19 11, 2014: prior Ord. 19537 §1; May 16, 2011: Ord. 19452 §4; September 20, 2010: Ord. 18844 §1;
20 November 13, 2006: Ord. 18404 §2; July 19, 2004: Ord. 17396 §5; August 10, 1998: Ord. 16562 §1;
21 February 28, 1994: Ord. 16448 §12; August 23, 1993: Ord. 16097 §1; April 20, 1992: Ord. 15704 §1;
22 August 20, 1990: Ord. 15488 §76; March 12, 1990: P.C. §2.58.331: Ord. 15278 §1; August 28, 1989:
23 Ord. 14748 §1; September 8, 1987: Ord. 13013 §2; October 13, 1980: Ord. 12168 §18; December 27,
24 1977: Ord. 9617 §1; November 4, 1968: Ord. 8619 §52; December 21, 1964).

25 Section 10. That Section 2.76.395 be amended to read as follows:

26 **2.76.395 Vacation Leave with Pay.**

1 (a) Amount. Each employee with a pay range prefixed by "A", "C", or "E" shall
2 earn vacation leave credit annually as follows:

3 After original appointment - at the factored hourly equivalent of 88 hours per year.

4 After five years of service - at the factored hourly equivalent of 120 hours per year.

5 After ten years of service - at the factored hourly equivalent of 136 hours per year.

6 After twelve years of service - at the factored hourly equivalent of 148 hours per year.

7 After fifteen years of service - at the factored hourly equivalent of 168 hours per year.

8 After twenty years of service - at the factored hourly equivalent of 195 hours per year.

9 After twenty-five years of service - at the factored hourly equivalent of 200 hours per
10 year.

11 The department head may require that vacation leave be taken not less than one hour at a
12 time. Vacation leave credit shall not accrue during a leave of absence without pay.

13 (b) Each employee with a pay range prefixed by "N" or "X" shall earn vacation
14 leave credit annually as follows:

15 After original appointment - at the factored hourly equivalent of 80 hours per year.

16 After five years of service - at the factored hourly equivalent of 116 hours per year.

17 After ten years of service - at the factored hourly equivalent of 130 hours per year.

18 After twelve years of service - at the factored hourly equivalent of 148 hours per year.

19 After fifteen years of service - at the factored hourly equivalent of 160 hours per year.

20 After twenty years of service - at the factored hourly equivalent of 196 hours per year.

21 After twenty-five years of service - at the factored hourly equivalent of 200 hours per
22 year.

23 The department head may require that vacation leave be taken not less than one day at a
24 time. Vacation leave credit shall not accrue during a leave of absence without pay.

25 (c) ~~Effective on the beginning of the first pay period after January 1, 2014, e~~Each
26 employee with a pay range prefixed by "M" or "W" shall earn vacation leave credit as follows:

1 After original appointment - at the factored hourly equivalent of one hundred sixty (160)
2 hours per year.

3 After twenty years of service - at the factored hourly equivalent of two hundred (200)
4 hours per year.

5 Any employee in a pay range prefixed by "M" or "W" may use vacation during their
6 probationary period upon approval by their supervisor.

7 Vacation leave credit shall not accrue during a leave of absence without pay.

8 (d) Vacation leave shall not be granted during the first six months of employment.

9 Each department head shall keep records on vacation leave credit and use and shall schedule vacation
10 leave with particular regard to the seniority of employees, to accord with operating requirements, and in-
11 sofar as possible, with requests of employees.

12 (e) Accumulated leave. An employee may accumulate vacation leave to a maximum
13 of eighty hours over and above the employee's maximum annual earning rate, for employees with a pay
14 range prefixed by "A", "C", "E", ~~or~~ "M", or "W".

15 For an employee with a pay range prefixed by "N" or "X", an employee may accumulate
16 leave to a maximum as follows:

<u>Completed Years of Service</u>	<u>Maximum Accumulated Leave</u>
0-5 years	162 hours
6 - 10 years	206 hours
11 - 12 years	220 hours
13 - 15 years	238 hours
16 - 20 years	250 hours
21 - 25 years	286 hours
26 years and up	290 hours

25 (f) Vacation payout. Any employee who separates from the city service shall be
26 compensated for vacation leave accrued and accumulated to the date of separation. The vacation payout
27 shall occur with the paycheck immediately following separation. In the event the separation is the result
28 of retirement, as defined by the applicable retirement plan, an employee may elect to utilize vacation until
29 all accrued vacation has been exhausted.

1 (g) Waiving vacation. For the purpose of maintaining necessary personnel on duty
2 to accomplish city work, a department head, with approval of the Mayor, may waive accumulated
3 vacation leave in excess of eighty hours. Waived vacation will be paid to the employee at the employee's
4 usual rate of pay as of the last January 1, provided there are sufficient funds in the department's budget
5 for salaries.

6 (h) Vacation bank payout. For employees maintaining a vacation bank, excluding
7 ranges prefixed by "B" or "F", the employee may request to sell all or part of their bank at the first full
8 pay period in July each year. Such request for payment shall be made in writing and approved by the
9 employee's department head and the Mayor, provided there are sufficient funds in the department's
10 budget for salaries. Payment for requested hours will be paid at the employee's usual rate of pay as of the
11 last January 1. (Ord. 20068 §1; August 11, 2014: prior Ord. 19975 §3; January 6, 2014: Ord. 19600 §1;
12 August 15, 2011: Ord. 19536 §1; May 16, 2011: Ord. 19366 §2; April 5, 2010: Ord. 19145 §2; September
13 22, 2008: Ord. 19122 §4; August 11, 2008: Ord. 18808 §2; September 25, 2006: Ord. 18595 §10; August
14 8, 2005: Ord. 18486 §3; December 20, 2004: Ord. 17812 §1; March 12, 2001: Ord. 17789 §2; February 5,
15 2001: Ord.17708 §5; August 7, 2000: Ord. 17276 §1; December 15, 1997: Ord. 16661 §9; August 22,
16 1994: Ord. 16448 §14; August 23, 1993: Ord. 16210 §1; August 31, 1992: Ord. 15968 §6; September 16,
17 1991: Ord. 15705 §1; August 20, 1990: Ord. 15488 §78; March 12, 1990: P.C. §2.58.340: Ord. 15279 §1;
18 August 28, 1989: Ord. 14750 §1; September 8, 1987: Ord. 14179 §1; August 19, 1985: Ord. 13971 §1;
19 October 1, 1984: Ord. 12168 §19; December 27, 1977: Ord. 10633 §1; November 20, 1972: Ord. 10230
20 §1; August 16, 1971: Ord. 9619 §1; November 4, 1968: Ord. 8893 §1; December 27, 1965: Ord. 8619
21 §54; December 21, 1964: Ord. 8189 §1; September 16, 1963: Ord. 7896 §1; October 8, 1962: Ord. 7733
22 §1; May 7, 1962: Ord. 7208 §24; June 20, 1960).

23 Section 11. That Section 2.76.450 be amended to read as follows:

24 **2.76.450 Reprimand.**

25 A department head may reprimand any employee for cause. Such reprimand shall be in
26 writing and addressed and presented to the employee who will initial receipt. A signed copy shall be

1 delivered to the Human Resources Department for inclusion in the employee's personnel file. The
2 employee may submit an explanation or rebuttal. Reprimands may not be appealed to the Personnel
3 Board.

4 Written reprimands and rebuttals or explanations thereof shall be removed from an
5 employee's personnel file, including such files within a department, one year after the filing thereof,
6 provided there is a written request for removal from the affected employee. This section shall apply only
7 to ranges prefixed by "E", "M", "N", "C", "A", "W", or "X". (Ord. 19969 §37; December 16, 2013: prior
8 Ord. 18174 §2; May 12, 2003: prior Ord. 17199 §1; June 16, 1997: Ord. 15488 §89; March 12, 1990: P.C.
9 §2.58.383; Ord. 11489 §10; October 20, 1975: Ord. 8619 §64; December 21, 1964).

10 Section 12. That Sections 2.76.040, 2.76.130, 2.76.155, 2.76.160, 2.76.175, 2.76.200,
11 2.76.370, 2.76.380, 2.76.385, 2.76.395, and 2.76.450 of the Lincoln Municipal Code as hitherto existing
12 be and the same are hereby repealed.

13 Section 13. That this ordinance shall take effect and be in force from and after passage
14 and publication in one issue of a daily or weekly newspaper of general circulation in the City, according
15 to law.

Introduced by:

Approved as to Form & Legality:

Approved this ____ day of _____, 2016: _____ Mayor
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EXCLUDED PAY PLAN - W RANGES

Effective August 11, 2016

CLASS CODE	CLASS TITLE	PAY RANGE	MINIMUM	MAXIMUM
0615	BENEFITS SPECIALIST	W01	25.767	43.144
0616	EMPLOYMENT MANAGER	W01	25.767	43.144
0617	HUMAN RESOURCES COORDINATOR	W02	32.014	53.603
0618	COMPENSATION MANAGER	W02	32.014	53.603
0620	PENSION OFFICER	W02	32.014	53.603
0633	EXECUTIVE ASSISTANT	W01	25.767	43.144
0705	ATTORNEY I	W01	25.767	43.144
0706	ATTORNEY II	W02	32.014	53.603
0707	SENIOR ATTORNEY	W03	36.664	61.392
0708	CHIEF ASSISTANT CITY ATTORNEY	W04	38.708	64.816
1127	CITY CONTROLLER	W03	36.664	61.392
1169	BUDGET OFFICER	W04	38.708	64.816
1320	RISK MANAGER	W02	32.014	53.603
1322	CLAIMS & INSURANCE COORDINATOR	W01	25.767	43.144
1324	SAFETY & TRAINING COORDINATOR	W01	25.767	43.144
1326	WORKERS' COMPENSATION CLAIMS COOR	W01	25.767	43.144
1450	INFORMATION SERVICES MANAGER	W04	38.708	64.816
2020	CITY ENGINEER	W04	38.708	64.816
2021	ASSISTANT CITY ENGINEER	W03	36.664	61.392
2023	DEPT LIAISON & COMPLIANCE ADMINISTRATOR	W02	32.014	53.603
2024	PUBLIC WORKS AND UTILITIES ASSISTANT DIREC	W04	38.708	64.816
2025	PUBLIC UTILITIES ADMINISTRATOR	W04	38.708	64.816
2026	FIBER NETWORK & RIGHT-OF-WAY MANAGER	W03	36.664	61.392
2033	PUBLIC UTILITIES COORDINATOR	W03	36.664	61.392
2048	ANTELOPE VALLEY PROJECT MANAGER	W03	36.664	61.392
2051	TRAFFIC ENGINEER	W03	36.664	61.392
2114	ASST PLANNING DIRECTOR	W04	38.708	64.816
2207	ASST DIRECTOR OF URBAN DEVELOPMENT	W03	36.664	61.392
2255	EQUITY AND DIVERSITY OFFICER	W01	25.767	43.144
3002	ASSISTANT FIRE CHIEF	W04	38.708	64.816
3125	ASSISTANT CHIEF OF POLICE	W04	38.708	64.816
3239	BUILDING & SAFETY MANAGER	W02	32.014	53.603
3602	ASSISTANT HEALTH DIRECTOR	W04	38.708	64.816
3604	RESOURCE & PROGRAM DEVELOP COOR	W02	32.014	53.603
5531	ASST DIRECTOR OF PARKS & RECREATION	W03	36.664	61.392
5600	TRANSIT MANAGER	W03	36.664	61.392

EXCLUDED - W RANGES

Effective August 11, 2016

PAY RANGE		MINIMUM	MAXIMUM
W01	Annual	53,595.36	89,739.52
	Monthly	4,466.28	7,478.29
	Biweekly	2,061.36	3,451.52
	Hourly	25.767	43.144
W02	Annual	66,589.12	111,494.24
	Monthly	5,549.09	9,291.19
	Biweekly	2,561.12	4,288.24
	Hourly	32.014	53.603
W03	Annual	76,261.12	127,695.36
	Monthly	6,355.09	10,641.28
	Biweekly	2,933.12	4,911.36
	Hourly	36.664	61.392
W04	Annual	80,512.64	134,817.28
	Monthly	6,709.39	11,234.77
	Biweekly	3,096.64	5,185.28
	Hourly	38.708	64.816